





Town of Tyngsborough, Massachusetts

PART A – Executive Summary

Public Comment Period: 02/17/2021 through 03/03/2021
Public Hearing Conducted: March 8, 2021 at 9:00 AM
Adopted by the Board of Selectmen: March 8, 2021

February 2021

Prepared by the

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Introduction

The Institute for Human Centered Design (IHCD) has prepared this report on behalf of the Town of Tyngsborough as part of the Town's on-going effort to assess the current level of ADA compliance in programs, services and activities and Town-owned facilities. In preparing for this report, IHCD teams surveyed the Town's portfolio of facilities and properties that were included in the Request for Proposal.

The building facility survey set includes four (4) public schools and nine (9) public buildings – including one (1) police station, three (3) fire stations, one (1) Town Hall / library, and four (4) municipal buildings. The accessibility survey includes all the spaces where the Town offers programs, services and activities to members of the public.

IHCD has submitted separate reports for each facility that was surveyed. To assist in prioritizing accessibility improvements to ensure compliance with the ADA Title II, each of the facility reports include an overview that identifies the most substantial accessibility issues and order of magnitude cost estimates for corrective action. Additionally, a detailed catalog that supplements the ADA Self-Evaluation narrative overview is also included. The catalog provides element-by-element photos of compliance issues, location and measurements – when applicable – at each assessed facility accompanied by recommendations and cost estimates for each accessibility issue.

In addition, a spreadsheet of priorities for corrective action organized by type of building and including order-of-magnitude costs was provided to the Town. When the Town presents findings and recommendations to the community and receives feedback, some recommendations may need cost adjustment. These spreadsheets are a capital planning and budgeting tool – the "ADA Transition Plan"– and are intended as a long-term tool to update as work is completed. The Town should make a good faith effort to complete the work in a reasonable time (IHCD recommends a three to five-year period). The ADA regulations do not set out precise timeframes to complete the work; IHCD bases the timeframes on conversations with the Department of Justice and their Project Civic Access settlement agreements with municipalities.

Together, the ADA Self-Evaluation and ADA Transition Plan will enable the Town to make substantial progress in meeting its ADA responsibilities. The recommendations for corrective action that apply to policies and procedures of the ADA Self-Evaluation are not included in the ADA Transition Plan since the Transition Plan spreadsheet is limited to capital accessibility issues. Policy and procedure recommendations are a blueprint for meeting compliance

responsibilities other than capital expenses.

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

A complete website accessibility report is also being submitted that provides information about website accessibility issues and recommendations for corrective measures.

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

- The Town of Tyngsborough has hired a consultant (IHCD) to undertake its ADA self-evaluation (as basis for the Town's Transition Plan).
- The Town of Tyngsborough has an ADA Coordinator who deals with human resources issues and an ADA Coordinator who focuses on physical access to municipal facilities and programs.
- From the responses to the ADA questionnaire, none of the departments stated they did not have reasonable accommodation policies in place, and all reported Town employment eligibility criteria appeared to be necessary for the provision of the service, program or activity, and permitted under the ADA.

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

Many key facilities are generally usable by people with disabilities but are not in full compliance with current accessibility requirements. For example, Town Hall has many issues with various toilet rooms, does not appear to have an assistive listening system in the theater and has issues with the cooktop and oven in the kitchen. However, it also has a lift connecting all floors and an accessible lift to the stage. Similarly, the First Parish Meeting House lacks accessible directional and egress signage and lacks companion seating near the accessible seats, among other accessibility issues. However, the main entrance is largely accessible, a Limited Use Limited Access (LULA) elevator provides access between the basement, first floor and mezzanine, and a platform lift provides access to the altar on the first floor.

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

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

In order to comply with the program accessibility obligations, the Town of Tyngsborough should consider:

1. Relocation of its programs, services and activities within a current facility.

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

2. Relocation of its programs, services and activities to another facility.

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

3. Renovation/alteration of Town facilities to ensure access to programs, services and

activities.

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

Note that any corrective actions needed to ensure program accessibility must comply with the requirements of the 2010 ADA Standards and/or 521 CMR.

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

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

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

Key Recommendations for Municipal Facilities:

- Ensure there is an accessible route from all arrival points to those areas in the building where public programs, services and activities are provided. For example, Littlefield Library has some correctible accessibility issues with its exterior ramp including an excessive change of level at the bottom landing.
- If parking is provided, ensure fully accessible parking spaces are provided. There are issues with accessible parking at multiple locations such as lack of or noncompliant accessible parking spaces, access aisles and signs. For example, the police department lacks accessible parking spaces altogether, and accessible parking spaces at the Council on Aging have identification signs that are not positioned properly.
- Ensure that fully accessible toilet rooms are provided in the building. Where it is technically infeasible to provide accessible multi-user toilet rooms, provide an accessible single-user toilet room in the same area as the existing multi-user toilet rooms. For example, at Old Town Hall, IHCD recommends that the men's toilet room on the second floor be converted to an accessible single-user toilet room available to all.

- Ensure that where programs, services or activities are offered there is a sufficient number of accessible features (accessible counters, accessible work surfaces, etc.). For example, service counters are not compliant at Fire Station 1 and at the Police Department.

- If audible communication is integral to the use of the space, provide a compliant assistive listening system. This should be reviewed at applicable locations such as the Town Hall Library and the theater at Old Town Hall

Key Recommendations for Public Schools:

- Ensure that fully accessible toilet rooms are provided in each building. As mentioned before, where it is technically infeasible to provide accessible multi-user toilet rooms, provide an accessible single-user toilet room in the same area as the existing multi-user toilet rooms.

- If there is a toilet room in unique rooms such as a nurse's office, ensure that a fully accessible toilet room is provided. This includes maintaining the clear floor space at all fixtures free of any storage.

- Ensure that accessible sinks (with knee and toe clearance) are provided in at least one classroom per grade, if a sink or sinks are provided in those rooms. If accessible sinks are already provided, ensure they have insulated pipes. Many school classrooms lack accessible sinks in rooms where sinks are provided at both the Middle School and the High School.

- Ensure that those features of facilities and equipment that are required to be readily accessible to and usable by persons with disabilities are maintained in operable working condition (e.g., elevators or automatic door openers). For example, at the Middle School, the lift in the gym building is unable to be used independently.

- Ensure accessible work surfaces are provided in at least one classroom per grade. Furthermore, ensure that specialized classrooms (e.g., labs, art rooms etc.) have accessible work surfaces.

- Ensure that all elements in the classrooms are within reach range (e.g., emergency showers, first aid kits and dispensers).

- If audible communication is integral to the use of a space, provide a compliant assistive listening system.

- Ensure there is an accessible route to all elements in the park/outdoor space (baseball fields, basketball courts, playgrounds, picnic areas, toilet facilities, etc.). One or more of these issues is present at the Lakeview School, the Elementary School and at the High School.

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

- Ensure there is a clear floor space adjacent to the bench at team seating areas and spectator seating areas at the baseball fields, basketball courts, etc.

Tyngsborough High School



Town of Tyngsborough

ADA Transition Plan

February 2021

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Background

Year Built: 1991

Tyngsborough High School, located at 36 Norris Road, is a two-story building with a basement. There are two (2) entrances (one on the north side of the building and the main entrance on the south side of the building) that have minor accessibility issues. Vertical access is provided by an elevator and three (3) sets of egress stairs.

The basement contains the girls' locker room, the girls' team locker room, the boys' locker room, the boys' team locker room, the training room, the fitness center and the weightlifting room.

The first floor contains the school offices, the cafeteria, the auditorium, the band room, the gymnasium, the media center, classrooms, the pottery studio, the sewing lab, the graphic arts lab, the technology shop, the wrestling room, the nurse's office, two multi-user men's and women's toilet rooms, and a single-user men's toilet room.

The second floor contains classrooms; physics, biology, general science, chemistry, and anatomy and physiology labs; student activity rooms, the guidance office, student services offices, the business lab, the athletic office, and one multi-user men's and one multi-user women's toilet room.

Exterior facilities include a softball field, a practice area, a concession stand with men's and women's single-user toilet rooms, a track and football field, a press box, bleachers, and a baseball field. There is a parking lot on the south side of the school.

Note: Certain rooms such as the men's toilet room by the technology shop on the first floor, the cooking lab, the guidance office, the student services office and the fitness center were unable to be accessed on the day of survey. The IHCD survey team was told by staff that the north baseball field is no longer in use.

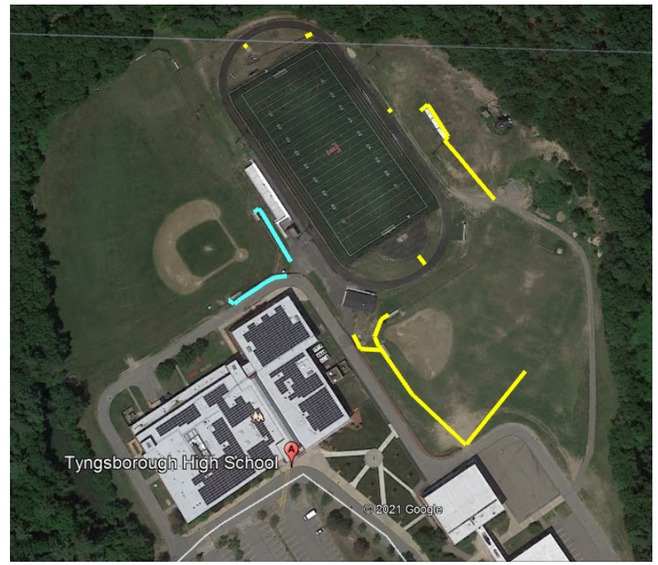
Key Accessibility Issues

Exterior Access Routes

Accessibility issues include routes with running and cross slopes that are steeper than allowed, changes in level that are greater than allowed and surfaces that are not stable, firm and slip-resistant.

Areas of Sport Activity

Accessibility issues include lack of accessible routes to areas of sport activity including to the softball field, practice field, pole vault, shot put, long jump, high jump and south baseball field. Accessible spaces are not provided alongside team seating areas at the south baseball field and the football field. Accessible spaces are not provided alongside spectator seating on the east side of the football field. See the following image for recommended accessible routes to areas of sport activity. Aqua lines represent proposed asphalt routes and yellow lines represent proposed stone dust routes.



Curb Ramp
The curb ramp by the main entrance has an excessive running slope, an excessive slope at the flares, and lacks a landing at the top.

Parking
Accessibility issues include lack of a sign with the designation “Van Accessible” at a van accessible parking space. In addition, based on the parking count, an additional car accessible parking space is required.

Exterior Stairs
Accessibility issues include stairs that lack an extension at the bottom handrails and stairs that are not maintained in operable working condition.

Doors and Gates
Accessibility issues include lack of the minimum required maneuvering clearance, door thresholds that are higher than the maximum height allowed, and doors with hardware that requires tight grasping, pinching, or twisting of the wrist. The maneuvering clearance at the gate from the football stadium has an excessive slope.

Signage
Accessibility issues include noncompliant or misplaced designation, directional and egress signage, including lack of illuminated signs with the International Symbol of Accessibility (ISA) at accessible egress doors that lead directly to an accessible exterior route.

Elevator
The elevator lacks audible car position indicators inside of the cabin and lacks compliant hoistway signage in the basement and on the second floor.

Service Counters
The lobby, main office and concession stand lack accessible service counters.

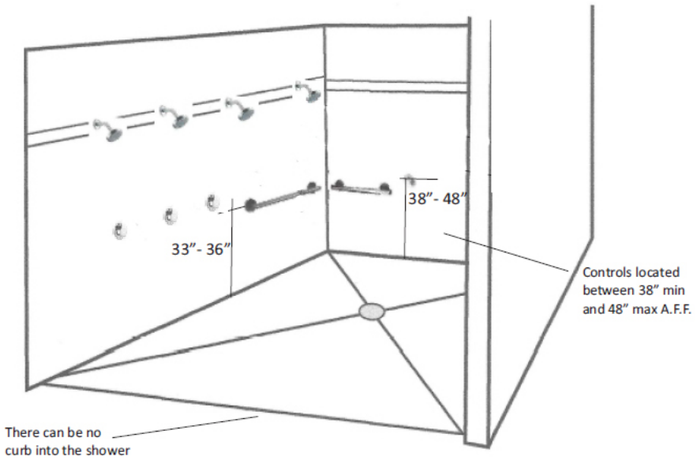
Assembly Area
Accessibility issues include lack of an assistive listening system (ALS) and lack of designated aisle seats with retractable armrests. In addition, wheelchair spaces are not centrally located and do not provide wheelchair users with viewing angles that are available to all other spectators. There is no accessible route between the accessible spaces and the stage within the auditorium, however it may be technically infeasible to correct this issue due to the auditorium’s configuration.

Note: In each area where audible communication is integral to the use of the space, an assistive listening system shall be provided. Where an assistive listening system is required, a sign indicating its availability is also required. Assistive listening devices must be kept charged and maintained. Twenty-five percent of (but no fewer than two) receivers shall be hearing aid compatible in accordance with the ADA 2010 Standards for Accessible Design 706.3.

Toilet Rooms
Key accessibility issues with toilet rooms include lack of knee and toe clearance at lavatories, exposed pipes under lavatories, mirrors located higher than allowed, dispensers mounted over grab bars, accessible compartments with malfunctioning self-closing hinges, accessible compartment toilets with the flush control not on the open or transfer side, and accessible compartment toilets with a centerline that is not at the required distance from the side wall. Additional accessibility issues include dispensers that protrude into the toilet room circulation path.

In the nurse’s office, at least one of the single-user toilet rooms must be brought into compliance.

Showers
Key accessibility issues with showers include lack of accessible shower facilities in the girls’ team locker room, boys’ team locker room and the boys’ locker room. The alternate roll-in shower in the girls’ locker room lacks a compliant padded seat, lacks an opening that is 36 inches wide and lacks a horizontal grab bar on the back wall. The following diagram illustrates placement of controls and grab bars for an accessible gang shower, and could be used in the boys’ team locker room.



Locker Rooms and Corridor Lockers
Accessibility issues include lack of a compliant bench with back support in the boys’ locker room, boys’ team locker room and girls’ team locker room; and lack of an accessible changing room in the girls’ locker room. In addition, a minimum of two percent of lockers in each of these locations and in the main corridors should have storage (including hooks and shelves) that are located between 15 and 48 inches above the finished floor.

Labs
Accessibility issues include lack of an accessible chemical fume hood, an accessible eyewash and an accessible work surface; emergency shower pulls, first aid kits and safety cabinet controls that are located higher than allowed; and cabinet hardware that is not operable with a closed fist.

Press Box
Because the free-standing press box is located less than 12 feet above the ground, the ADA requires that an accessible route be provided to the press box level.

Drinking Fountains
Accessibility issues include lack of drinking fountains for standing and seated users.

Sinks
Accessibility issues include sinks with rims or counters located higher than allowed, lack of a sink with knee and toe clearance, and lack of wrapped pipes under the sinks in several locations, Including in the TV editing studio, fine arts classroom, trainer's room and chemistry lab. In addition, many sinks lack compliant faucets, including sinks in the general science classroom, the chemistry lab and the biology lab. For program access, IHCD recommends that an accessible sink with a compliant faucet be provided in one classroom for each grade level and in each unique classroom, lab or space (such as in fine arts, pottery, wrestling, anatomy, chemistry, graphic arts and biology rooms).

Note: If no classrooms in a given grade or a given type of classroom have a sink, an accessible sink is not required to be installed. It is the presence of a sink in a classroom that triggers the requirement of at least one accessible sink in a classroom.

Additional Accessibility Issues

- The trash container near the football field is not located on an accessible route.
- The surface of the ramp by egress Door 9 is in need of repair.
- Some interior accessible routes are less than 36 inches wide due to the placement of furniture and other items.
- A defibrillator and a paper towel dispenser act as protruding objects in the corridor and pottery studio.
- There is a change in level greater than allowed in the weightlifting room.
- Floor mats are not secured in the main office and gym.
- Interior stairs lack compliant extensions in three (3) locations.
- Coat hooks, an intercom, a paper towel dispenser and a fire blanket are located higher than allowed.
- Dining and work surfaces in several areas lack knee and toe clearance.
- The work surface in the TV studio has a surface that is higher than allowed.
- Toe and knee clearance is not provided for at least one picnic table and an accessible route is not provided to at least one accessible picnic table in the picnic area.
- Some exercise equipment in the weightlifting room lacks clear floor space alongside it.

Order of Magnitude Cost Estimates

- Renovate and provide exterior access routes: $5,856
- Renovate the curb ramp by the main entrance: $2,800
- Renovate accessible parking: $2,350
- Renovate exterior stairs: $1,052
- Provide compliant egress, directional and designation signage: $20,328
- Renovate interior routes (including relocating protruding objects and altering changes in level): $1,109
- Renovate doors (including providing two [2] automatic door openers): $12,674
- Provide an audible car position indicator inside elevator cabin and compliant hoistway signage: $2,084
- Renovate three (3) service counters: $2,640
- Relocate operable parts within reach range and ensure they are operable with a closed fist: $1,746
- Provide accessible dining and work surfaces: $18,470
- Provide four (4) compliant aisle designated seats in the auditorium: $3,600
- Provide an assistive listening system in the auditorium: $6,250
- Provide a compliant bench in four (4) locker rooms and relocate the coat hook in the boys' locker room: $1,056
- Renovate one of each type of science lab: $9,308
- Provide one (1) accessible picnic table: $1,400
- Install a platform lift to the press box: $21,660
- Renovate toilet rooms: $42,289
- Provide accessible showers in locker rooms: $20,027
- Provide an accessible changing room in the girls' locker room: $5,866
- Renovate six (6) drinking fountains: $24,168
- Renovate ten (10) classroom sinks: $43,797
- Provide accessible routes to areas of sport activity: $77,976
- Miscellaneous corrective actions (renovating exterior ramp, providing handrail extensions for interior stairs, etc.): $682

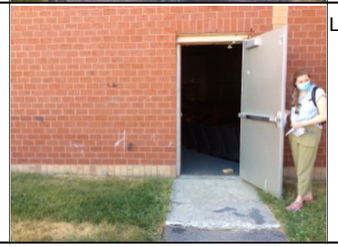
Total: $329,188*

*Cost of relocating plumbing for the boys' team locker room gang shower is not included. Cost to relocate wheelchair accessible spaces into the center of the theater will require further assessment.

Best Practice and Inclusive Design

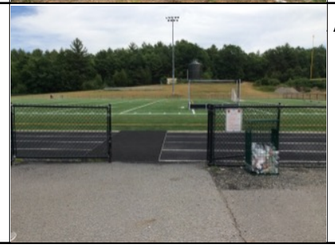
Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

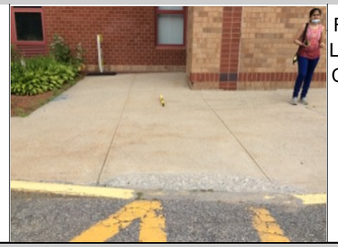
- Recommend providing chairs with and without arms in the main office and media center.
- Recommend providing designation signage with raised characters and braille at permanent rooms where it is not provided.
- Recommend providing 12" extensions at the top and bottom of the existing stair handrail and providing a second handrail at the stair to the stage.
- Recommend providing a 10" high solid surface (kickplate) on the push side of the gate from the bleachers.

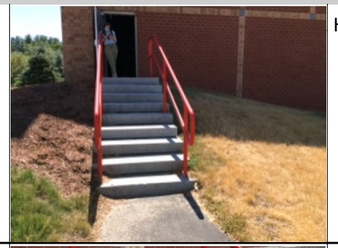
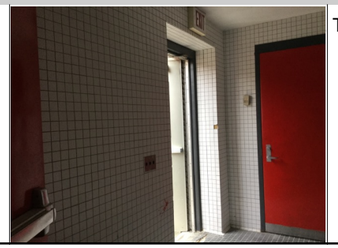
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Walkway From Concession Stand to Track / Football Field	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%)	3.8%	Reduce cross slope to be no steeper than 1:50 (2.00%). (Cost estimate for 6' long, 4' wide area.)	1	240	$240
2	Walkway to Concession Stand	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5%)	8.5%	Reduce running slope to be no steeper than 1:20 (5%). (Cost estimate for 30' long, 4' wide area.)	1	1200	$1200
3	Walkway From Bleachers to School	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5%)	7.6%	Reduce running slope to be no steeper than 1:20 (5%). (Cost estimate for 30' long, 4' wide area.)	1	1200	$1200
5	Egress Door 15	Ext		Exterior Access Route	Walkway		Level changes > 1/4"	1.5"	Alter change in level to be 1/4" high max. (Cost for asphalt.)	1	160	$160
4	Egress Door 16 From Auditorium	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	2"	Alter change in level to be 1/4" high max. (Cost for asphalt.)	1	160	$160

Town of Tyngsborough

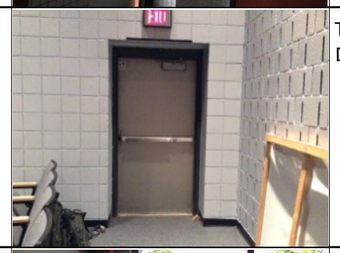
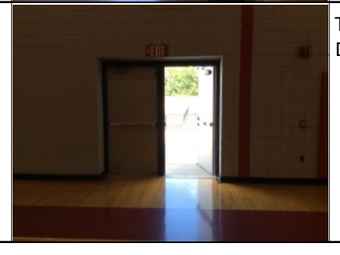
Tyngsborough High School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Ramp at Egress Door 5	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	.75"	Alter change in level to be 1/4" high max. (Cost for concrete.)	1	256	$256
7	Egress Door 17	Ext.		Exterior Access Route	Exterior		Surface is not stable, firm, and slip-resistant	4"	Repair surface. (Cost for concrete.)	1	256	$256
8	Egress Door 14	Ext.		Exterior Access Route	Walkway		Surface is not stable, firm, and slip-resistant	-	Repair surface. (Cost for asphalt.)	1	160	$160
9	Walkway From Softball Field to Concession Stand	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Provide an accessible route from the softball through the gate to the path to the concession stand. . (Cost estimate for 62' long, 4' wide stone dust route from the gate to the area or sport activity.)	1	1984	$1984
10	Football Field/Track Recycle Bin	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Provide an accessible route to recycle bin. (Cost estimate for 6' long, 4' wide asphalt route.)	1	240	$240

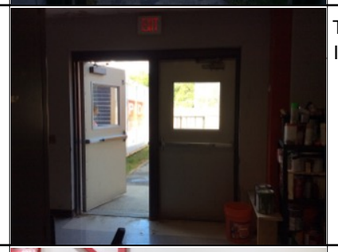
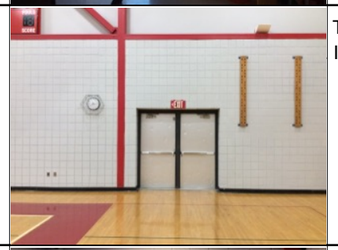
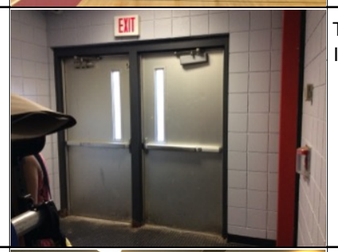
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Curb Ramp											
11	Sidewalk by Main Entrance	Ext.		Curb Ramp	N/A		Running slope > 1:12 (8.33%) Landing not provided at top of curb ramp Curb ramp flares > 1:10 (10%)	9.4% 12.6% 9.6%	Reduce running slope to be no steeper than 1:12 (8.33%). Reduce slope at curb ramp flares to be no steeper than 1:10 (10%). Provide landing at top of curb ramp. (Cost estimate for a new concrete curb ramp.)	1	2800	$2800
	Off-Street Parking Lot or Garage											
12	Parking Lot C	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces Sign bottom < 60" above finished grade	92 3 0 54"	Provide one additional car accessible parking space. Locate sign with the bottom of the sign 60" above the ground min. (at sign on right).	1	1850 Labor	$1850
13	Parking Lot C	Ext.		Off-Street Parking Lot or Garage	Visitor		Sign does not have the designation "Van Accessible" Sign bottom < 60" above finished grade	- 54"	Add the designation "Van Accessible" to the sign located at this van accessible space. Locate sign with the bottom of the sign 60" above the ground.	1	500 Labor	$500
	Exterior Ramp											
14	Ramp at Egress Door 5	Ext.		Exterior Ramp	N/A		Landing < 60" min. long	48.5"	It may be technically infeasible to correct the ramp.	1	-	$0
15	Egress Door 9 Near Gym (Mid-Ramp)	Ext.		Exterior Ramp	N/A		Surface is not stable, firm, and slip-resistant	-	Repair surface. (Cost for concrete.)	1	256	$256

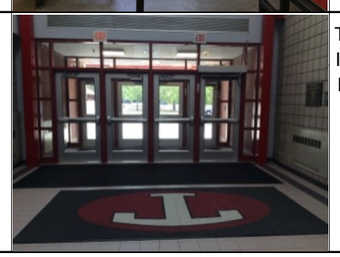
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Exterior Stair											
16	Egress Door 17	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair	-	Bottom: Ensure that the sloped bottom extension extends one tread depth minimum beyond last riser nosing in same direction as stair flight.	2	142	$284
17	Egress Stair by Door 10	Ext.		Exterior Stair	N/A		Not maintained in operable working condition	-	Ensure stairs are maintained in operable working condition.	1	256	$256
18	Egress Stair by Door 10	Ext.		Exterior Stair	N/A		Not maintained in operable working condition	-	Ensure stairs are maintained in operable working condition.	1	256	$256
19	Egress Stair by Door 11	Ext.		Exterior Stair	N/A		Not maintained in operable working condition	-	Ensure stairs are maintained in operable working condition.	1	256	$256
	Emergency Exit											
20	Boys' Locker Room Egress Door 11	B		Emergency Exit	N/A		Tactile sign not provided at exit	-	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door.	1	232	$232

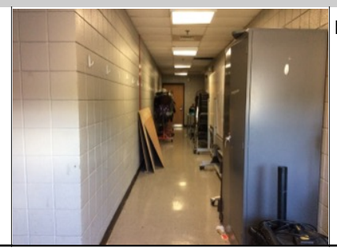
Tyngsborough High School

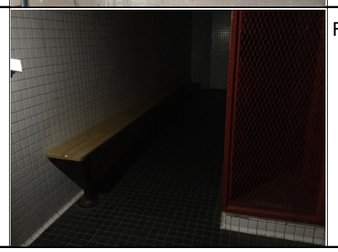
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
21	Egress Door 10	B		Emergency Exit	N/A		Tactile sign not provided at exit		Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door.	1	232	$232
22	Egress Door 17	1		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	$464
23	Cafeteria Egress Door 8	1		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	$464
24	Egress Door 7 (Loading Dock)	1		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	$464
25	Egress Door 12 From Gym	Ext.		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	$464

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
26	Egress Door 16 From Auditorium	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB)	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
27	Egress Door 15	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB)	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
28	Egress Door 13 From Gym	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB)	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
29	Stair 4 Egress Door 14	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB)	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
30	Egress Door 9 Near Gym	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB)	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432

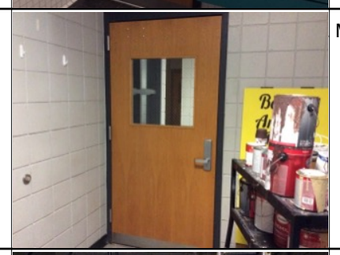
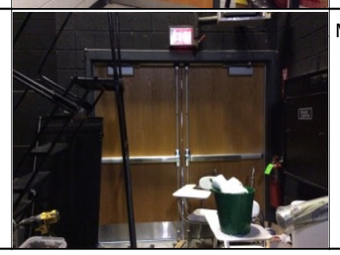
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
31	Egress Door 5	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB)	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
32	Stair 1 Egress Door	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB)	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
33	Exit Door 3 From Wrestling Room	1	113	Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB)	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
34	Exit Door 4 From Weight Lifting Room	1	115	Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB)	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
35	Lobby	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB) Mat not securely attached	- - -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility. Secure the mat.	1	432 Labor	$432

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
36	Weight Lifting Room	1	115	Emergency Exit	N/A		Maneuvering clearance(s) not provided	-	Relocate equipment.	1	Labor	$0
37	Exit Door 3 From Wrestling Room	1	113	Emergency Exit	N/A		Threshold > 1/2" high	1.5"	Alter the threshold to be 1/2" high max.	1	150	$150
38	Exit Door 3 From Wrestling Room	Ext.		Emergency Exit	N/A		Threshold > 1/2" high	2"	Alter the threshold to be 1/2" high max.	1	150	$150
39	Exit Door 4 From Weight Lifting Room	Ext.		Emergency Exit	N/A		Threshold > 1/2" high	2"	Alter the threshold to be 1/2" high max.	1	150	$150
Access to Goods and Services												
Interior Access Route												
40	Corridor	1		Interior Access Route	N/A		Route < 36" wide	-	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate stored items.	1	Labor	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
41	Corridor to Door 15 by Stage	1		Interior Access Route	N/A		Route < 36" wide	-	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate stored items.	1	Labor	$0
42	Weight Lifting Room	1	115	Interior Access Route	N/A		Route < 36" wide	-	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate mat.	1	Labor	$0
43	Weight Lifting Room	1	115	Interior Access Route	N/A		Route < 36" wide	-	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate equipment.	1	Labor	$0
44	American History	2	221	Interior Access Route	N/A		Route < 36" wide	22" -24"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate desk or cabinet.	1	Labor	$0
45	Boys' Team Locker Room	B		Interior Access Route	N/A		Route < 36" wide	31.5"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate bench.	1	Labor	$0

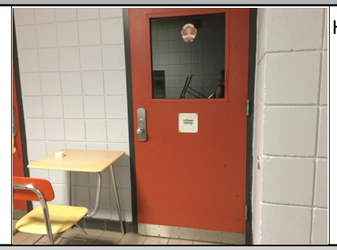
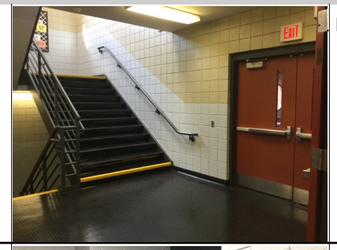
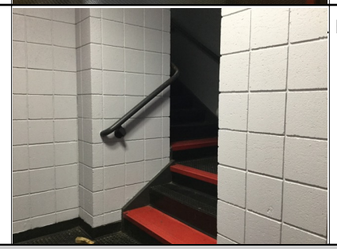
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
46	Girls' Team Locker Room	B		Interior Access Route	N/A		Route < 36" wide	31.5"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate bench.	1	Labor	$0
47	Corridor Across From Nurse's Office	1		Interior Access Route	N/A		Obstructed by protruding objects	6"	Relocate defibrillator.	1	256	$256
48	Literature	1	109	Interior Access Route	N/A		Obstructed by protruding objects	67"	Provide a cane-detectable barrier under the TV such as furniture.	1	Labor	$0
49	Health	1	111	Interior Access Route	N/A		Obstructed by protruding objects	70"	Provide a cane-detectable barrier under the TV such as furniture.	1	Labor	$0
50	Math	2	211	Interior Access Route	N/A		Obstructed by protruding objects	70"	Provide a cane-detectable barrier under the TV	1	Labor	$0

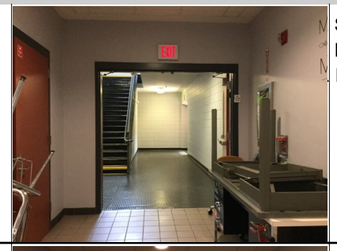
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
51	Chemistry and Forensics Lab	2	215	Interior Access Route	N/A		Obstructed by protruding objects	73"	Provide a cane-detectable barrier under the TV.	1	Labor	$0
52	Spanish Classroom Shelf	2	216	Interior Access Route	N/A		Obstructed by protruding objects	10"	Remove shelf or provide a cane-detectable barrier underneath.	1	Labor	$0
53	Pottery Studio	1	106	Interior Access Route	N/A		Obstructed by protruding objects Object located in door maneuvering clearance	8.75" -	Relocate paper towel dispenser away from door and out of the circulation path.	1	353	$353
54	Weight Lifting Room	1	115	Interior Access Route			Level changes > 1/4"	2.5"	Alter change in level to be 1/4" high max. Ensure that the slope is no greater than 1:20 (5.00%).	1	500	$500
55	Gymnasium	1		Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	$0

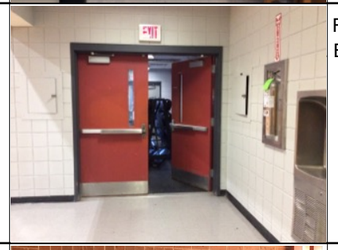
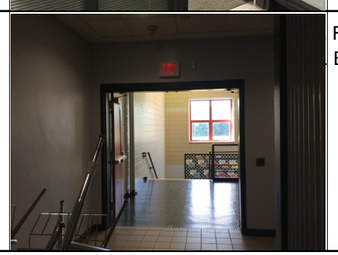
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
56	Main Office	1		Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	$0
	Doors, Doorways, & Gates											
57	Football Field/Track Gate at 50 Yard Line	Ext.		Doors, Doorways, & Gates	N/A		Clear width at door < 32"	26.5"	Enlarge gate opening to be 32" min.	1	Labor	$0
58	Nurse's Office, Toilet Room Right of Sink	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	10"	Ensure that one of the two single-user toilet rooms in the nurse's office is brought into full compliance. Provide an automatic door opener.	1	3060	$3060
59	Corridor To Hall Where Music Room is Located	1		Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided	-	Relocate cart to provide door maneuvering clearance.	1	Labor	$0
60	Stage	1		Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided	-	Clear items away from the door to ensure door maneuvering clearance.	1	Labor	$0

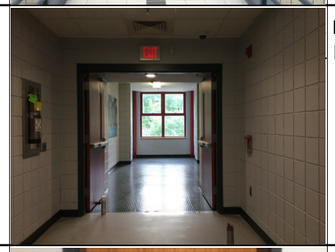
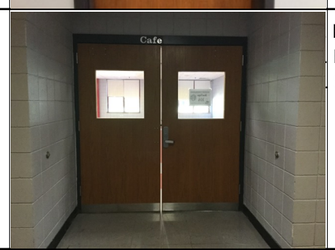
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
61	Media Center AV Equipment Room	1		Doors, Doorways, & Gates	Other		Maneuvering clearance(s) not provided	10"	Provide an automatic door opener.	1	3060	$3060
62	Graphic Arts Lab	1	104	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	10.5"	Reverse the swing of the door to provide maneuvering clearance. 18" is required on the latch pull side of the door.	1	1884	$1884
63	Calculus	2	203	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	9.75"	Relocate file cabinet.	1	Labor	$0
64	Business Lab	2	210	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	10.5"	Reverse the swing of the door to provide maneuvering clearance.	1	1884	$1884
65	Math	2	211	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	15"	Relocate trash bin.	1	Labor	$0

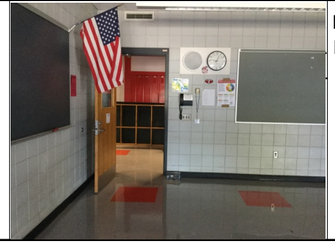
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
66	Chemistry	2	213	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate trash bin.	1	Labor	$0
67	Classroom	2	235	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	12.25"	Relocate file cabinet.	1	Labor	$0
68	Walkway From Bleachers to School	Ext.		Doors, Doorways, & Gates	N/A		Maneuvering clearance at door > 1:50 (2.00%)	5.5%	Alter so that the slope in all directions is no greater than 1:50 (2.00%). (Cost estimate for 10' long by 4' wide asphalt area.)	1	400	$400
69	Fitness Center	B		Doors, Doorways, & Gates	Other		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
70	Fitness Center	B		Doors, Doorways, & Gates	Other		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	2	484	$968

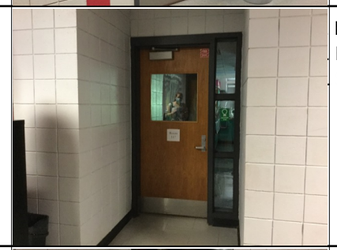
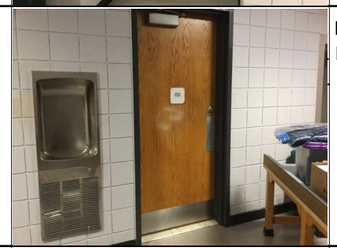
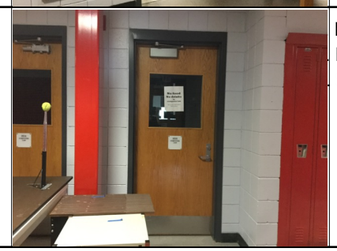
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
71	Weight Lifting / Fitness Center	B		Doors, Doorways, & Gates	Other		Hardware not operable with a closed fist	- - - -	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
	Stairways											
72	Stair 2	1		Stairways	Egress		Handrails do not extend 12" from stairs	- -	At the central handrail shown - Top: Ensure handrails extend horizontally above the landing for 12” min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	1	142	$142
73	Stair by Electric Room	B		Stairways	Egress		Handrails do not extend 12" from stairs	-	Bottom: Ensure handrails extend to one tread depth beyond the last riser.	2	142	$284
	Elevator											
74	Elevator	2		Elevator	Interior		Hoistway signs not on both jambs	-	Provide hoistway signs on both sides of jambs.	2	96	$192
75	Elevator	B		Elevator	Interior		Hoistway signs not on both jambs	-	Provide hoistway signs on both sides of jambs.	2	96	$192

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
76	Elevator	1		Elevator	Interior		Audible & visible car position indicators not provided	-	Audible car position indicator is not present. Install audible car position indicators.	1	1700	$1700
	Signage											
77	Stair 1	1		Signage	Egress		Signage is not provided Raised characters not provided on sign Braille not provided on sign		Locate compliant signage alongside the door on the latch side. Provide text with raised characters duplicated in braille on sign.	1	232	$232
78	Stair 1	2		Signage	Egress		Signage is not provided Raised characters not provided on sign Braille not provided on sign	- - -	Locate compliant signage alongside the door on the latch side. Provide text with raised characters duplicated in braille on sign.	1	232	$232
79	Exit to Narrow Stair by Electric Room	B		Signage	Egress		Signage is not provided Raised characters not provided on sign Braille not provided on sign	- - -	Locate compliant signage alongside the door on the latch side. Provide text with raised characters duplicated in braille on sign.	1	232	$232
80	Main Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	$232

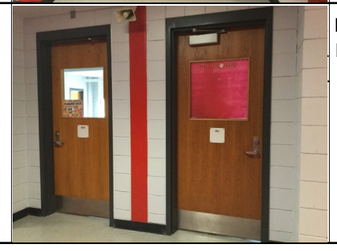
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81	Nurse's Office Toilet Rooms	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign. At the toilet room that is made accessible provide signage with the International Symbol of Accessibility (ISA).	2	232	$464
82	Stair 4 From Gym	1		Signage	Egress		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	$232
83	Vestibule at Egress Door 9 to Stair 2	1		Signage	Egress		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	$232
84	Media Center TV Studio	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	$232
85	Stair 2	2		Signage	Egress		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	$232

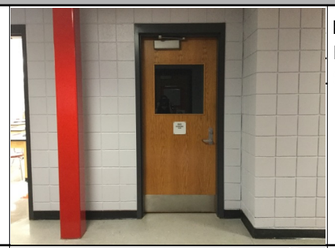
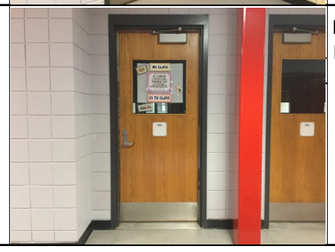
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
86	Student Services	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	$232
87	Stair 3	2		Signage	Egress		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	$232
88	Men's Toilet Room by Main Entrance	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
89	Cafeteria	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
90	Literature	1	101 103	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	2	232	$464

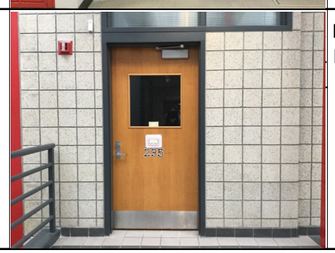
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
91	Sewing Lab	1	102	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
92	Graphic Arts Lab	1	104	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
93	Literature	1	105 107	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	2	232	$464
94	Pottery Studio	1	106	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
95	Literature	1	109	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232

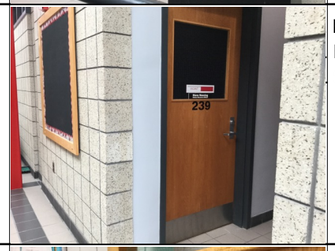
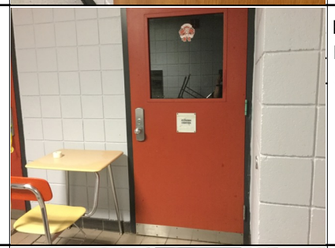
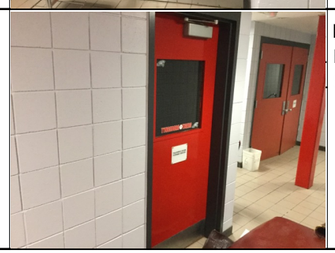
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
96	Health	1	111	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
97	Fine Arts	1	117	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
98	Fine Arts	1	117	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
99	Men's Toilet Room by 117 and Men's Toilet Room by 215	1 2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	2	232	$464
100	Computer Lab	2	202	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232

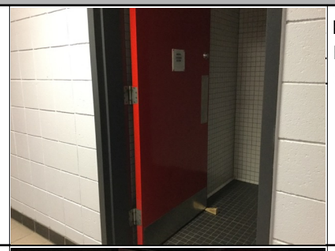
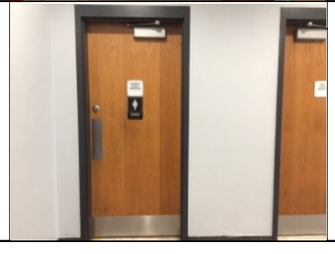
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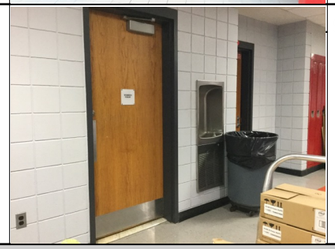
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
101	Calculus	2	203 201	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	2	232	$464
102	Film Studies	2	204	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
103	Math	2	205 207	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
104	General Science	2	208	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
105	Math	2	209 211	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232

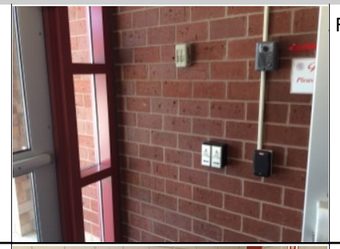
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
106	Business Lab	2	210	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
107	Anatomy and Physiology	2	212	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
108	Chemistry	2	213	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
109	Chemistry and Forensics Lab	2	215	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
110	Spanish Classroom	2	216	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
111	Spanish Classrooms	2	216 214 231 229	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	4	232	$928
112	Biology (2 Entrance Doors)	2	217	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	2	232	$464
113	American History	2	221 223 219	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	3	232	$696
114	World History	2	225	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
115	Classroom	2	235	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232

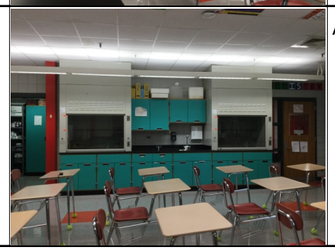
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
116	Special Education	2	237	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
117	Student Resource Officer	2	239	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
118	Student Activity Room	2	241	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
119	Weight Lifting / Fitness Center	B		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
120	Trainer's Room	B		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
121	Boys' Locker Room	B		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
122	Girls' Locker Room	B		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
123	Fitness Center	B		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
124	Fitness Center	B		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
125	Women's Toilet Room by Main Entrance	1		Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	$0

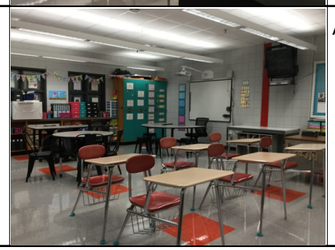
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
126	Media Center	1		Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	$0
127	Women's Toilet Room by 117 and Women's Toilet Room by 215	1 2		Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	2	Labor	$0
	Service Counter											
128	Lobby	1		Service Counter	N/A		Counter > 36" high	43"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	$880
129	Main Office	1		Service Counter	N/A		Counter > 36" high	42"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	$880
130	Concession Stand	Ext.		Service Counter	N/A		Counter > 36" high	40.75"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	$880

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Operable Parts											
131	Vestibule	1		Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	59.5"	Relocate intercom so that controls are between 48" max. above the finished floor.	1	256	$256
132	Pottery Studio	1	106	Operable Parts	Clothes Rod/Hooks		Reach < 15" or > 48"(forward/side approach)	70.5"	Provide one hook 48" max. above the finished floor.	1	70	$70
133	Wrestling Room	1	113	Operable Parts	Clothes Rod/Hooks		Reach < 15" or > 48"(forward/side approach)	59"	Provide one hook 48" max. above the finished floor.	1	70	$70
134	Fine Arts	1	117	Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	57"	Relocate paper towel dispenser 48" max. above the finished floor.	1	256	$256
135	Fine Arts	1	117	Operable Parts	Clothes Rod/Hooks		Reach < 15" or > 48"(forward/side approach)	70"	Relocate hook for carpenter square and tools 48" max. above the finished floor.	1	256	$256

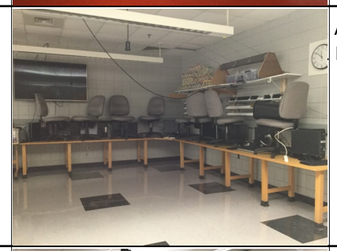
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
136	Fine Arts	1	117	Operable Parts	Clothes Rod/Hooks		Reach < 15" or > 48"(forward/side approach)	70.5"	Relocate hook 48" max. above the finished floor.	1	256	$256
137	General Science	2	208	Operable Parts	Equipment		Reach < 15" or > 48"(forward/side approach)	68.5"	Relocate fire blanket so that controls are between 15"- 48" above the finished floor.	1	256	$256
138	Trainer's Room	B		Operable Parts	Other		Side reach if obstruction > 24" deep is > 46" high	56"	Ensure that the paper towel dispenser is not higher than 46" above the finished floor.	1	256	$256
139	Pottery Studio	1	106	Operable Parts	Other		Not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist for at least one storage cabinet.	1	70	$70
	Dining or Work Surfaces											
140	Sewing Lab Desks	1	102	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Ensure that at least one work surface is accessible.	1	355	$355

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
141	Calculus	2	203	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Ensure that at least one work surface is accessible.	1	355	$355
142	General Science	2	208	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Ensure that at least one work surface is accessible.	1	355	$355
143	Math	2	211	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Ensure that at least one work surface is accessible.	1	355	$355
144	Chemistry	2	213	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Ensure that at least one work surface is accessible.	1	355	$355
145	Chemistry	2	213	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Ensure that at least one work surface is accessible.	1	355	$355

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
146	Spanish Classroom	2	216	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Ensure that at least one work surface is accessible.	1	355	$355
147	Biology	2	217	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Ensure that at least two work surfaces are accessible.	2	355	$710
148	American History	2	221	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Ensure that at least one work surface is accessible.	1	355	$355
149	World History	2	227	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Ensure that at least one work surface is accessible.	1	355	$355
150	Special Education	2	237	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Ensure that at least one work surface is accessible.	1	355	$355

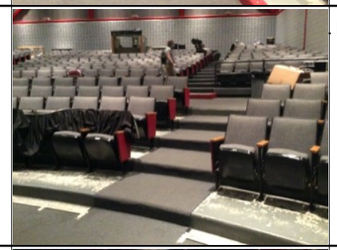
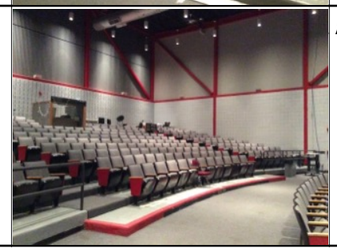
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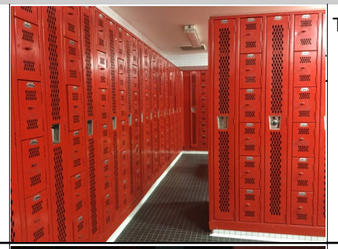
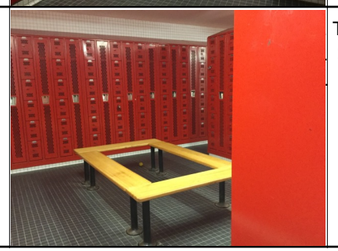
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
151	Media Center	1		Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	- 26"	Ensure that at least one work surface is accessible. Provide at least 1 work surface with 27" min. knee and toe clearance.	1	700	$700
152	Cafeteria	1		Dining or Work Surfaces	Dining Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	24 26.5"	Ensure that at least two dining surfaces are accessible. Provide at least 2 dining surfaces with 27" min. knee and toe clearance.	2	1100	$2200
153	Graphic Arts Lab	1	104	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	8 26.5"	Ensure that at least one work surface is accessible. Provide at least 1 work surface with 27" min. knee and toe clearance.	1	700	$700
154	Computer Lab	2	202	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	26 25.25"	Ensure that at least two work surfaces are accessible. Provide at least 2 work surfaces with 27" min. knee and toe clearance.	2	700	$1400
155	Business Lab	2	210	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	23 13.5" deep	Ensure that at least one dining or work surface is accessible. Provide at least 1 work surface with 27" min. high, 17" deep knee and toe clearance (for two computer work stations).	1	700	$700

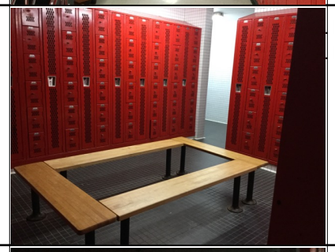
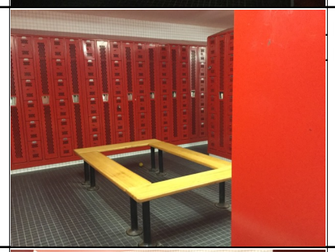
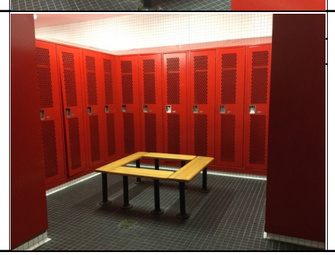
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
156	Media Center Workroom	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	25"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	700	$700
157	Media Center AV Equipment Room	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	25"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	700	$700
158	Sewing Lab Group Table	1	102	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	25.75"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	700	$700
159	Pottery Studio	1	106	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	24.25"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	700	$700
160	Anatomy and Physiology Desk	2	212	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	13.5" deep, 24.75" wide	Provide at least 1 work surface with 27" min. high, 17" deep knee and toe clearance that is 30" wide min.	1	700	$700

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
161	Anatomy and Physiology Lab Table	2	212	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	24" high	Provide at least 1 work surface with 27" high min. knee and toe clearance.	1	1100	$1100
162	Biology Lab Bench	2	217	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	25"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	1100	$1100
163	Classroom	2	235	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	27.5" wide	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	700	$700
164	Classroom	2	235	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	25.75"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	700	$700
165	Student Resource Officer	2	239	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	27" wide, 14" deep	Knee clearance at the center is only 27" wide. Knee clearance at the end is only 14" deep. Provide at least work surface that has knee clearance that is 30" wide min. and 17" deep min.	1	355	$355

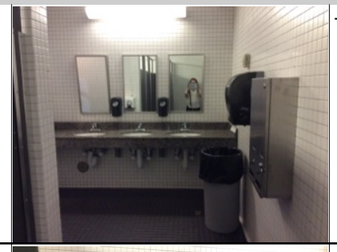
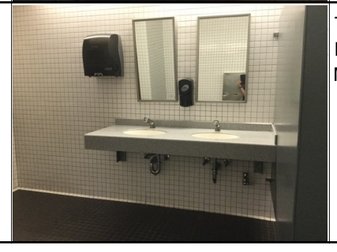
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
166	Student Activity Room	2	241	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	24.5"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	355	$355
167	Media Center TV Studio	1		Dining or Work Surfaces	Work Surface		Top of dining/work surface < 28" or > 34"	36"	Provide at least one dining or work surface with tops between 28"- 34" above the floor and 27" clear height underneath.	1	700	$700
	Assembly Area											
168	Auditorium	1		Assembly Area	N/A		Lines of sight not comparable (if over 300)	-	Wheelchair spaces must be dispersed and have viewing angles that are substantially equivalent to or better than what is provided to other spectators. Wheelchair spaces are located on the far sides of the auditorium. Relocate some wheelchair accessible spaces in the center aisle of the theater. (Cost may require further assessment.)	1	-	$0
169	Auditorium	1		Assembly Area	N/A		Designated aisle seats < 5%	0	There are 66 aisle seats. At least 5% (or 4 seats) of the total number of aisle seats provided must be identified by a sign or marker and have folding or retractable armrests.	4	900	$3600
170	Auditorium	1		Assembly Area	N/A		Accessible route to stage not provided	-	An accessible route is provided to the stage however it is long and people in the accessible spaces must leave the theater in order to reach the stage. However based on the configuration of the theater, it may be technically infeasible and IHCD does not recommend it be changed.	1	-	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
171	Auditorium	1		Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system. (Cost estimate for a capacity of 600.)	1	6250	$6250
	Locker Room											
172	Boys' Locker Room	B		Locker Room	N/A		Total # of locker 2% of lockers are not accessible Storage > 48" high	54 - -	Provide at least 2 accessible tall lockers (or ensure 2% of all lockers are accessible) with storage no higher than 48 inches above the floor.	2	Labor	$0
173	Boys' Team Locker Room	B		Locker Room	N/A		Total # of locker 2% of lockers are not accessible Storage > 48" high	42 - -	Provide at least 1 accessible locker (or ensure 2% of all lockers are accessible) with storage no higher than 48 inches above the floor.	1	Labor	$0
174	Girls' Team Locker Room	B		Locker Room	N/A		Total # of locker 2% of lockers are not accessible Storage > 48" high	42 - -	Provide at least 1 accessible locker (or ensure 2% of all lockers are accessible) with storage no higher than 48 inches above the floor.	1	Labor	$0
175	Girls' Locker Room	B		Locker Room	N/A		Total # of locker 2% of lockers are not accessible Storage > 48" high	52 - -	Provide at least 2 accessible locker (or ensure 2% of all lockers are accessible) with storage no higher than 48 inches above the floor.	2	Labor	$0

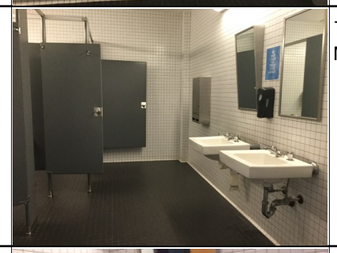
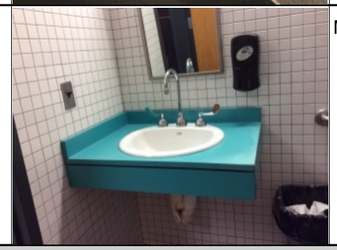
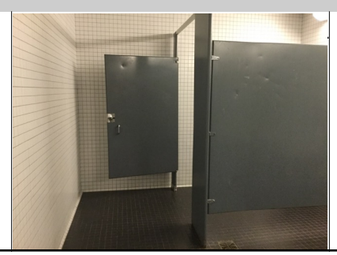
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
176	Corridor	1 2		Locker Room	Other		Total # of locker Storage > 48" high Total # of accessible locker	806 - -	Ensure that at least 2% of lockers (17 corridor lockers) have storage no higher than 48 inches above the floor.	17	Labor	$0
177	Boys' Locker Room	B		Locker Room	N/A		Back support not provided at bench Bench < 24" deep	- 9.5"	Provide at least one bench with back support or that is affixed to a wall with room on the side to transfer. Provide a bench that is 24" deep.	1	200	$200
178	Boys' Team Locker Room	B		Locker Room	N/A		Back support not provided at bench Bench < 24" deep		Provide at least one bench with back support or that is affixed to a wall with room on the side to transfer. Provide a bench that is 24" deep.	1	200	$200
179	Girls' Locker Room	B		Locker Room	N/A		Back support not provided at bench Bench < 24" deep	- 9.5"	Provide at least one bench with back support or that is affixed to a wall with room on the side to transfer. Provide a bench that is 24" deep.	1	200	$200
180	Girls' Team Locker Room	B		Locker Room	N/A		Back support not provided at bench Bench < 24" deep	- 9.5"	Provide at least one bench with back support or that is affixed to a wall with room on the side to transfer. Provide a bench that is 24" deep.	1	200	$200

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
181	Boys' Locker Room	B		Locker Room	N/A		Hook > 48" high	56"	Locate one hook no higher than 48" above the finished floor.	1	256	$256
	Laboratory											
182	Chemistry and Biology Labs	2	213 217	Laboratory	Other		At least one (or 5%) acc. work surface not provided	36"	Alter so that 5% of work surfaces (at least one) are 28"- 34" above the floor with knee and toe clearance positioned for a forward approach.	2	880	$1760
183	Chemistry Fume Hood	2	213	Laboratory	Chemistry		At least one (or 5%) acc. fume hood not provided	36"	Provide one accessible fume hood with a work surface at 34", knee and toe clearance and controls located no higher than 48" above the finished floor.	1	3502	$3502
184	General Science	2	208	Laboratory	Other		Emergency eyewash out of reach range Emergency shower out of reach range	- 59.25"	Remove base cabinets and add additional bracing to allow for a forward approach to the eyewash that is 27" min. high. Lower the shower pull to 48" max.	1	1240 Labor	$1240
185	Chemistry	2	213	Laboratory	Chemistry		Emergency eyewash out of reach range Emergency shower out of reach range	- 59.25"	Remove base cabinets and add additional bracing to allow for a forward approach to the eyewash that is 27" min. high. Lower the shower pull to 48" max.	1	1240 Labor	$1240

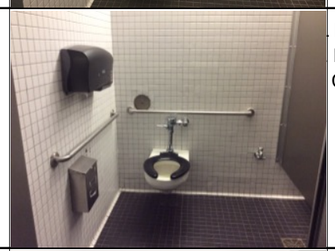
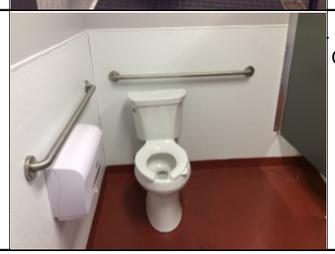
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
186	Biology	2	217	Laboratory	Biology		Emergency eyewash out of reach range Emergency shower out of reach range	- 59.25"	Remove base cabinets and add additional bracing to allow for a forward approach to the eyewash that is 27" min. high. Lower the shower pull to 48" max.	1	1240 Labor	$1240
187	Chemistry	2	213	Laboratory	Chemistry		First aid kit out of reach range	73"	Lower the fire blanket so the operable parts are 48" max. above the floor.	1	256	$256
188	Biology Safety Safety Cabinet	2	217	Laboratory	Biology		Environmental controls > 48” Noncompliant cabinet hardware	62.75 -	Relocate controls between 15" and 48" above the finished floor. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	Labor 70	$70
	Picnic Tables											
189	Picnic Tables Between School and Baseball Field	Ext.		Picnic Tables	N/A		Toe or knee clearance at tables not provided Picnic table not on an accessible route	- -	Provide at least 1 picnic table (or ensure that 5% of dining surfaces) have toe and knee clearance. Ensure that the picnic table is located on an accessible route.	1	1400 Labor	$1400
	. Press Box											
190	Press Box	Ext.		Press Box			Free-standing press box <12' high	8.2'	Provide a platform lift to the press box level. The press box is located greater than 12' high and so an accessible route is required per ADA. I'm accessible route is also required per 521 CMR.	1	21660	$21660

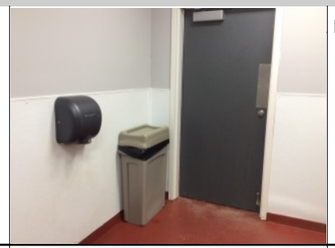
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Exercise Equipment												
191	Weight Lifting Room	1	115	Exercise Equipment	N/A		Equipment lacks clear floor space	-	Relocate equipment to ensure that at least one of each type of equipment has a 30" wide by 48" long clear floor space positioned for transfer or use by an individual seated in a wheelchair.	1	Labor	$0
192	Weight Lifting Room	1	115	Exercise Equipment	N/A		Equipment lacks clear floor space	-	Relocate equipment to ensure that at least one of each type of equipment has a 30" wide by 48" long clear floor space positioned for transfer or use by an individual seated in a wheelchair.	1	Labor	$0
Toilet & Bathing Rooms												
Lavatory												
193	Women's Toilet Room by Main Entrance	1		Lavatory	N/A		Toe or knee clearances not provided	25.25"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach.	1	1686	$1686
194	Men's Toilet Room by 117 and Men's Toilet Room by 215	1 2		Lavatory	N/A		Toe or knee clearances not provided Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40"	25.75" - 43.75"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. Insulate or otherwise configure pipes to prevent contact for at least one lavatory. Lower mirror so that the bottom surface is at 40" max. above the finished floor.	2	2034	$4068
195	Women's Toilet Room by 117 and Women's Toilet Room by 215	1 2		Lavatory	N/A		Toe or knee clearances not provided Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40"	25.75" - 43.75"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. Insulate or otherwise configure pipes to prevent contact for at least one lavatory. Lower mirror so that the bottom surface is at 40" max. above the finished floor.	2	2034	$4068

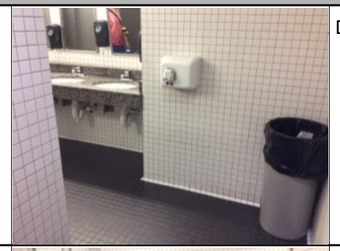
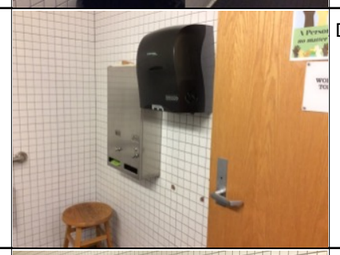
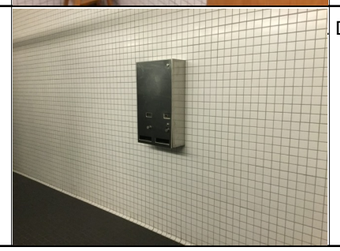
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
196	Boys' Locker Room	B		Lavatory	N/A		Toe or knee clearances not provided Mirror above lavatory w/reflective surface > 40"	24.25" 43.5"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	1942	$1942
197	Girls' Locker Room	B		Lavatory	N/A		Toe or knee clearances not provided Mirror above lavatory w/reflective surface > 40"	24.5" 43.5"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	1942	$1942
198	Nurse's Office, Toilet Room Right of Sink	1		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	43"	Ensure that one of the two single-user toilet rooms in the nurse's office is brought into full compliance. Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	256	$256
	Single-User Toilet											
199	Nurse's Office, Toilet Room Right of Sink	1		Single-User Toilet	N/A		Toilet paper dispenser is not compliant	-	Ensure that one of the two single-user toilet rooms in the nurse's office is brought into full compliance. Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet.	1	353	$353
	Toilet Compartment											
200	Men's Toilet Room by 117 and Men's Toilet Room by 215	1 2		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge	-	Repair hinge.	2	Labor	$0

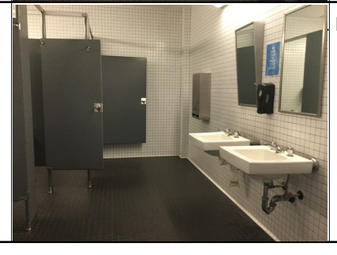
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
201	Boys' Locker Room	B		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Non-compliant toilet paper dispenser	- -	Repair hinge. Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet.	1	Labor 353	$353
202	Girls' Locker Room	B		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Non-compliant toilet paper dispenser Clearance at toilet < 60" clear width	- - 50.5"	Repair hinge. Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet. Provide a wheelchair accessible compartment that is 60" wide min.	1	Labor 6182	$6182
203	Men's Toilet Room by 117 and Men's Toilet Room by 215	1 2		Toilet Compartment	Accessible Compartment		Flush control not on open side Non-compliant toilet paper dispenser	- -	Provide the flush control on the open side of the toilet (transfer side). Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet.	2	727	$1454
204	Women's Toilet Room by Main Entrance	1		Toilet Compartment	Accessible Compartment		Flush control not on open side Non-compliant toilet paper dispenser Centerline < or > 18" (MAAB)	- - 20"	Provide the flush control on the open side of the toilet (transfer side). Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet. Relocate toilet so the centerline is 18" from the side wall.	1	3555	$3555
205	Women's Toilet Room at Concession Stand	1		Toilet Compartment	Accessible Compartment		Flush control not on open side Centerline < or > 18" (MAAB)	- 20"	Provide the flush control on the open side of the toilet (transfer side). Relocate toilet so the centerline is 18" from the side wall.	1	3202	$3202

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
206	Women's Toilet Room by 117 and Women's Toilet Room by 215	1 2		Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet.	2	353	$706
207	Men's Toilet Room by Main Entrance	1		Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser Centerline < or > 18" (MAAB)	- 20"	Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet./Replace dispenser as it does not allow continuous paper flow. Relocate toilet so the centerline is 18" from the side wall.	1	3181	$3181
208	Men's Toilet Room at Concession Stand	1		Toilet Compartment	Accessible Compartment		Centerline < or > 18" (MAAB)	20"	Relocate toilet so the centerline is 18" from the side wall.	1	2828	$2828
	Dispensers											
209	Men's Toilet Room at Concession Stand	1		Dispensers	Hand Dryer		Dispenser acts as a protruding object	6"	Relocate hand dryer out of the circulation path.	1	256	$256
210	Women's Toilet Room at Concession Stand	1		Dispensers	Hand Dryer		Dispenser acts as a protruding object	6"	Relocate hand dryerout of the circulation path.	1	256	$256

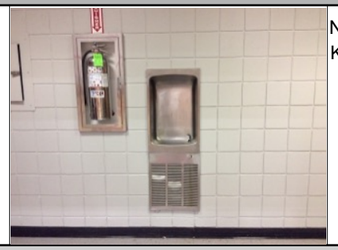
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
211	Men's Toilet Room by Main Entrance	1		Dispensers	Hand Dryer		Dispenser acts as a protruding object	9.5"	Relocate hand dryer out of the circulation path.	1	353	$353
212	Women's Toilet Room by Main Entrance	1		Dispensers	Hand Dryer		Dispenser acts as a protruding object	9.5"	Relocate hand dryer out of the circulation path.	1	353	$353
213	Women's Toilet Room by Main Entrance	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	9", 6"	Relocate paper towel dispenser and tampon dispenser out of the circulation path.	2	353	$706
214	Nurse's Office, Toilet Room Right of Sink	1		Dispensers			Dispenser acts as a protruding object	9", 6"	Protruding objects should be fixed in both single-user toilet rooms in the nurse's office. Relocate paper towel dispenser and tampon dispenser out of the circulation path.	4	353	$1412
215	Women's Toilet Room by 117 and Women's Toilet Room by 215	1 2		Dispensers	Tampon Dispenser		Dispenser acts as a protruding object	6.5"	Relocate tampon dispenser out of the circulation path.	2	353	$706

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
216	Boys' Locker Room	B		Dispensers	Hand Dryer		Dispenser acts as a protruding object	7"	Relocate hand dryer out of the circulation path.	1	353	$353
217	Boys' Locker Room	B		Dispensers	Hand Dryer		Dispenser acts as a protruding object	7"	Relocate hand dryer out of the circulation path.	1	353	$353
218	Girls' Locker Room	B		Dispensers	Hand Dryer		Dispenser acts as a protruding object	7"	Relocate hand dryer out of the circulation path.	2	353	$706
219	Girls' Locker Room and Girls' Team Locker Room	B		Dispensers	Soap Dispenser		Dispenser acts as a protruding object	6"	Relocate soap dispenser out of the circulation path.	2	353	$706
220	Girls' Locker Room	B		Dispensers	Tampon Dispenser		Dispenser acts as a protruding object	6.5"	Relocate tampon dispenser out of the circulation path.	1	353	$353

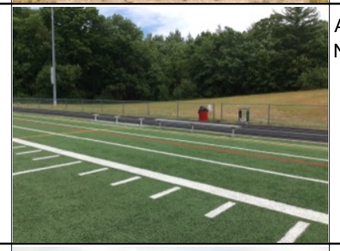
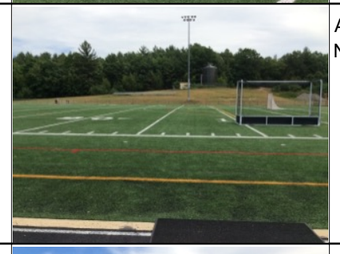
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Shower Compartment											
221	Boys' Locker Room	B		Shower Compartment	Roll-In Type		Size of shower compartment not compliant Grab bars mounted in wrong location Seat is not padded (MAAB)	44.5" - -	Provide a roll-in shower that is 30" by 60". Ensure grab bars are not provided over the seat. For a roll-in shower with a seat, grab bars shall be provided on the back wall and side wall opposite the seat. Provide a padded shower seat.	1	9832	$9832
222	Girls' Locker Room Shower	B		Shower Compartment	Alternate		Grab bars mounted in wrong location Size of shower compartment not compliant Seat is not padded (MAAB)	34.5" - -	Provide an alternate roll-in shower that is 36" by 60" and has a 36" min. entry. Relocate partition to have 36" min. clear at entry. Provide a horizontal grab bar on the back wall 6" max. from the adjacent walls. Provide a padded shower seat.	1	1349	$1349
223	Girls' Team Locker Room	1		Shower Compartment	N/A		Accessible shower not provided	-	Provide at least one accessible shower. (Cost estimate for an accessible transfer shower.)	1	6072	$6072
224	Boys' Team Locker Room	B		Shower Compartment	N/A		Accessible shower not provided	-	Provide at least one accessible shower. (Cost estimate is for an accessible gang shower, including locating two grab bars on the corner wall. Plumbing is not included in the cost estimate.)	1	2774	$2774
	Changing Rooms											
225	Girls' Locker Room Shower	B		Changing Rooms	N/A		5% of changing rooms are not accessible Room is < 78" x 72" 30" clear not provided alongside bench Bench is not 17"-19" high Bench < 24" deep Bench < 48" long	- - 0" 20" 11.5" 29.75"	Provide an accessible changing room that is 78" by 72" minimum. Provide a 30" min. by 48" min. clear space along the side of the bench so that wheelchair users can transfer. Install a bench with the top of the seat between 17"- 19" above the finished floor. Provide a bench that is 24" deep. Provide a bench that is 48" long min.	1	5866	$5866
	Additional Access											

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Drinking Fountains											
226	Cafeteria	1		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users.	1	4028	$4028
227	Drinking Fountain by 117	1		Drinking Fountains	High		No drinking fountain provided for seated users	-	Provide an additional drinking fountain for seated users.	1	4028	$4028
228	Drinking Fountain by 104	1		Drinking Fountains	High		No drinking fountain provided for seated users	-	Provide an additional drinking fountain for seated users.	1	4028	$4028
229	Corridor by 211	2		Drinking Fountains	High		No drinking fountain provided for seated users	-	Provide an additional drinking fountain for seated users.	1	4028	$4028
230	Corridor by 204	2		Drinking Fountains	High		No drinking fountain provided for seated users	-	Provide an additional drinking fountain for seated users.	1	4028	$4028

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
231	Gymnasium Drinking Fountain	1		Drinking Fountains	Low		No drinking fountain provided for seated users Knee or toe clearance not provided	- -	Provide an additional drinking fountain for seated users with 27" min. high.	1	4028	$4028
	Sink											
232	Media Center TV Editing Studio	1		Sink	Other		Clear floor space not provided at sink Toe and knee clearances not provided Rim or counter > 34" Exposed plumbing underneath sink	- - 35.75" -	Provide a 30" by 48" clear floor space positioned for a forward approach. Ensure there is a 27" knee clearance positioned for a forward approach. Relocate sink with the front of the rim or counter no higher than 34". Insulate or otherwise configure pipes at sink.	1	4872	$4872
233	Fine Arts	1	117	Sink	Classroom		Toe and knee clearances not provided Rim or counter > 34"	26.5" 35.5"	Ensure there is a 27" knee clearance positioned for a forward approach. Relocate sink with the front of the rim or counter no higher than 34".	1	4780	$4780
234	General Science	2	208	Sink	Lab		Toe and knee clearances not provided Rim or counter > 34" Non-compliant faucets Exposed plumbing underneath sink	24.25" 35.5" - -	Ensure there is a 27" knee clearance positioned for a forward approach. Relocate sink with the front of the rim or counter no higher than 34". Install faucets that do not require tight grasping, pinching, or twisting of the wrist. Insulate or otherwise configure pipes at sink.	1	5858	$5858
235	Chemistry	2	213	Sink	Lab		Toe and knee clearances not provided Rim or counter > 34" Non-compliant faucets Exposed plumbing underneath sink	- - - -	Ensure there is a 27" knee clearance positioned for a forward approach. Relocate sink with the front of the rim or counter no higher than 34". Install faucets that do not require tight grasping, pinching, or twisting of the wrist. Insulate or otherwise configure pipes at sink.	1	5858	$5858

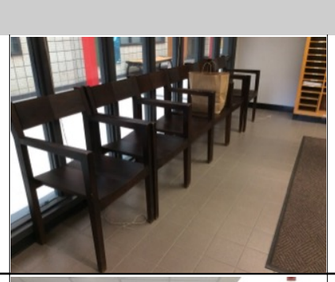
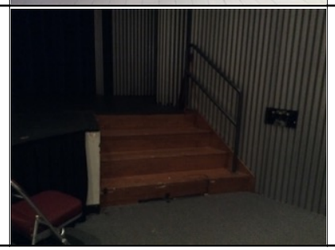
Tyngsborough High School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
236	Pottery Studio	1	106	Sink	Classroom		Toe and knee clearances not provided Rim or counter > 34" Exposed plumbing underneath sink	- 35.75" -	Ensure there is a 27" knee clearance positioned for a forward approach. Relocate sink with the front of the rim or counter no higher than 34". Insulate or otherwise configure pipes at sink.	1	4872	$4872
237	Anatomy and Physiology	2	212	Sink	Classroom		Toe and knee clearances not provided Rim or counter > 34" Exposed plumbing underneath sink	36" 26" -	Ensure there is a 27" knee clearance positioned for a forward approach. Relocate sink with the front of the rim or counter no higher than 34". Insulate or otherwise configure pipes at sink.	1	4872	$4872
238	Trainer's Room	B		Sink	Other		Toe and knee clearances not provided Rim or counter > 34" Exposed plumbing underneath sink	- - -	Ensure there is a 27" knee clearance positioned for a forward approach. Relocate sink with the front of the rim or counter no higher than 34". Insulate or otherwise configure pipes at sink.	1	4872	$4872
239	Biology Lab Sink	2	217	Sink	Lab		Toe and knee clearances not provided Non-compliant faucets	- -	Ensure there is a 27" knee clearance positioned for a forward approach. Install faucets that do not require tight grasping, pinching, or twisting of the wrist.	1	2672	$2672
240	Graphic Arts Lab	1	104	Sink	Classroom		Toe and knee clearances not provided Exposed plumbing underneath sink	25.5" -	Ensure there is a 27" knee clearance positioned for a forward approach. Insulate or otherwise configure pipes at sink.	1	1778	$1778

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
241	Wrestling Room	1	113	Sink	Other		Toe and knee clearances not provided Exposed plumbing underneath sink Dispenser not within reach range	21" - 55.25"	Install a new sink. Ensure there is a 27" knee clearance positioned for a forward approach. Insulate or otherwise configure pipes at sink. Relocate dispenser 48" max. above the finished floor or ground.	1	3363	$3363
Play and Sport Areas												
Field												
242	South Baseball Field, Team Seating Areas	Ext.		Field	Baseball		Accessible spaces not provided at team seating	-	Relocate benches at each team seating area so that there is a 36" x 48" clear floor space at team seating.	2	Labor	$0
243	Football Field/Track Benches	Ext.		Field	Football		Accessible spaces not provided at team seating No accessible route to all areas of sport activity	- -	Relocate benches on an accessible route. Provide a 36" x 48" clear floor space at team seating benches. (Cost estimate for stone dust clear floor space at two team seating benches.)	2	Labor 96	$192
244	East Bleachers	Ext.		Field	Football		Accessible spaces not provided at sidelines seating No accessible route to all areas of sport activity	- -	Provide a 36" x 48" clear floor space at sidelines seating on each side of the bleacher. Install an accessible route between all areas of sport activity including the bleachers on the east side. (Cost estimate for 238' long, 4' wide stone dust route, including accessible seating on each side of the bleacher.)	1	7616	$7616
245	Practice Field	Ext.		Field	Practice		Field not connected to an accessible route	-	Provide an accessible route to the field. (Cost estimate for 156' long, 4' wide stone dust route from the gate to the area or sport activity.)	1	4992	$4992

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
246	Softball Field	Ext.		Field	Softball		Field not connected to an accessible route	-	Provide an accessible route to the field, including both team seating areas. (Cost estimate for 282' long, 4' wide stone dust route from the gate to the area or sport activity.)	1	9024	$9024
247	South Baseball Field Route to Third Base Team Seating Area	Ext.		Field	Baseball		Field not connected to an accessible route	-	Provide an accessible route to the field. (Cost estimate for 120' long by 4' wide asphalt route.)	1	4800	$4800
248	South Baseball Field, Team Seating by First Base	Ext.		Field	Baseball		Field not connected to an accessible route	-	Provide an accessible route to the field. (Cost estimate for 123' long by 4' wide asphalt route.)	1	49720	$49720
249	Track and Field, Pole Vault and Shot Put	Ext.		Field			No accessible route to all areas of sport activity	-	Install an accessible route to the pole vault and shot put. (Cost estimate for 23' long, 4' wide stone dust route.)	1	736	$736
250	Track and Field, Long Jump	Ext.		Field			No accessible route to all areas of sport activity	-	Install an accessible route to the long jump. (Cost estimate for 8' long, 4' wide stone dust route.)	1	256	$256

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
251	Track and Field, High Jump South of Football Field	Ext.		Field			No accessible route to all areas of sport activity	-	Install an accessible route to the high jump. (Cost estimate for 20' long, 4' wide stone dust route.)	1	640	$640
	Overall Review											
252	Men's Toilet Room by the Technology Shop 115	1							Note: Toilet room unable to be assessed due to furniture.	1	-	$0
253	Cooking Lab	1							Note: Floor was recently waxed and room was not able to be surveyed.	1	-	$0
254	Guidance Office	2							Note: Floor was just waxed and office was unable to be surveyed.	1	-	$0
255	Student Services	2							Note: Student Services was unable to be assessed because floor was being waxed.	1	-	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
256	Fitness Center	B							Note: Floor was recently waxed and was unable to be surveyed.	1	-	$0
257	North Baseball Field	Ext.							Note: Survey team was told by staff that this field is no longer in use.	1	-	$0
Best Practice												
258	Main Office	1							Recommend providing chairs with and without arms.	1	-	$0
259	Lobby to Auditorium	1							Recommend providing a designation sign with raised characters and braille at permanent rooms that lack designation signs.	1	-	$0
260	Auditorium Stairs to Stage	1							Recommend providing 12" extensions at the top and bottom of the existing stair handrail and providing a second handrail.	1	-	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
261	Principal's Office	1							Recommend providing a designation sign with raised characters and braille at permanent rooms that lack designation signs.	1	-	$0
262	Media Center	1							Recommend providing some chairs without armrests.	1	-	$0
263	Walkway From Bleachers to School	Ext.							Recommend providing a 10" high solid surface (kickplate) on the push side of the gate.	1	-	$0

Lakeview School



Town of Tyngsborough

ADA Transition Plan

January 2021

Institute for Human Centered Design

200 Portland Street, Boston, MA 02114
www.IHCDesign.org • info@IHCDesign.org
617-695-1225 voice/ tty

Background

Year Built: 1956 Year Renovated: 1961

Lakeview School, known as Valley Collaborative Lakeview School, is a one-story building located at 135 Coburn Road. The school building and grounds are rented by the Town of Tyngsborough to a private organization called Valley Collaborative. The Town of Tyngsborough offers no public programs within the school building, however the building was surveyed and reviewed in case the Town plans to locate public programs within the building in the future. The school grounds are open to the general public during non-school hours. The school currently has a rolling admission of around 70 to 98 students with disabilities between pre-kindergarten and the sixth grade.

The main entrance, which is accessible, is located on the north side of the school. There is one additional accessible egress door from the cafetorium, and eleven exit doors with stairs. The school contains classrooms, a sensory room, a library, multi-user toilet rooms, single-user toilet rooms, a nurse's office, a cafetorium and offices.

The exterior of the school contains a soccer field, a picnic area, a playground, four square courts, raised garden beds and a garden seating area.

Key Accessibility Issues

Exterior Access Routes
Accessibility issues include lack of an accessible route to various areas including the soccer field, raised garden beds, greenhouse and garden sitting area.

Playground
Accessibility issues include lack of an accessible route to and around the playground and lack of an accessible impact-attenuating surface to and around play components within the playground.

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

Doors
Accessibility issues include lack of the minimum required maneuvering clearance at doors, lack of the minimum required clear width at doors, lack of compliant door hardware and doors that require an opening force that is greater than allowed.

Ramps
Accessibility issues include lack of edge protection at two ramps by the entrance to the school. Also, the base of the ramp to the main entrance is not maintained in operable working condition and requires repair.

Picnic Tables
Accessibility issues include lack of accessible picnic tables in three (3) locations. In two (2) of these locations a table is not located on an accessible route.

Toilet Rooms
Accessibility issues at toilet rooms include lack of turning space, lack of accessible compartments, lack of accessible toilet fixtures, lack of knee and toe clearance at lavatory sinks, exposed pipes that are not protected against contact at lavatories, lack of an accessible urinal, grab bars mounted at incorrect heights and toilet paper dispensers located above grab bars.

Additional Accessibility Issues

- Lack of compliant designation, directional and egress signage including lack of signs with an illuminated International Symbol of Accessibility (ISA) at accessible egress doors.
- Four (4) service counters are not compliant.
- Lack of accessible lockers.
- Lack of the minimum required knee and toe clearance at classroom sinks and at the sink in the nurse's office.

- The stairs by Exit Door 11 are not maintained in operable working condition.
- The parking lot lacks a van accessible parking space and the car accessible parking space lacks the required clear width at the parking space. Signs are mounted lower than allowed.
- Lack of an accessible route to the stage in the cafetorium.
- Lack of an assistive listening system in the cafetorium.

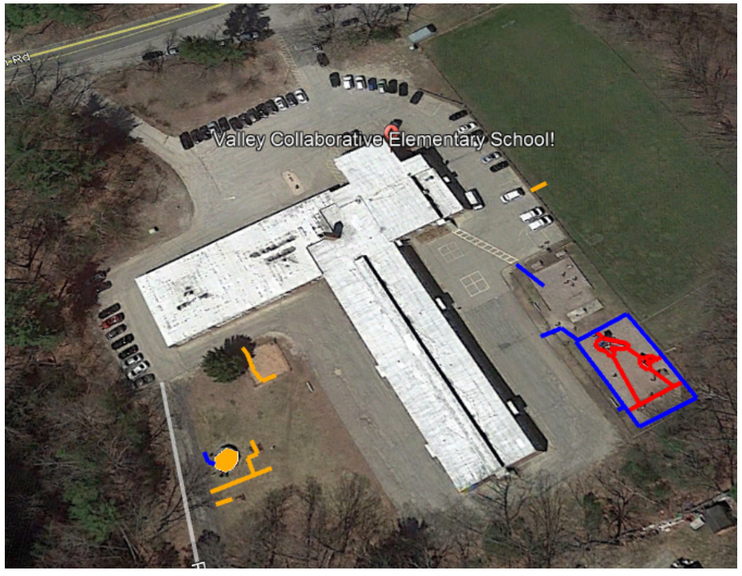
Note: Where a sound system, microphone and/or speaker are integral to the use of the space, an assistive listening system (ALS) must be provided. It is not clear if an ALS is offered in the library. If an assistive listening system is present, a sign indicating its availability is required.

Order of Magnitude Cost Estimates

- Renovate and provide exterior routes: $7,864
- Renovate accessible parking spaces: $1,400
- Provide compliant egress, directional and designation signage: $11,304
- Renovate doors (including door hardware and widening doors): $13,028
- Renovate exterior ramps (including edge protection and repair): $5,808
- Provide four (4) accessible service counters: $3,520
- Provide an interior lift to the cafeteria stage: $21,660
- Provide an assistive listening system in the cafeteria: $1,688
- Provide four (4) accessible lockers: $2,640
- Provide three (3) accessible picnic tables and an accessible route to each: $5,400
- Renovate toilet rooms: $51,551
- Provide knee and toe clearance at sinks. (The sinks in the nurse's office and in one classroom are given as an example. The exact number of sinks to be renovated will be based on the program the Town may offer in the future within the building.): $4,542
- Provide an accessible route around the play area: $10,000
- Provide an accessible impact-attenuating surface to and around play components in three playgrounds (poured-in-place rubber): $20,244
- Miscellaneous corrective actions (including storage locker hardware, accessible routes to benches, operable parts, etc.): $3,014

Total: $163,663

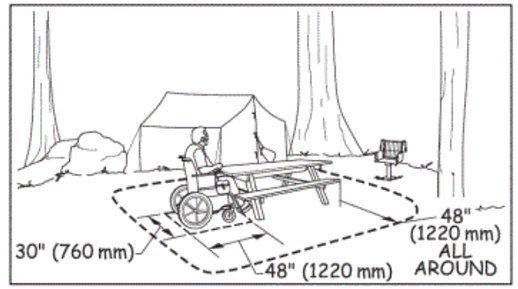
Figure 1: The following image details accessible routes to exterior areas of the school. Orange lines illustrate stone dust walkways. Blue lines illustrate asphalt walkways and red lines illustrate areas with poured-in-place rubber within the playground.



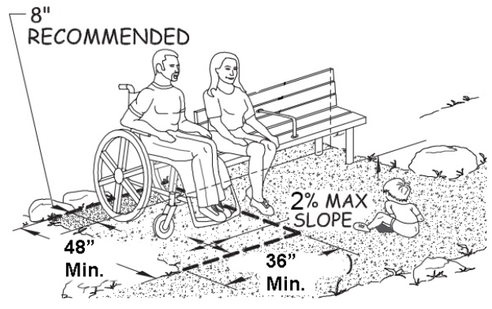
Best Practice and Inclusive Design

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

- Recommend providing handrails on both sides of stairs that are between 34 and 38 inches above the finished floor or ground at the stairs in the gymnasium, behind the stage, at the main entrance and at the exits from classrooms and the library.
- Recommend providing accessible designation signage at permanent rooms that lack designation signage.
- Recommend providing a 10" high solid surface (kickplate) on the push side of the playground gate.
- Recommend providing handrail extensions at the bottom of the stair run that extend to one tread depth beyond the last riser at the stairs from Exit Door 2.
- Recommend providing a 48" wide route around all sides of one accessible picnic table in each picnic area. See the following image:



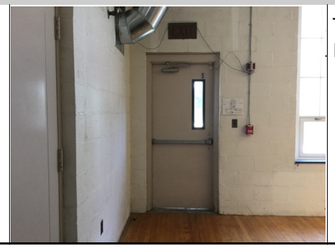
- Recommend providing space alongside one bench in each area for a wheelchair user to sit shoulder-to-shoulder with a person seated on the bench. See the following image:



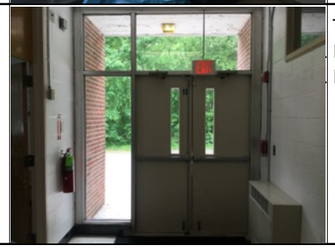
- Recommend locating one required accessible parking space by the school entrance and one by the sports field.
- IHCD strongly recommends exploring the possibility of an alternative surface to engineered wood fiber (EWF). Over time, EWF requires continuous maintenance to ensure the surface is maintained in operable working condition (stable, firm and slip-resistant). In addition, when used in combination

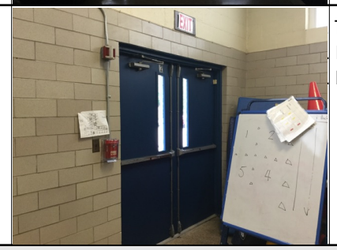
with other surfaces required for accessible routes to play components in Massachusetts, it will present a challenge to prevent level changes at the transition points between EWF and other surfaces, and to keep the accessible routes clear of EWF.

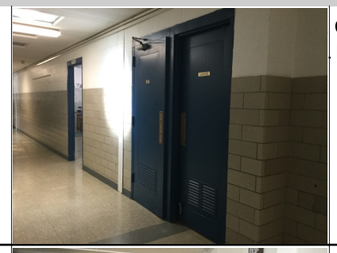
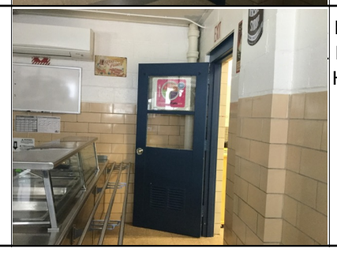
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Garden Sitting Area	Ext.		Exterior Access Route	Walkway		Exterior route < 36" wide Accessible route not provided Vertical clearance < 80" above ground	27.5” - -	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate fence. Ensure an accessible route is provided. Trim low hanging tree branches. (Cost estimate includes a 6' long by 4' wide stone dust route and cost to trim tree branches.)	1	Labor 392	$392
2	Greenhouse	Ext.		Exterior Access Route	Walkway		Level changes > 1/4" Accessible route not provided	2.5" -	Provide an accessible route to the greenhouse. Alter change in level to be 1/4" high max. (Cost estimate for a 10' long, 4' wide asphalt route.)	1	400	$400
3	Playground	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided. (Cost estimate for a 30' long 4' wide asphalt route.)	1	1200	$1200
4	Playground Bench	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided. (Cost estimate for a 6' long, 4' wide asphalt route.)	1	240	$240
5	Greenhouse	Ext.		Exterior Access Route	Walkway		Accessible route not provided	-	Provide an accessible route inside the greenhouse. (Cost estimate for 200 s.f. of stone dust.)	1	2400	$2400

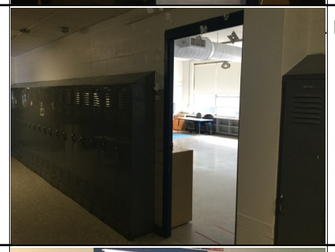
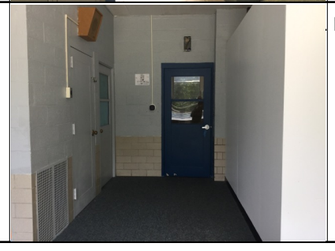
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Single Plant Bed	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Provide an accessible route to the single plant bed. (Cost estimate for 12' long, 4' wide stone dust route.)	1	384	$384
7	Three Plant Beds	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Provide an accessible route to the three plant beds. (Cost estimate for 30' long, 4' wide stone dust route.)	1	960	$960
8	Two Plant Beds With Trellis	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Provide an accessible route to the plant beds under the trellis. (Cost estimate for 44' long, 4' wide stone dust route.)	1	1408	$1408
	Off-Street Parking Lot or Garage											
9	Parking Lot	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces Vehicle space < 96" wide at car space Access aisle not compliant Sign bottom < 60" above finished grade	30 2 0 70" - 42.25"	Provide 1 van & 1 car accessible parking space. Restripe parking spaces to provide a clear access aisle between the accessible parking spaces that is 60' wide min. The car space should be 96" wide min. & the van space should be 132" wide. Locate signs with the bottom of the sign 60" above the ground. Sign at van space should have a "Van Accessible" designation.	1	1400 Labor	$1400
	Emergency Exit											
10	Behind Stage - Exit Door 5 to Stairs	1		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	$464

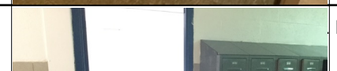
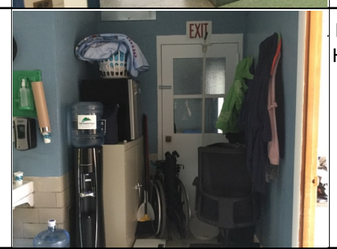
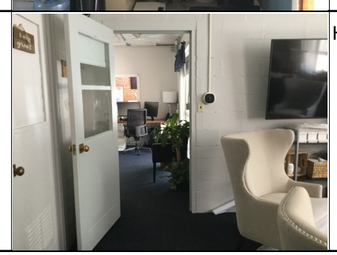
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
11	Music Room - Route to Classroom 6	1		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	$464
12	Exit Door 11 to Stairs	1		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	$464
13	South Street Wing Classroom	1	10	Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	$464
14	South Street Wing Classroom	1	13	Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	$464
15	South Street Wing Classroom	1	14	Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	$464

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
16	South Street Wing Classroom	1	15	Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	$464
17	Library	1	7	Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	$464
18	South Street Wing Classroom	1	8	Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	$464
19	South Street Wing Classroom	1	12	Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided Maneuvering clearance(s) not provided	- - -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit. Relocate book shelf and storage.	1	464 Labor	$464
20	Corridor Exit Door 17	1	17	Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided Door requires > 15 lbs. of force to open	- - 18 lbs.	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit. Adjust closers of exterior doors so doors do not require more than 15 pounds of force.	1	464 Labor	$464

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
21	South Street Wing Classroom	1	9	Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided Maneuvering clearance(s) not provided	- - -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit. Relocate teacher's desk.	1	464 Labor	$464
22	Main Entrance (Egress)	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB) Mat not securely attached	- - -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility. Secure the mat.	1	432 Labor	$432
23	Door 2 Exit	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB) Door requires > 15 lbs. of force to open	- - 17 lbs.	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility. Adjust closers of exterior doors so doors do not require more than 15 pounds of force.	1	432 Labor	$432
Access to Goods and Services												
Interior Access Route												
24	Nurses Office	1		Interior Access Route	N/A		Route < 36" wide	-	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	$0
25	Library	1	7	Interior Access Route	N/A		Route < 36" wide	30.5"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	$0

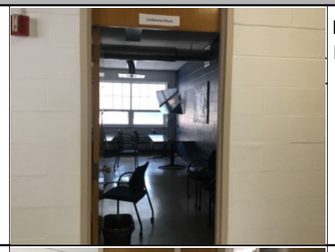
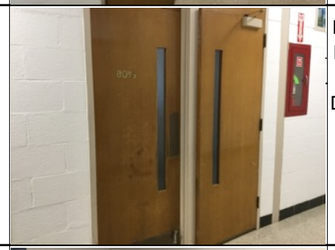
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
26	Lobby - Entrance to Secretary Office	1		Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	$0
27	Cafeteria - Stairs on Left Side of Stage	1		Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	$0
28	Music Room	1		Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the carpet.	1	Labor	$0
	Doors, Doorways, & Gates											
29	Women's and Men's Toilet Rooms by Classrooms 8 and 9	1		Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32" Door requires > 5 lbs. of force to open	29" 15 lbs.	Widen at least one door at each toilet room so that there is 32" min. clear width. Adjust closers so doors do not require more than 5 pounds of force to open.	2	3366 Labor	$6732
30	Cafeteria - Food Line	1		Doors, Doorways, & Gates	Other		Route < 36" wide Maneuvering clearance(s) not provided Hardware not operable with a closed fist	33.75" 33.75" -	Relocate the cafeteria tray slide so that there is 48" min. clear at the door and 36" min. at the interior route. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	Labor 484	$484

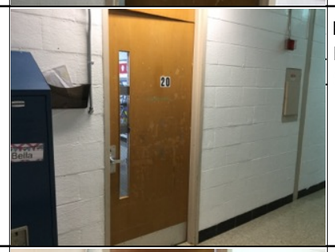
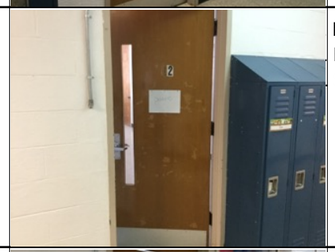
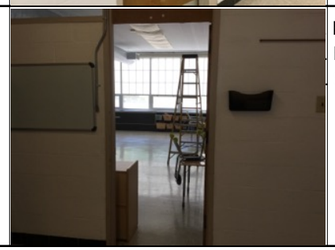
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
31	Music Room - Route to Classroom 6	1		Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate chair.	1	Labor	$0
32	South Street Wing Classroom	1	10	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	8.5"	Remove a locker to provide 12" min. of maneuvering clearance on the latch side of the door.	1	256	$256
33	South Street Wing	1	12	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	8.75"	Remove a locker to provide 12" min. of maneuvering clearance on the latch side of the door.	1	256	$256
34	South Street Wing Classroom	1	13	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	7.5"	Remove a locker to provide 12" min. of maneuvering clearance on the latch side of the door.	1	256	$256
35	South Street Wing Classroom	1	15	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	7.75"	Reverse the swing of the door to provide maneuvering clearance.	1	1884	$1884

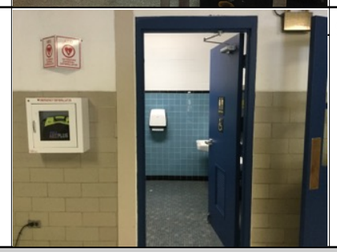
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
36	Sensory Room	1	15 A	Doors, Doorways, & Gates	Other		Maneuvering clearance(s) not provided	-	Relocate desk.	1	Labor	$0
37	Classroom	1	24	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate furniture.	1	Labor	$0
38	South Street Wing Classroom	1	9	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	5"	Remove a locker to provide 12" min. of maneuvering clearance on the latch side of the door.	1	256	$256
39	Nurses Office to Classroom 15A	1	15A	Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided Hardware not operable with a closed fist	- -	Relocate items to provide maneuvering clearance. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	Labor 484	$484
40	Principal's Office	1		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484

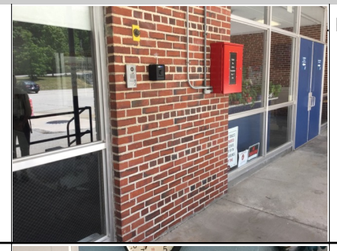
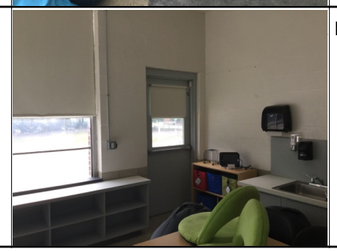
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
41	Cafeteria - Food Line (Door on Right)	1		Doors, Doorways, & Gates	Other		Hardware not operable with a closed fist		Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
42	Nurses Office	1		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
43	South Street Wing Classroom to Sensory Room Vestibule	1	15	Doors, Doorways, & Gates	Other		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
44	Sensory Room Vestibule to Classroom 15	1	15 A	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
45	Single-User Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	10 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Ramps											
46	Ramp to Door 2	Ext.		Ramps	Other		Edge protection < 4" high Surface not stable, firm, and slip-resistant	- -	Provide edge protection that prevents the passage of a 4" diameter sphere, where any portion of the sphere is within 4" of the finished floor or ground surface. Repair surface at top landing.	1	2776	$2776
47	Ramp at Main Entrance	Ext.		Ramps	Other		Edge protection < 4" high Surface not stable, firm, and slip-resistant Not maintained in operable working condition	- - -	Provide edge protection that prevents the passage of a 4" diameter sphere, where any portion of the sphere is within 4" of the finished floor or ground surface. Repair surface.	1	2776	$2776
48	Base of Ramp at Main Entrance	Ext.		Ramps	Other		Not maintained in operable working condition	-	Ensure the ramp is maintained in operable working condition. (Cost estimate for patching concrete area.)	1	256	$256
	Stairways											
49	Exit Door 11	Ext.		Stairways	Egress		Not maintained in operable working condition	-	Ensure stairs are maintained in operable working condition.	1	Labor	$0
	Signage											
50	Nurses Office	1		Signage	Designation		Raised characters not provided on sign	-	The letter "N" has been removed. Provide text with raised characters duplicated in braille on sign.	1	232	$232

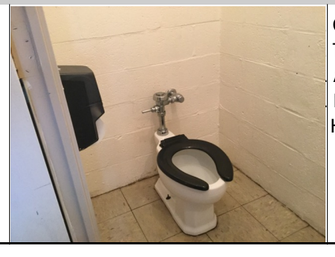
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
51	Conference Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
52	Girls' Toilet Room by Classroom 24	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door Directional sign to access. toilet not provided	- - - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side. Install a sign indicating the location of the nearest accessible toilet room.	1	464	$464
53	Boys' Toilet Room by Classroom 24	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door Directional sign to access. toilet not provided	- - - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side. Install a sign indicating the location of the nearest accessible toilet room.	1	464	$464
54	Principal's Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
55	Women’s and Men's Toilet Rooms by Classrooms 8 and 9	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door International Symbol of Acc. not compliant	- - - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side. After toilet rooms are brought into compliance, provide a sign containing the International Symbol of Accessibility.	2	232	$464

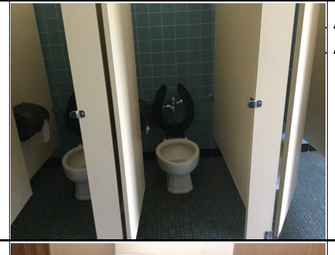
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
56	Classroom	1	18	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
57	Classroom	1	20 21	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	2	232	$464
58	Relaxation Room	1	22	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
59	Classroom	1	23	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
60	Classroom	1	24	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232

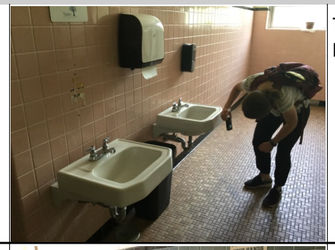
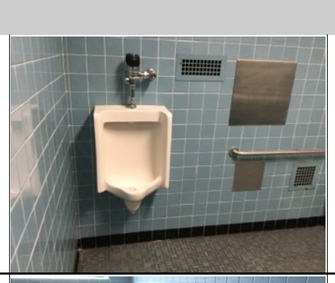
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
61	South Street Wing Classrooms	1	6, 7, 14, 15, 15A, 15B	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Provide braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	6	232	$1392
62	Single-User Toilet Room	1		Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	$0
	Service Counter											
63	Lobby	1		Service Counter	N/A		Counter > 36" high	41.75"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	$880
64	Lobby - Entrance to Secretary Office	1		Service Counter	N/A		Counter > 36" high	38.5"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	$880
65	Store in Cafeteria	1		Service Counter	N/A		Counter > 36" high	42.5"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	$880

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
66	Cafeteria - Tray Drop-off	1		Service Counter	N/A		Counter > 36" high	38"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	$880
	Operable Parts											
67	Main Entrance Doorbell	Ext.		Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	56.5"	Relocate doorbell so that controls are between 15"- 48" above the finished floor.	1	Labor	$0
68	Nurses Office	1		Operable Parts	Equipment		Emergency eyewash out of reach range	56.5"	Provide one emergency eyewash 48" max. above the floor.	1	256	$256
69	South Street Wing Classrooms	1	12 10	Operable Parts	Other		Forward reach if obstruction > 20"- 25" deep is > 44" high	52"	Ensure that the paper towel dispenser is not higher than 44" above the finished floor.	2	256	$512
70	South Street Wing Classrooms	1	14 13	Operable Parts	Other		Forward reach if obstruction > 20"- 25" deep is > 44" high	52"	Ensure that the paper towel dispenser is not higher than 44" above the finished floor.	2	256	$512

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
71	South Street Wing Classroom	1	6	Operable Parts	Other		Forward reach if obstruction > 20"- 25" deep is > 44" high	52"	Ensure that the paper towel dispenser is not higher than 44" above the finished floor.	1	256	$256
72	South Street Wing Classroom	1	9	Operable Parts	Other		Forward reach if obstruction > 20"- 25" deep is > 44" high	53"	Ensure that the paper towel dispenser is not higher than 44" above the finished floor.	1	256	$256
	Assembly Area											
73	Cafeteria	1		Assembly Area	N/A		Accessible route to stage not provided Assistive listening devices not provided	- -	Provide an interior lift to the stage. If audible communication is integral to the use of the space, provide an assistive listening system. (Cost estimate is for an interior lift to the stage [$21,660] and an audible communication system for 100 people [$1,688]).	1	23348	$23348
	Locker Room											
74	Corridor Lockers	1		Locker Room	Other		Total # of locker Total # of accessible locker 2% of lockers are not accessible	185 0 -	Provide at least 4 accessible lockers (or ensure 2% of all lockers are accessible). Distribute accessible lockers in the old and new corridors.	4	660	$2640
	Picnic Tables											
75	Picnic Table by Soccer Field	Ext.		Picnic Tables	N/A		Toe or knee clearance at tables not provided	15" deep	Provide at least 1 picnic table with toe and knee clearance in this area.	1	1400	$1400

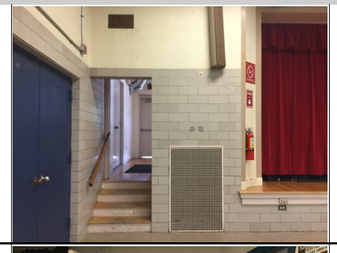
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
76	Playground Picnic Table	Ext.		Picnic Tables	N/A		Toe or knee clearance at tables not provided Picnic table not on an accessible route	- -	Provide at least 1 picnic table with toe and knee clearance in this area. Locate the accessible picnic table on an accessible route.	1	1400 Labor	$1400
77	Access to Picnic Area by Crosswalk	Ext.		Picnic Tables	N/A		Toe or knee clearance at tables not provided Picnic table not on an accessible route	- -	Provide at least 1 picnic table with toe and knee clearance in this area. Provide an accessible route to one picnic table in this area. (Cost estimate for picnic table and 30' long, 4' wide asphalt route.)	1	2600	$2600
	Exterior Benches											
78	Garden Sitting Area - Shaded Benches	Ext.		Exterior Benches	N/A		No accessible route to one bench in area	-	Provide an accessible route to one bench under the canopy. (Cost estimate includes a 14' long by 4' wide stone dust route.)	1	448	$448
79	Garden Sitting Area - Sun Bench	Ext.		Exterior Benches	N/A		No accessible route to one bench in area	-	Provide an accessible route to one bench in the sun. (Cost estimate includes a 22' long by 4' wide stone dust route.)	1	704	$704
	Toilet & Bathing Rooms											
	Overall Access											
80	Nurses Office - Toilet Room	1		Overall Access	Toilet Room		Clear width at door < 32" Turning space not provided Accessible plumbing fixtures or stalls not provided Maneuvering clearance(s) not provided Hardware not operable with a closed fist	- -	Add an accessible single-user toilet room with a door that has 32" min. clear width, maneuvering clearance and hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	24604	$24604

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
81	Boys' Toilet Room by Classroom 24	1		Overall Access	Toilet Room		Audible and visible alarms not provided	-	When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	-	$0
Toilet Rooms for Children												
Single-User Toilet (Children)												
82	Single-User Toilet Room	1		Single-User Toilet (Children)	N/A		Side or rear grab bar < 25" or > 27" high (4 - 6) Non-compliant toilet paper dispenser Visible alarms not provided inside room	30" - -	Locate grab bar between 25"- 27" above the floor. Relocate toilet paper dispenser so that it is between 14"- 19" above the floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars. When fire system is updated, ensure that a visible alarm is provided inside the toilet room.	1	1145	$1145
Toilet Compartment (Children)												
83	Women's Toilet Room by Classrooms 8 and 9	1		Toilet Compartment (Children)	Accessible Compartment		Accessible plumbing fixtures or stalls not provided 6 fixtures, but no ambulatory compartment provided Audible and visible alarms not provided	- - -	Provide one accessible wheelchair compartment. Provide one ambulatory accessible compartment. When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	9194	$9194
84	Men's Toilet Room by Classrooms 8 and 9	1		Toilet Compartment (Children)	Accessible Compartment		Accessible plumbing fixtures or stalls not provided Audible and visible alarms not provided	- -	Provide one accessible wheelchair compartment. When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	6182	$6182
85	Girls' Toilet Room by Classroom 24	1		Toilet Compartment (Children)	Accessible Compartment		Audible and visible alarms not provided	-	When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	-	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Lavatory (Children)											
86	Women's Toilet Room by Classrooms 8 and 9	1		Lavatory (Children)	N/A		Toe or knee clearances not provided Exposed plumbing underneath	21" -	Provide at least one lavatory with 25" min. knee clearance positioned for a forward approach. Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	1778	$1778
87	Men's Toilet Room by Classrooms 8 and 9	1		Lavatory (Children)	N/A		Toe or knee clearances not provided Exposed plumbing underneath	20.75" -	Provide at least one lavatory with 25" min. knee clearance positioned for a forward approach. Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	1778	$1778
	Urinal (Children)											
88	Single-User Toilet Room	1		Urinal (Children)			Rim > 15" high (MAAB)	24.5"	Provide at least one urinal with the rim no higher than 15" above the finished floor.	1	3248	$3248
89	Men's Toilet Room by Classrooms 8 and 9	1		Urinal (Children)			Rim > 15" high (MAAB) Flush control is > 44" high or not properly located	18.25" 46"	Provide at least one urinal with the rim no higher than 15" above the finished floor. Mount flush control at 44" max. above the finished floor.	1	3622	$3622
	Additional Access											

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Sinks for Children's Use											
90	Library, Classroom and Relaxation Room Sinks	1	7	Sinks for Children's Use	Other		Non-compliant or malfunctioning faucet Exposed plumbing underneath Knee or toe clearance not provided	- - -	Based on the program, each unique room should have an accessible sink. All classroom sinks had the same issue and this one is given as an example cost. Provide a faucet that can be operable with one hand and not require tight grasping, pinching or twisting of the wrist. Insulate or otherwise configure pipes to prevent contact. Provide at least one sink with 24" high knee and toe clearance.	1	2764	$2764
91	Nurse's Office	1		Sinks for Children's Use	Other		Exposed plumbing underneath Knee or toe clearance not provided	- 23.25"	Insulate or otherwise configure pipes to prevent contact. Provide at least one sink with 24" high knee and toe clearance positioned for a forward approach.	1	1778	$1778
	Storage											
92	South Street Wing Classroom	1	10	Storage	N/A		Storage hardware non-compliant	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist at 5% or one storage space.	1	70	$70
	Play and Sport Areas											
	Play Areas											
93	Playground - Elevated Play Component	Ext.		Play Areas	N/A		Accessible route not provided around playground	- -	Provide an accessible route around the play area. (Cost estimate for 250' long, 4' wide asphalt route.)	1	10000	$10000

Lakeview School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
94	Playground - Ground Play Component, Elevated Play Component and Swings	Ext.		Play Areas	N/A		Accessible route not provided to play components	-	Provide a compliant impact-attenuating surface to and around the play components. (Cost estimate for 1446 sq. ft. of poured in place rubber surface.)	1	20244	$20244
95	Playground - Elevated Play Component	Ext.		Play Areas	N/A		No compliant transfer system	21"	Alteration might be technically infeasible.	1	-	$0
	Field											
96	Soccer Field	Ext.		Field	Soccer	 	Field not connected to an accessible route	- -	Provide an accessible route to the field. (Cost estimate for 15' long, 4' wide stone dust route.)	1	480	$480
	Best Practice											
97	Cafeteria - Stairs on Left and Right Side of Stage	1							Recommend providing handrails on both sides of stairs that are between 34 and 38 inches above the finished floor.	1	-	$0
98	Behind Stage - Route to Music Room	1							Recommend providing handrails on both sides of stairs that are between 34 and 38 inches above the finished floor.	1	-	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
99	Lobby - Entrance to Secretary Office	1							Recommend providing accessible designation signage at permanent rooms that lack signage.	1	-	$0
100	Playground	Ext.							Recommend providing a 10" high solid surface (kickplate) on the push side of the playground gate.	1	-	$0
101	Stairs to Door 2	Ext.							Recommend providing handrail extensions at the bottom of the stair run that extend to one tread depth beyond the last riser.	1	-	$0
102	Main Entrance	Ext.							Recommend providing handrails on both sides of stairs that are between 34 and 38 inches above the ground.	1	-	$0
103	Parking Lot	Ext.							Recommend locating one required accessible parking space by the school entrance and one by the sports field.	1	-	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
104	Playground Picnic Table	Ext.							Recommend providing a 48" wide route around all sides of one picnic table in each area.	1	-	$0
105	Playground Bench	Ext.							Recommend providing space alongside one bench in each area for a wheelchair user to sit shoulder to shoulder with a person seated on the bench.	1	-	$0
106	Playground	Ext.							IHCD strongly recommends exploring the possibility of an alternative surface to engineered wood fiber (EWF). Over time, EWF requires continuous maintenance to ensure the surface is maintained in operable working condition (stable, firm and slip-resistant).	1	-	$0
107	Library and Classrooms 8, 14 and 15	Ext.	7 8 14 15						Recommend providing handrails on both sides of stairs that are between 34 and 38 inches above the ground.	1	-	$0

Police Department



Town of Tyngsborough

ADA Transition Plan

December 2020

Institute for Human Centered Design

200 Portland Street, Boston, MA 02114
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617-695-1225 voice/ tty

Background

Year Built: 1984

The Tyngsborough Police Department is a two-story building located at 20 Westford Road. There is one main entrance on the west side of the building with vestibule doors that open to the north and the south. The vestibule entrance on the north is served by two sets of exterior stairs. The vestibule entrance on the south is served by an accessible route and a stair.

Public areas are located on the first floor of the building and include a lobby, an interview room, a booking area, a single-user toilet room, a garage, and detention cells for men, women and juveniles. A public parking lot is located west of the building.

Key Accessibility Issues

Parking
Accessible parking spaces are not provided in the parking lot.

Signage
The inaccessible entrance lacks directional signage to the accessible entrance on the south side of the building. The accessible entrance door lacks signage with the International Symbol of Accessibility (ISA). All exit doors on the first floor lack signage with raised characters and braille on the interior side of the door. The accessible exit lacks a sign with an illuminated International Symbol of Accessibility (ISA). The inaccessible exit doors lack signage directing people to the accessible exit.

Doors
Accessibility issues with doors include doors that lack the required clear width, doors that lack compliant hardware and doors with thresholds that are higher than allowed.

Detention Facilities
Accessibility issues include lack of an accessible detention cell for men, for women or for juveniles. This is due to the lack in all cells of a lavatory with knee and toe clearance, and a toilet that is located with its centerline 18 inches from the side wall and its seat between 17 and 19 inches above the finished floor. In addition, compliant ligature-resistant grab bars are not provided at the toilets.

Toilet Room
Accessibility issues in the single-user toilet room on the first floor include a toilet with a centerline that is located too far from the side wall, a mirror that is located higher than allowed at the lavatory and pipes under the lavatory that are not insulated or otherwise configured to prevent contact.

Additional Accessibility Issues

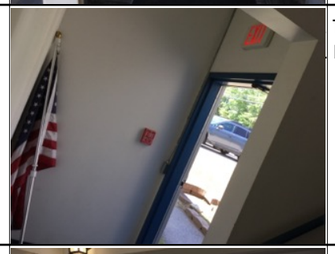
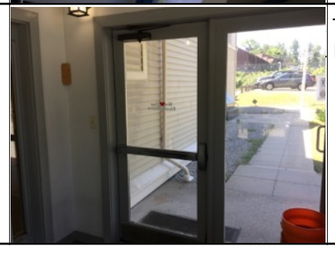
- Service counters in the main lobby and booking area lack a portion that is 36 inches max. above the finished floor.
- Exterior routes have level changes greater than allowed and are not firm, stable and slip-resistant.
- Exterior stairs are not maintained in operable working condition and one lacks a handrail on each side.
- The route from the sally port garage has an excessive change in level.

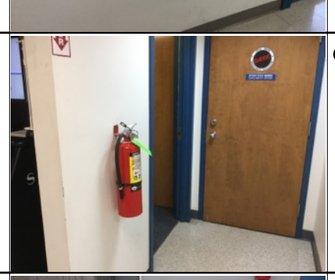
Order of Magnitude Cost Estimates

- Provide a van accessible parking space: $1,850
- Provide compliant entrance, egress, directional and designation signage: $3,632
- Renovate doors: $13,264
- Renovate two service counters: $1,760
- Provide a second handrail at one exterior stair: $1,110
- For one men’s, one women’s and one juvenile cell, provide an accessible toilet/lavatory combo and ligature-resistant grab bars: $30,030
- Renovate single-user toilet room: $3,176
- Miscellaneous corrective actions (exterior routes, protruding objects, portable ramp at sally port, etc.): $1,268

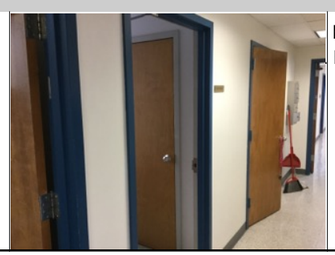
Total: $56,090

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Accessible Entrance Route	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	.5”	Alter change in level to be 1/4" high max.	1	256	$256
2	Accessible Entrance Route	Ext.		Exterior Access Route	Walkway		Level changes > 1/4" Surface is not stable, firm, and slip-resistant	1.5" -	Alter change in level to be 1/4" high max. Repair surface.	1	512	$512
Off-Street Parking Lot or Garage												
3	Parking Lot	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces Access aisle not provided Sign not provided Sign does not have the designation "Van Accessible"	9 0 - - -	Provide one van accessible parking space. Provide a sign with the bottom of the sign 60" min. above the ground and the top 96" max. above the ground. Ensure that the sign contains the designation "Van Accessible".	1	1850	$1850
Entrance												
4	North Entrance Door From Stairs	Ext.		Entrance	Main Entrance		Entrance not on an accessible route	-	Provide a directional sign indicating the location of the nearest accessible entrance. As best practice: where a directional sign is required, it should be located to minimize backtracking. In some cases, this could mean locating a sign at the beginning of a route, not just at the inaccessible entrances to a building.	1	346	$346

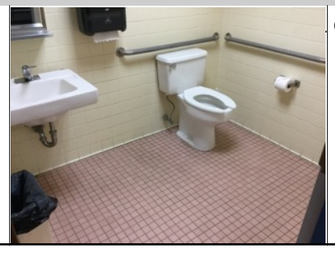
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Accessible Entrance Door on South	Ext.		Entrance	Main Entrance		International Symbol of Accessibility not provided	-	Provide a sign with the International Symbol of Accessibility (ISA).	1	346	$346
6	Accessible Entrance Door on South	Ext.		Entrance	Main Entrance		Threshold > 1/2" high	1”	Alter threshold to be 1/2" high max.	1	150	$150
	Emergency Exit											
7	Main Entrance, North Exit Door to Stairs	1		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	$464
8	Rear Egress Door	1		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	$464
9	Accessible Entrance Door on South	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB)	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	1116	$1116

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
10	Lobby	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB)	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
Access to Goods and Services												
Interior Access Route												
11	Lobby	1		Interior Access Route	N/A		Obstructed by protruding objects	46”	Remove shelf or provide a cane-detectable barrier underneath.	1	Labor	$0
12	Towards Rear Egress Door	1		Interior Access Route	N/A		Obstructed by protruding objects	5.5"	Relocate fire extinguisher out of the circulation path.	1	Labor	$0
13	Route From Garage and Eyewash to Entry Door	1		Interior Access Route	N/A		Level changes > 1/4"	2.5”	Provide a portable ramp.	1	500	$500
Doors, Doorways, & Gates												
14	Women's Detention Cell	1		Doors, Doorways, & Gates	Other		Clear width at door < 32"	26”	Widen the door so that there is 32" min. clear width.	1	3366	$3366

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
15	Route to Juvenile Detention Cell	1		Doors, Doorways, & Gates	Circulation		Clear width at door < 32"	30.5”	Install offset hinges to ensure that the door has a clear width of 32 inches.	1	2232	$2232
16	Juvenile Detention Cell	1		Doors, Doorways, & Gates	Other		Clear width at door < 32"	27”	Widen the door so that there is 32" min. clear width.	1	3366	$3366
17	Men’s Detention Cell	1		Doors, Doorways, & Gates	Other		Clear width at door < 32"	27.5”	Widen the door so that there is 32" min. clear width.	1	3366	$3366
18	Garage and Eye Wash Station	1		Doors, Doorways, & Gates	Circulation		Threshold > 1/2" high	2”	Alter the threshold to be 1/2" high max.	1	150	$150
19	Single-User Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Threshold > 1/2" high	1”	Alter the threshold to be 1/2" high max.	1	150	$150

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
20	Single-User Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
	Stairways											
21	Stairs to the Northwest of the Main Entrance	Ext.		Stairways	Egress		Handrail not provided on both sides	-	Provide a second handrail.	1	1110	$1110
22	Stairs to the Northwest of the Main Entrance	Ext.		Stairways	Egress		Not maintained in operable working condition	-	Ensure stairs are maintained in operable working condition. Repair the 2.5" change in level at the base of the stair.	1	Labor	$0
23	Stairs to the North of the Main Entrance	Ext.		Stairways	Egress		Not maintained in operable working condition	1.5"	Ensure stairs are maintained in operable working condition. Repair the 1.5" change in level.	1	Labor	$0
	Signage											
24	Interview Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	$232

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
25	Door to Lobby	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
26	Single-User Toilet Room	1		Signage	Designation		Clear floor space not provided at sign	-	Clear flag from clear floor space required at the designation sign. An 18" min. by 18" min. clear floor space centered on the tactile characters is required.	1	Labor	$0
	Service Counter											
27	Booking Area	1		Service Counter	N/A		Counter > 36" high	41.25”	Provide a counter that is 36" max. above the ground or finished floor.	1	880	$880
28	Lobby Service Counter	1		Service Counter	N/A		Counter > 36" high	40”	Provide a counter that is 36" max. above the ground or finished floor.	1	880	$880
	Detention Facilities											
29	Women's Detention Cell	1		Detention Facilities	Women's		Mobility cell lacks access to accessible toilet/lavatory	-	Provide an accessible toilet with adequate clear floor space, with the centerline located 18" from the side wall and ligature resistant grab bars. Install a toilet with a seat height 17"- 19" above the floor. Provide an accessible sink with knee and toe clearance. (Cost for a toilet and lavatory combo and ligature-resistant grab bars.)	1	10010	$10010

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
30	Juvenile Detention Cell	1		Detention Facilities	Juveniles		Mobility cell lacks access to accessible toilet/lavatory	-	Provide an accessible toilet with adequate clear floor space, with the centerline located 18" from the side wall and ligature resistant grab bars. Install a toilet with a seat height 17"- 19" above the floor. Provide an accessible sink with knee and toe clearance. (Cost for a toilet and lavatory combo and ligature-resistant grab bars.)	1	10010	$10010
31	Men's Detention Cell	1		Detention Facilities	Men's		Mobility cell lacks access to accessible toilet/lavatory	-	Provide an accessible toilet with adequate clear floor space, with the centerline located 18" from the side wall and ligature resistant grab bars. Install a toilet with a seat height 17"- 19" above the floor. Provide an accessible sink with knee and toe clearance. (Cost for a toilet and lavatory combo and ligature-resistant grab bars.)	1	10010	$10010
Toilet & Bathing Rooms												
Lavatory												
32	Single-User Toilet Room	1		Lavatory	N/A		Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40"	- 43"	Insulate or otherwise configure pipes to prevent contact at lavatory. Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	348	$348
Single-User Toilet												
33	Single-User Toilet Room	1		Single-User Toilet	N/A		Centerline < or > 18" (MAAB)	23"	Relocate toilet so that the centerline is 18" from the side wall.	1	2828	$2828

Tyngsborough Middle School



Town of Tyngsborough

ADA Transition Plan

December 2020

Institute for Human Centered Design

200 Portland Street, Boston, MA 02114
www.IHCDesign.org • info@IHCDesign.org
617-695-1225 voice/ tty

Background

Year Built: 1968

Tyngsborough Middle School is located at 50 Norris Road, and it offers a full range of instruction for grades six (6) through eight (8). The facility consists of a two-floor classroom building and a two-floor gym building that are connected via a bridge on the second floor. There is one main entrance into the school that is accessible. There are two entrances to the gym building; one on the west side goes to administrative services and is not accessible, one on the south side under the bridge connector is accessible. Each building has one lift in addition to egress stairs. The lift in the classroom building was inoperable and unable to be assessed on the day of survey.

The first floor of the school contains classrooms, the art classroom, a computer lab, the main office area, a nurse's office, a special education classroom, two single-user toilet rooms, a multi-user boys' and a multi-user girls' toilet room, a cafeteria and an auditorium.

Note: Certain classrooms such as Rooms 107, 108 and 109 were being waxed on the day of survey and were not able to be fully assessed.

The second floor of the school contains the upper level of the auditorium, classrooms, the library, science labs, and multi-user men's, women's, boys' and girls' toilet rooms.

The lower level of the gym contains school administrative offices, two boys' locker rooms, one girls' locker room, recreational offices, and a multi-user men's and women's toilet room. The second floor of the gym building contains the gym and storage areas.

The parking area on the southwest side of the building contains three accessible parking spaces, none of which is designated as van accessible. Outdoor athletic facilities located near the middle school are included as part of the Tyngsborough High School report.

Key Accessibility Issues

Exterior Ramps
Exterior ramps to the school and the gym entrance lack edge protection.

Parking
Accessibility issues include lack of sign with the designation "Van Accessible" at a van accessible parking space. In addition, based on the parking count, an additional car accessible parking space is required.

Doors
Accessibility issues include lack of the minimum required maneuvering clearance, lack of minimum required clear width, door thresholds that are higher than the maximum height allowed, doors with an opening force that his greater than allowed, and doors with hardware that requires tight grasping, pinching, or twisting of the wrist.

Signage
Accessibility issues include noncompliant or misplaced designation and egress signage including illuminated signs with the International Symbol of Accessibility (ISA) at egress doors located at accessible exits. In addition, directional signage is not provided at all inaccessible exit doors, entrance doors and toilet room doors.

Lift
The lift in the gym building is unable to be used independently due to the series of doors that are present. In addition, the doors do not have low-energy power operation capability or self-closing devices.

Assembly Areas
Accessibility issues include lack of an assistive listening system, lack of companion seats, and lack of designated aisle seats with a retractable armrests. The bleachers in the gym lack integrated wheelchair accessible spaces.

Note: Where audible communication is integral to the use of the space, an assistive listening system shall be provided.

Sinks
Accessibility issues include lack of a sink with knee and toe clearance in the nurse's office. For program access, IHCD recommends that an accessible sink with compliant faucet be provided in one classroom each for the 6th, 7th, and 8th grades; in one science lab for the 7th and 8th grades; in one science lab for the 6th grade; and in the SPED classroom kitchen.

Note: If no classrooms in a given grade or of a given type have a sink, an accessible sink is not required to be installed in any of the classrooms for that grade or of that type. It is the presence of a sink in a classroom of a grade or type that triggers the requirement of at least one accessible sink in a classroom of that grade or type.

Toilet Rooms
Key accessibility issues with toilet rooms include lack of wheelchair accessible toilet compartments, toilets with a centerline that is not at the required distance from the side wall, toilets with the flush control not on the open or transfer side, lack of knee clearance at lavatories, lack of protection at lavatory pipes to prevent against contact, and urinals that are mounted higher than allowed. Additional accessibility issues include lavatories with faucet controls that can't be operated with a closed fist, mirrors mounted higher than the maximum height allowed, and dispensers that are not operable with a closed fist or that protrude into the toilet room circulation path.

In the school building, on the first floor, IHCD recommends bringing one of the single-user toilet rooms by the main entrance into compliance, building an accessible single-user toilet room in the nurse's office, renovating the toilet room in the physical therapy office, and providing directional signage in the boys' and girls' multi-user toilet rooms directing users to the accessible toilet room. On the second floor, IHCD recommends renovating the girls' and the boys' multi-user toilet rooms, renovating the women's toilet room to be an accessible all-gender single-user toilet room, and providing directional signage at the inaccessible men's toilet room to this all-gender toilet room.

In the gym building, IHCD recommends renovating toilet rooms in the boys' and girls' locker rooms and renovating the men's and women's toilet rooms.

Locker Rooms
Accessibility issues include lack of a compliant bench with back support in the two boys' locker rooms, lack of an accessible changing room in the girls' locker room, and lack of an accessible shower in two boys' and one girls' locker rooms.

Hallway Lockers
Accessibility issues include lack of the minimum required number of hallway lockers with door controls that can be operated with a closed fist.

Drinking Fountains
Accessibility issues include lack drinking fountains for standing users, lack of drinking fountains for seated users, and lack of a cane-detectable skirt at two standing drinking fountains.

Additional Accessibility Issues

- Exterior route issues include curb ramps lacking a level transition and a firm, stable, and slip resistant surface.
- Lack of accessible service counters at the main office in the school and in the student services area of the gym building.
- Interior accessible routes less than 36" wide due to the location of furniture and stored items.
- Dining and work surfaces in several areas lack knee and toe clearance.
- Interior and exterior egress stairs lack continuous handrails or handrails with required extensions.

Order of Magnitude Cost Estimates

- Renovate and provide accessible parking: $2,350
- Provide edge protection at two exterior ramps: $3,780
- Provide compliant entrance, egress, directional and designation signage: $20,008
- Remedy protruding objects through cane-detectable barriers or relocation: $2,752
- Renovate doors: $54,250
- Renovate egress stair handrails: $11,720
- Provide a new lift in the gym: $21,660
- Provide two (2) accessible service counters: $1,760
- Relocate operable parts within reach range: $2,304
- Provide two (2) accessible dining surfaces and 14 accessible work surfaces: $13,600
- Provide companion and aisle designated seats in the auditorium: $1,800
- Provide an assistive listening system in the auditorium: $3,941
- Provide eight (8) accessible lockers in the corridor: $5,280
- Renovate boys' and girls' locker room benches and changing areas: $7,076
- Provide three (3) accessible showers in the two boys' and one girls' locker rooms: $25,736
- Renovate toilet rooms: $109,520
- Renovate six (6) drinking fountains: $14,080
- Renovate eight (8) classroom sinks: $29,500
- Miscellaneous corrective actions (curb ramps, etc.): $260

Total: *$331,377

***Note**: Cost to provide integrated bleacher seating in the gymnasium is not included.

Best Practice and Inclusive Design

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

- Recommend providing designation signage with raised characters and braille at permanent rooms where it is not provided, especially at the main office.
- Recommend providing contrast strips at auditorium stairs.
- Recommend lowering white board from 48" to 26" high so that it can be used by people using wheelchairs in Room 204.

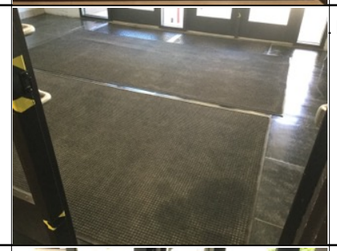
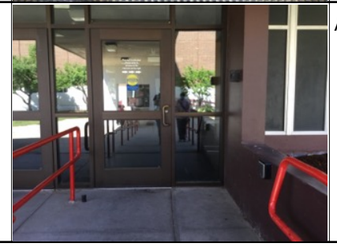
Tyngsborough Middle School

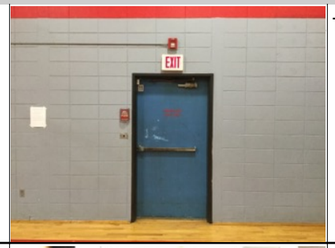
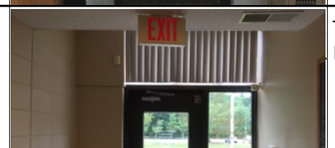
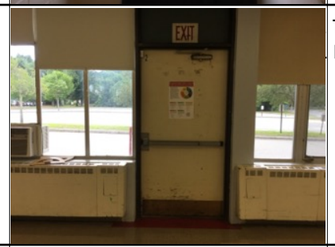
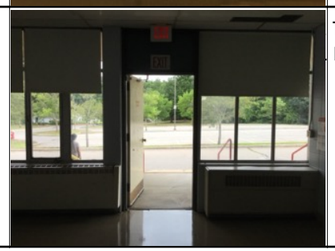
- Recommend providing a school sign with greater color contrast between the text and the background.

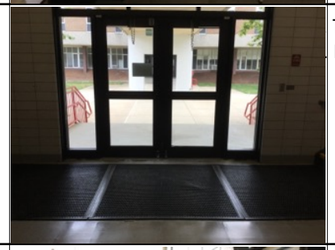
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Curb Ramp												
1	Path to Other Field and Egress From Boys' Locker Room	Ext.		Curb Ramp	N/A		Transition from curb ramp to street not flush Surface not stable, firm and slip-resistant	1.5" -	Ensure transition from curb ramp to street is flush or free of changes in level. Repair surface.	1	170	$170
2	Parking Lot	Ext.		Curb Ramp	N/A		Surface not stable, firm and slip-resistant Does not prevent accumulation of water	- -	Repair surface. Repair curb ramp to prevent accumulation of water.	1	90	$90
Off-Street Parking Lot or Garage												
3	Parking Lot	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces Sign does not have the designation "Van Accessible" Sign bottom < 60" above finished grade	83 3 0 - 41", 45", 49"	Provide one additional car accessible parking space. Add the designation "Van Accessible" to the sign located at the largest accessible space. Relocate signs with the bottom of the sign 60" above the ground.	1	Labor 2350	$2350
Exterior Ramp												
4	School - Main Entrance	1		Exterior Ramp	N/A		Edge protection < 4" high	-	Provide edge protection on both sides of the ramp that prevents the passage of a 4" diameter sphere, where any portion of the sphere is within 4" of the finished floor or ground surface.	2	1260	$2520

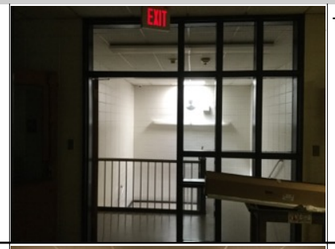
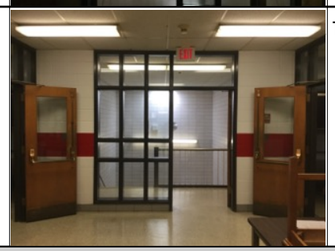
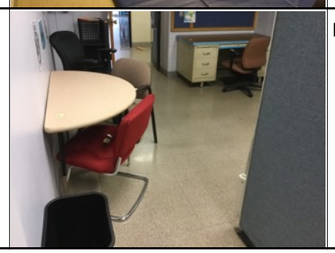
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Gym Entrance Ramp	Ext.		Exterior Ramp	N/A		Edge protection < 4" high	-	Provide edge protection that prevents the passage of a 4" diameter sphere, where any portion of the sphere is within 4" of the finished floor or ground surface.	1	1260	$1260
	Exterior Stair											
6	Emergency Exit	1	103	Exterior Stair	N/A		Handrails do not extend 12" from stair	-	Top: Ensure handrails extend horizontally above the landing for 12” min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth minimum beyond last riser nosing in same direction as stair flight.	2	142	$284
7	Emergency Exit	1	109	Exterior Stair	N/A		Handrails do not extend 12" from stair	-	Bottom: Ensure that the sloped bottom extension extends one tread depth minimum beyond last riser nosing in same direction as stair flight.	2	142	$284
	Entrance											
8	Gym - Offices Entrance	1		Entrance	Main Entrance		Entrance not on an accessible route	6.5"	Provide a directional sign indicating the location of the nearest accessible entrance.	1	346	$346
9	Main Entrance to the Gym Building	Ext.		Entrance	Main Entrance		International Symbol of Accessibility not provided	-	Provide a sign with the International Symbol of Accessibility (ISA).	1	346	$346

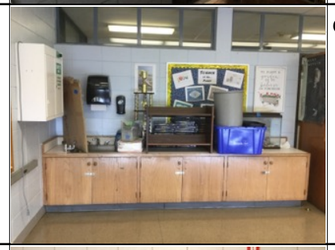
Tyngsborough Middle School

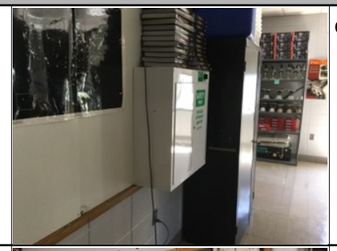
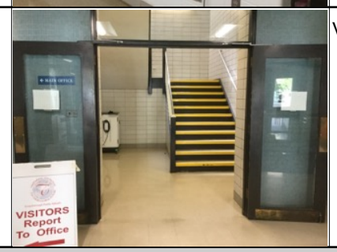
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
10	School - Main Entrance	1		Entrance	Main Entrance		Mat not securely attached	-	Secure the mat.	1	Labor	$0
11	School - Main Entrance	1		Entrance	Main Entrance		Mat not securely attached	-	Secure the mats.	2	Labor	$0
12	School - Main Entrance	1		Entrance	Main Entrance		Threshold > 1/2" high	1"	Alter threshold to be 1/2" high max.	1	150	$150
13	Main Entrance to the Gym	1		Entrance	Main Entrance		Threshold > 1/2" high	.75"	Alter threshold to be 1/2" high max.	1	150	$150
14	School - Main Entrance	1		Entrance	Main Entrance		Automatic door opener not operable	-	Repair or replace the door opener.	1	Labor	$0

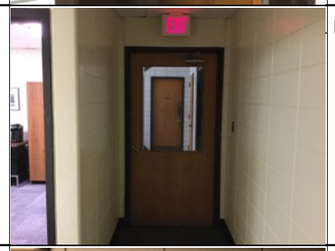
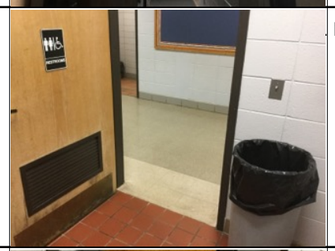
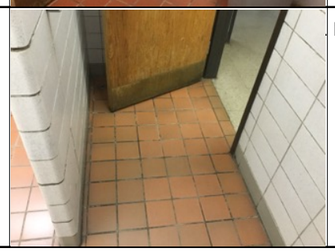
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Emergency Exit											
15	Gym Egress to Fire Escape	2		Emergency Exit	N/A		Tactile sign not provided at exit	-	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door.	1	232	$232
16	Gym - Girls' Locker Room Egress (Door 13)	1		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	$464
17	Gym - Office Area Egress	1		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	$464
18	Emergency Exit	1	103	Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	$464
19	Door 3 From Classroom	1	109	Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	$464

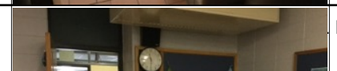
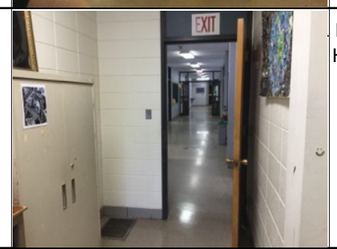
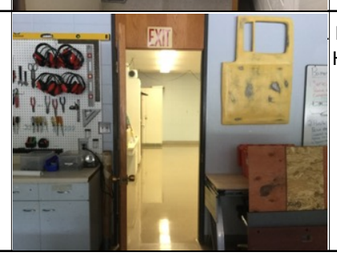
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
20	School - Main Entrance (Egress)	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB)	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
21	Cafeteria Egress	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB)	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
22	Gym - Main Entrance (Egress)	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB)	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
23	Gym - Egress From Boys' Locker Room	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB) Maneuvering clearance(s) not provided	- - -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility. Provide an automatic door opener.	1	4176	$4176
24	Exit Near SPED and Stair B	1	111	Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB) Mat not securely attached	- - -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility. Secure the mat.	1	432 Labor	$432

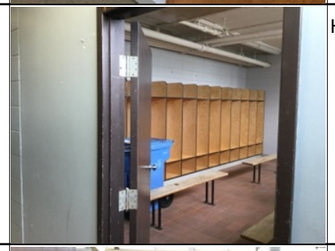
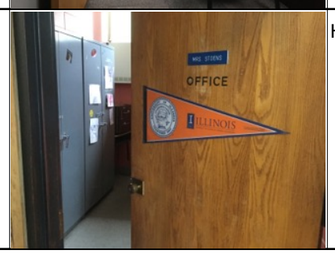
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
25	Gym - Egress From Boys' Locker Room	1		Emergency Exit	N/A		Threshold > 1/2" high	1.25"	Alter the threshold to be 1/2" high max.	1	150	$150
	Access to Goods and Services											
	Means of Egress											
26	Stair B by Exit	2		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door.	1	232	$232
27	Stair to Main Entrance	2		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door.	1	232	$232
	Interior Access Route											
28	Classroom	2	211	Interior Access Route	N/A		Route < 36" wide	29"	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	$0
29	Classroom	2	211	Interior Access Route	N/A		Route < 36" wide	26"	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	$0

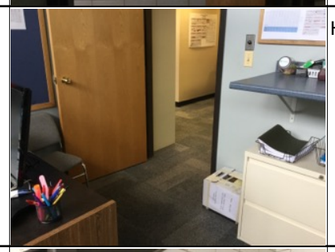
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
30	Classroom (Route to Music Room)	2	211	Interior Access Route	N/A		Route < 36" wide	-	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	$0
31	Gym - Women's Toilet Room	1		Interior Access Route	N/A		Obstructed by protruding objects	-	Relocate paper towel dispenser out of the circulation path and maneuvering clearance.	1	256	$256
32	Science Classroom	1	107	Interior Access Route	N/A		Obstructed by protruding objects	10"	Relocate goggle box out of the circulation path.	1	256	$256
33	Gym	2		Interior Access Route	N/A		Obstructed by protruding objects	7"	Relocate fire extinguisher and defibrillator from the circulation path.	2	256	$512
34	Classroom Science Lab	2	205	Interior Access Route	N/A		Obstructed by protruding objects	9"	Relocate paper towel dispenser out of the circulation path.	1	256	$256

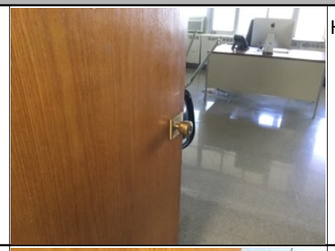
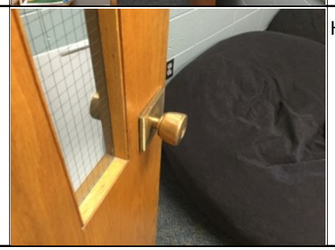
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
35	Goggle Storage	2	209	Interior Access Route	N/A		Obstructed by protruding objects	10"	Relocate goggle storage box out of the circulation path.	1	256	$256
36	Classroom Science Lab	2	218	Interior Access Route	N/A		Obstructed by protruding objects	10"	Relocate the safety kit out of the circulation path.	1	256	$256
37	Stairway Facing Main Entrance	1		Interior Access Route	N/A		Vertical clearance < 80" above finished floor	-	Provide a cane-detectable barrier underneath the stair.	1	960	$960
Doors, Doorways, & Gates												
38	Boys' Toilet Room	2		Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32" Door requires > 5 lbs. of force to open	30" 17 lbs	Install offset hinges to ensure that the door has a clear width of 32 inches. Adjust closers so doors do not require more than 5 pounds of force to open.	1	2232 Labor	$2232
39	Girls' Toilet Room	2		Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32" Door requires > 5 lbs. of force to open	30" 17 lbs	Install offset hinges to ensure that the door has a clear width of 32 inches. Adjust closers so doors do not require more than 5 pounds of force to open.	1	2232 Labor	$2232

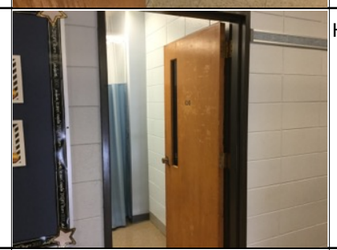
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
40	Women's Toilet Room (To Be Converted into an Accessible Single-User Toilet Room)	2		Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32" Door requires > 5 lbs. of force to open	26” 23 lbs	Widen the door so that there is 32" min. clear width. Adjust closers so doors do not require more than 5 pounds of force to open. (Cost of door widening included in ID #206.)	1	Labor	$0
41	Gym - Door Between Girls' Locker Room and Women's Toilet Room	1		Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided	-	Provide an automatic door opener.	1	3060	$3060
42	Gym - Girls' Locker Room	1		Doors, Doorways, & Gates	Other		Maneuvering clearance(s) not provided	-	Provide an automatic door opener.	1	3060	$3060
43	Single-User Toilet Room on East and West Side	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Relocate trash bin out of the door maneuvering clearance.	2	Labor	$0
44	Boys' Toilet Room	2		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	39"	Provide an automatic door opener.	1	3060	$3060

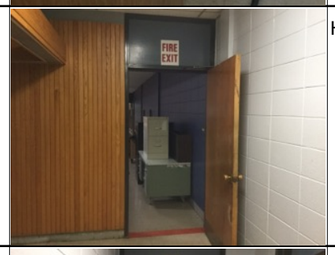
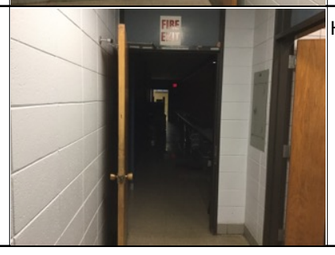
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
45	Girls' Toilet Room	2		Doors, Doorways, & Gates	Vestibule		Maneuvering clearance(s) not provided	38.5"	Provide an automatic door opener.	1	3060	$3060
46	Women's Toilet Room (To Be Converted into an Accessible Single-User Toilet Room)	2		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Provide an automatic door opener.	1	3060	$3060
47	Classroom	2	211	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate desk.	1	Labor	$0
48	Classroom	1	102	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided Hardware not operable with a closed fist	31" -	Relocate cabinet. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	Labor 484	$484
49	SPED/ Woodwork Room	1	111 to 110	Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided Hardware not operable with a closed fist	- -	Relocate the desk to provide 18" clear on the latch side of the door. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	Labor 484	$484

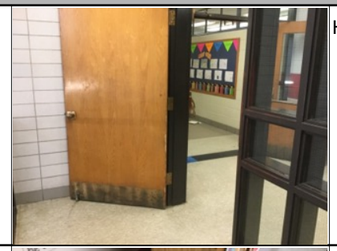
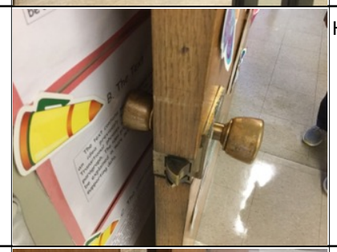
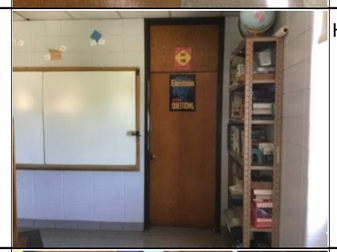
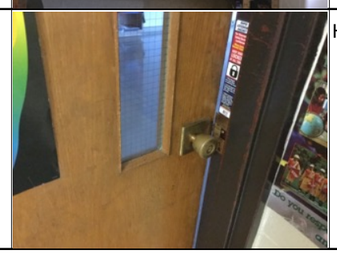
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
50	Classroom Science Lab	2	205	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided Hardware not operable with a closed fist	- -	Relocate fire extinguisher from door maneuvering clearance. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	Labor 484	$484
51	Gym - Boys' Locker Room 2	1		Doors, Doorways, & Gates	Other		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
52	Gym - Boys' Locker Room Office	1		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
53	Gym - Facilities Director, Student Services and Director of Student Services	1		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	3	484	$1452
54	Gym - Girls' Locker Room Office	1		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484

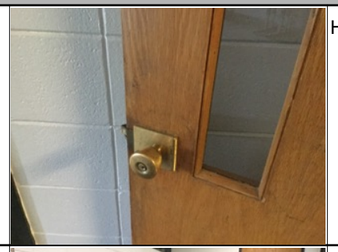
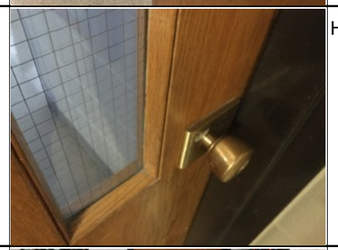
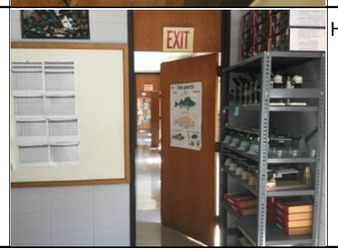
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
55	Gym - Men's Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
56	Gym - Student Services Administrative Assistant	1		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
57	Gym - Women's Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
58	Gym Office	1		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
59	Nurse Toilet Room North Side	1		Doors, Doorways, & Gates	Toilet Room		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484

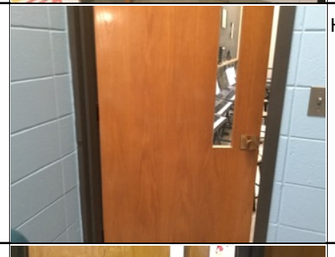
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
60	Nurse's Office	1		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
61	Office by Meeting Room	1		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
62	Principal's Office and Assistant Principal's Office	1		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	2	484	$968
63	School Counselor Office	1		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
64	School Counselor Offices	1		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484

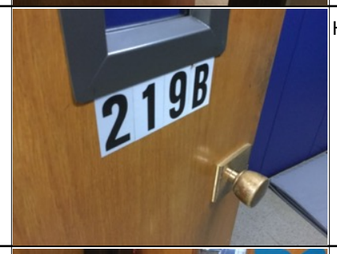
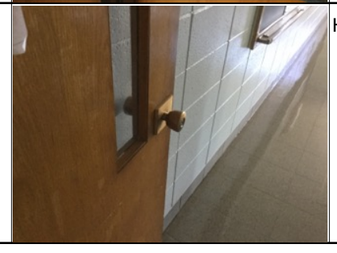
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
65	Classroom (To Office of Technology)	1	102	Doors, Doorways, & Gates	Circulation		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
66	Classroom	1	103	Doors, Doorways, & Gates	Circulation		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
67	Social Studies Classroom	1	104	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
68	Physical Therapy	1	106 A 106	Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	2	484	$968
69	Science Classroom	1	107	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484

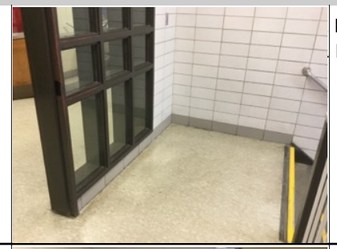
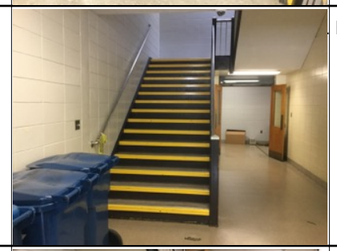
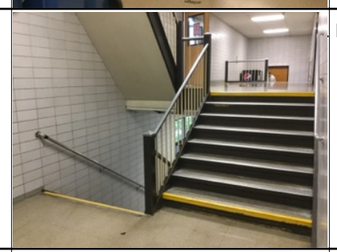
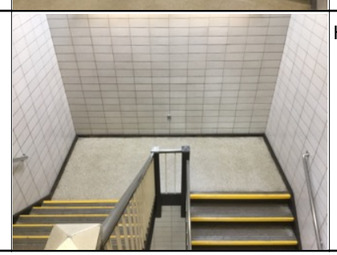
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
70	Science Classroom (Door to Next Classroom)	1	107	Doors, Doorways, & Gates	Circulation		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
71	Classroom	1	108	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
72	Entry to SPED From the Exit Vestibule by Stair B	1	111	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
73	Auditorium Entrance	2		Doors, Doorways, & Gates	Assembly Space		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	3	484	$1452
74	Auditorium Entrance by Girls' Toilet Room	2		Doors, Doorways, & Gates	Assembly Space		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484

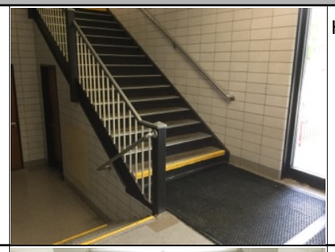
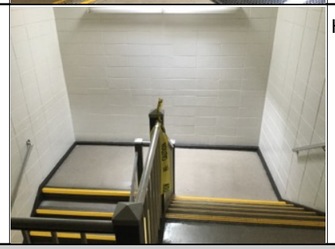
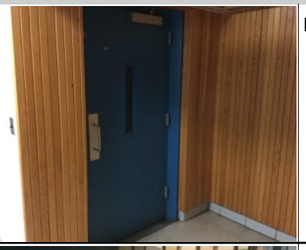
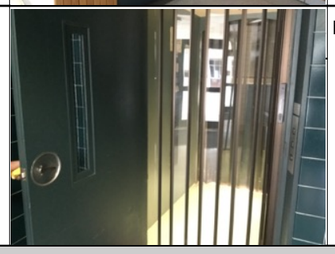
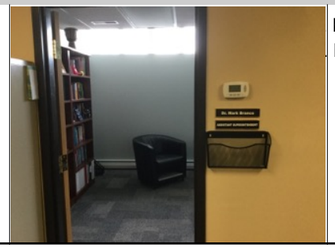
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
75	Stairway by Main Entrance	2		Doors, Doorways, & Gates	Emergency Egress		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
76	Spanish Classroom	2	201	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
77	Classroom	2	202 203 204	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	3	484	$1452
78	Classroom Door to 206	2	205	Doors, Doorways, & Gates	Circulation		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
79	Classroom	2	206	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484

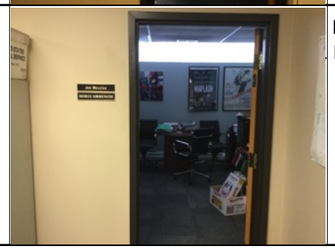
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
80	Computer Room	2	207 A	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
81	Library Work Room	2	207 B	Doors, Doorways, & Gates	Meeting Room		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	2	484	$968
82	Classrooms	2	208	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
83	Classroom Science Lab	2	209	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
84	Classroom Science Lab	2	209	Doors, Doorways, & Gates	Circulation		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
85	Classroom	2	210	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
86	Classroom	2	211	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
87	Classroom (Door to Music Room)	2	211	Doors, Doorways, & Gates	Circulation		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
88	Music Room	2	214	Doors, Doorways, & Gates	Circulation		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
89	Music Room	2	214	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
90	Classrooms	2	215 216 217 219	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	4	484	$1936
91	Classroom Science Lab	2	218	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
92	Relaxation Room	2	219 B	Doors, Doorways, & Gates	N/A		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
93	Classroom Science Lab	2	220	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
94	Classrooms and Meeting Room	2	222 223 224 A 224 225	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	5	484	$2420

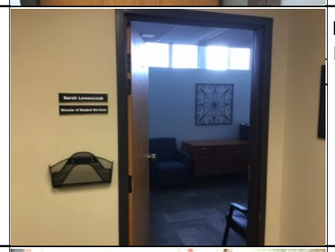
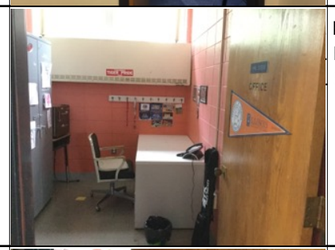
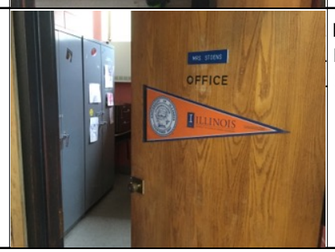
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
95	Office of Technology	1		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist Door requires > 5 lbs. of force to open	- 21 lbs	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Adjust closers so doors do not require more than 5 pounds of force to open.	1	484 Labor	$484
	Stairways											
96	Stair A by Main Entrance	2		Stairways	Egress		Handrail height < 34" or > 38" Handrails do not extend 12" from stairs	39.5" 4	Alter so the handrails are 34"- 38" high above the floor. Top: Ensure handrails extend horizontally above the landing for 12” min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. (Cost for 4 metal handrail extensions.)	4	Labor 142	$568
97	Stair B by Exit	1		Stairways	Egress		Handrails do not extend 12" from stairs	-	Top: Ensure handrails extend horizontally above the landing for 12” min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. (Cost for 4 metal handrail extensions.)	4	142	$568
98	Gym - West and East Stair Between 1 and 2	2		Stairways	Egress		Handrails do not extend 12" from stairs	-	Top: Ensure handrails extend horizontally above the landing for 12” min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. (Cost for 8 metal handrail extensions.)	8	142	$1136
99	Stair A Facing Main Entrance	1		Stairways	Egress		Handrails not continuous where required	-	Provide a continuous central handrail.	1	2220	$2220

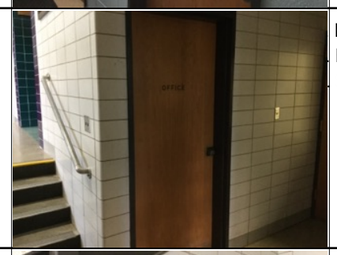
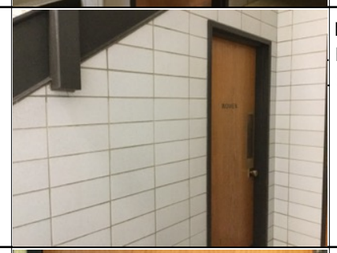
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
100	Gym - West and East Stair Between 1 and 2	1		Stairways	Egress		Handrails not continuous where required	-	Provide continuous handrails.	2	2220	$4440
101	Stair B by Exit	1		Stairways	Egress		Handrails not continuous where required	- -	Provide a continuous central handrail.	1	2220	$2220
	Platform Lift or LULA Elevator											
102	School Lift	2		Platform Lift or LULA Elevator	Interior		Not in operable working condition	-	Lift was locked and unable to be checked on the day of survey. Ensure lift is maintained in operable working condition.	1	Labor	$0
103	Gym Lift	1		Platform Lift or LULA Elevator	Interior		Not independently operable Doors remain open < 20 seconds	- -	Provide a new lift with doors that can be independently operable. The lift in the gym building is unable to be used independently due to the series of doors that are present. In addition, the doors do not have low-energy power operation or self-closing devices.	1	21660	$21660
	Signage											
104	Gym - Assistant Superintendent	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	$232

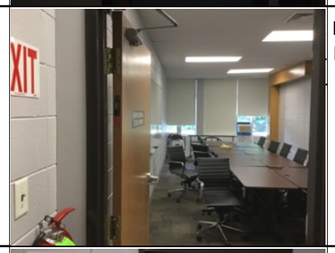
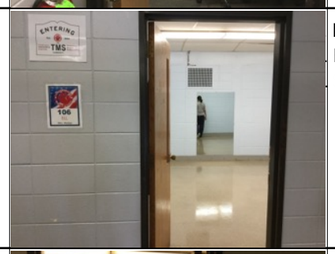
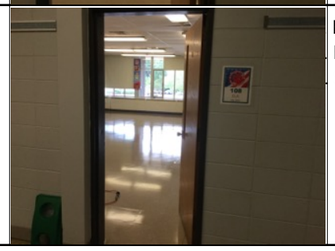
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
105	Gym - Facilities Director	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	$232
106	Gym - Girls' Locker Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign		Provide text with raised characters duplicated in braille on sign.	1	232	$232
107	Gym - Student Services	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign		Provide text with raised characters duplicated in braille on sign.	1	232	$232
108	Gym - Student Services Administrative Assistant	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	$232
109	Gym - Student Services Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	$232

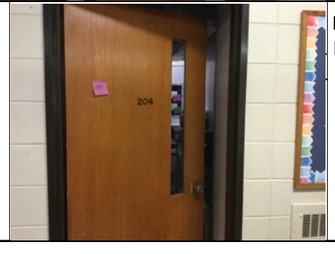
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
110	Office of Technology	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	$232
111	Principal's Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	$232
112	School Counselor	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	$232
113	Assistant Principal's Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
114	Boys' Toilet Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232

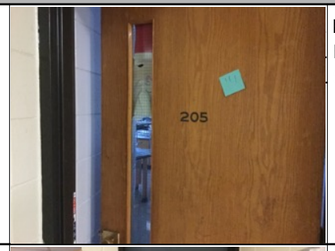
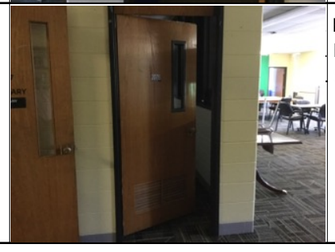
Tyngsborough Middle School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
115	Gym - Boys' Locker Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
116	Gym - Boys' Locker Room Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
117	Gym - Director of Student Services	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
118	Gym - Girls' Locker Room Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
119	Gym - Girls' Locker Room Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232

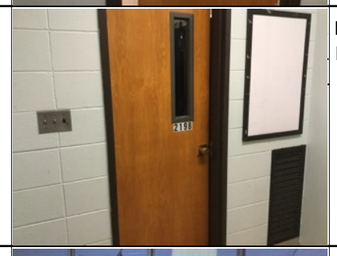
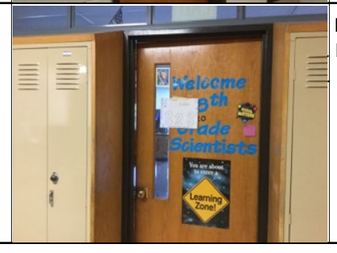
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
120	Gym - Men's Toilet Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side. After the toilet room is brought into compliance, provide a sign containing the International Symbol of Accessibility (ISA).	1	232	$232
121	Gym - Office by Exit Door	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
122	Gym - Office by Stairs	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
123	Gym - Women's Toilet Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side. After the toilet room is brought into compliance, provide a sign containing the International Symbol of Accessibility (ISA).	1	232	$232
124	Nurse;s Office, Toilet Room North Side	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door International Symbol of Acc. not compliant	- - - -	Provide text with raised characters duplicated in braille on sign. Provide braille on sign. Locate sign at permanent rooms alongside the door on the latch side. After a compliant single-user toilet room is provided, replace sign with a sign containing the International Symbol of Accessibility.	1	232	$232

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
125	Office by Meeting Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
126	Professional Development	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door		Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
127	Physical Therapy	1	106 106A	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	2	232	$464
128	Science Classroom	1	107	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
129	Classroom	1	108 109	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	2	232	$464

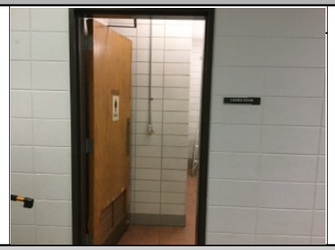
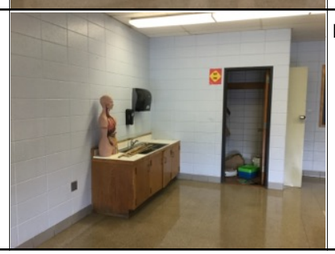
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
130	Boys' and Girls' Toilet Rooms	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door International Symbol of Acc. not compliant	- - - -	Provide text with raised characters duplicated in braille on sign. Provide braille on sign. Locate sign at permanent rooms alongside the door on the latch side. After the toilet rooms are brought into compliance, replace sign with a sign containing the International Symbol of Accessibility.	2	232	$464
131	Men's and Women's Toilet Rooms	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	2	232	$464
132	Spanish Classroom	2	201	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
133	Classroom	2	202 203	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	2	232	$464
134	Room 204	2	204	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
135	Classroom Science Lab	2	205	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
136	Classroom	2	206	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
137	Computer Room	2	207 A	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
138	Computer Room Work Room	2	207 A	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
139	Library Work Room	2	207 B	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232

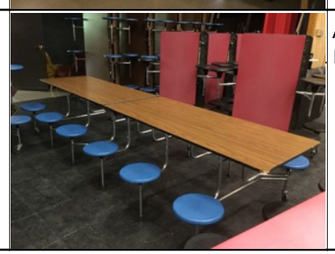
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
140	Classroom	2	208	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
141	Classroom Science Lab	2	209	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
142	Classroom	2	210 211	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	2	232	$464
143	Music Room	2	214	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
144	Classroom	2	215 216 217	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	3	232	$696

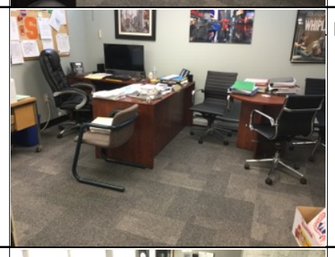
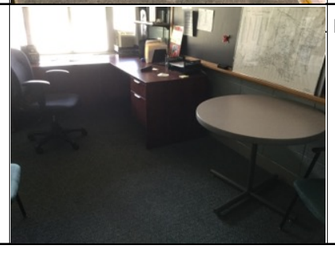
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
145	Classroom Science Lab	2	218	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
146	Storage/ Staff Work Area	2	218	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
147	Classroom	2	219	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
148	Relaxation Room	2	219 B	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
149	Classroom Science Lab	2	220	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232

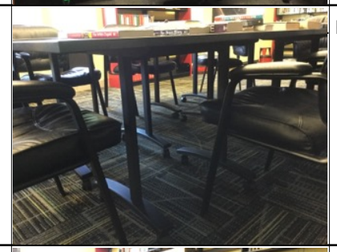
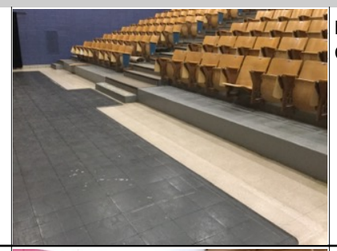
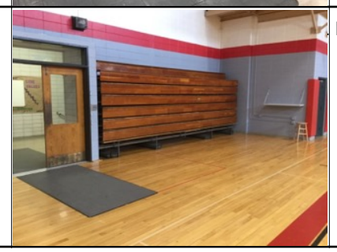
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
150	Classroom	2	221 222 223 224 225	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	5	232	$1160
151	Meeting Room	2	224 A	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
152	Nurse's Office	1		Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	$0
153	Single-User Toilet Room on East and West Side	1		Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	2	Labor	$0
154	Library	2	207	Signage	Designation		Sign not located on the latch side of the door		Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	$0

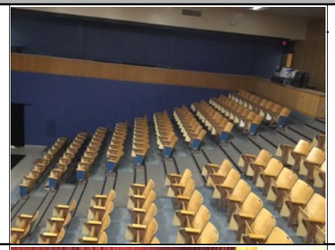
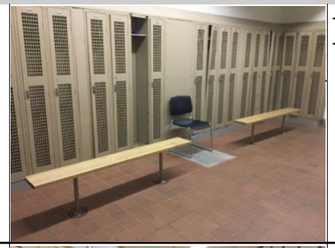
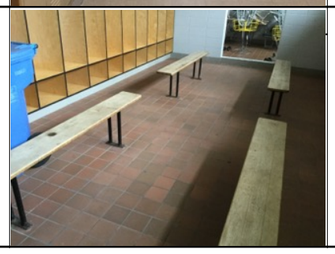
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
155	Girls' Toilet Room	1		Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	$0
	Service Counter											
156	Gym - Reception in Student Services	1		Service Counter	N/A		Counter > 36" high	47”	Provide a counter that is 36" max. above the ground or finished floor.	1	880	$880
157	School - Main Office	1		Service Counter	N/A		Counter > 36" high	40"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	$880
	Operable Parts											
158	Classroom	1	102	Operable Parts	Other		Forward reach if obstruction > 20"- 25" deep is > 44" high	54"	Ensure that the paper towel dispenser is not higher than 44" above the finished floor.	1	256	$256
159	Classroom	1	103	Operable Parts	Other		Forward reach if obstruction > 20"- 25" deep is > 44" high	47", 54"	Ensure that soap and paper towel dispenser are not higher than 44" above the finished floor.	2	256	$512

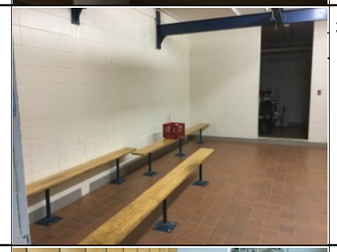
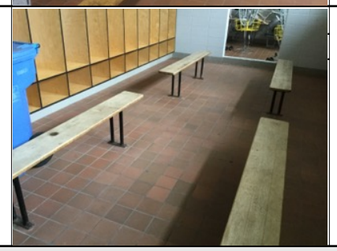
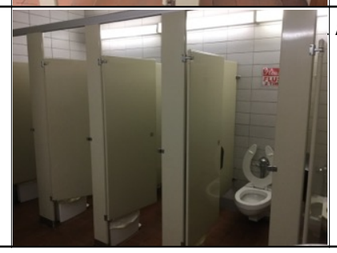
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
160	Classroom	1	107	Operable Parts	Other		Forward reach if obstruction > 20"- 25" deep is > 44" high	51", 55"	Ensure that the soap and paper towel dispenser are not higher than 44" above the finished floor.	2	256	$512
161	SPED/ Woodwork Room	1	111	Operable Parts	Equipment		Forward reach if obstruction > 20"- 25" deep is > 44" high	54"-80"	Ensure that one of each tool is located higher than 44" above the finished floor or provide assistance to reach the tools.	1	Labor	$0
162	SPED/ Woodwork Room Kitchenette	1	111	Operable Parts	Other		Forward reach if obstruction > 20"- 25" deep is > 44" high	49"	Ensure that the paper towel dispenser is not higher than 44" above the finished floor.	1	256	$256
163	Classroom Science Lab	2	220	Operable Parts	Other		Forward reach if obstruction > 20"- 25" deep is > 44" high	52"	Ensure that the paper towel dispenser and soap are not higher than 44" above the finished floor.	2	256	$512
	Children's Reach Ranges											
164	Lost and Found	1		Children's Reach Ranges	N/A		Reach < 16" or > 44" (Ages 9 - 12)	57"	Relocate lost and found between 16" and 44" above the finished floor.	1	256	$256

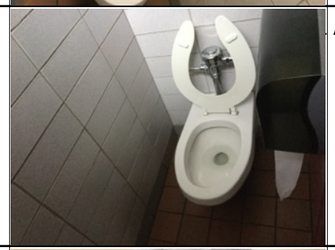
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Dining or Work Surfaces												
165	Spanish Classroom	2	201	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Ensure that at least one work surface is accessible.	1	700	$700
166	Music Room	2	214	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Ensure that at least one work surface is accessible.	1	700	$700
167	Classrooms	2	221 222 223	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	For one 6th, 7th and 8th grade classroom, ensure that at least one work surface is accessible.	3	700	$2100
168	Cafeteria (Art Room Tables)	1		Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	- 24"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	700	$700
169	Cafeteria Tables	1		Dining or Work Surfaces	Dining Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	- 26"	Provide 2 dining surfaces with 27" min. knee and toe clearance.	2	1100	$2200

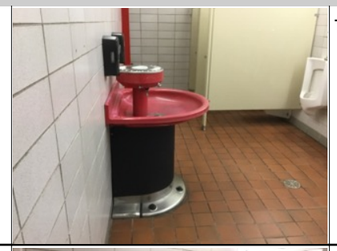
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
170	SPED/ Woodwork Room	1	111	Dining or Work Surfaces	Dining Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	- 23"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	700	$700
171	Classroom Science Lab	2	218	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided Top of dining/work surface < 28" or > 34"	- 14" deep 37"	Provide at least one work surface with top between 28"- 34" above the floor and 27" clear height underneath that is 19" deep min.	1	1100	$1100
172	Gym - Facilities Director	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	6"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	700	$700
173	Gym - Student Services Office	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	6"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	700	$700
174	Office by Meeting Room	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	-	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	700	$700

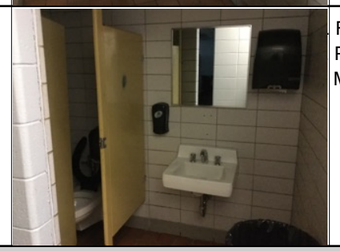
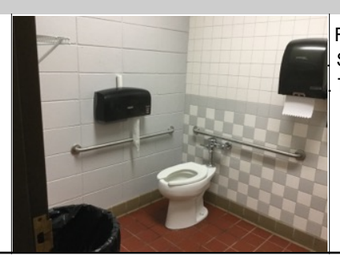
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
175	Office of Technology Meeting Room	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	25"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	1100	$1100
176	Library	2	207	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	20" wide	Provide at least 1 work surface with 27" min. knee and toe clearance that is 30" wide min.	1	1100	$1100
177	Library	2	207	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	24"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	1100	$1100
	Assembly Area											
178	Auditorium	1		Assembly Area	N/A		Number of seats Companion seat not provided	180 -	Provide one companion seat for each wheelchair space. Based on the seat count 5 wheelchair spaces and 5 companion seats are required.	5	Labor	$0
179	Gym	2		Assembly Area	N/A		Minimum # wheelchair spaces not provided	-	Ensure that bleachers with integrated wheelchair seating are provided in accordance with the requirements of the 2010 ADA Standards: 221.1.	1	-	$0

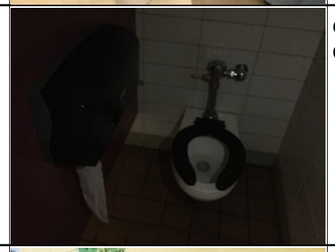
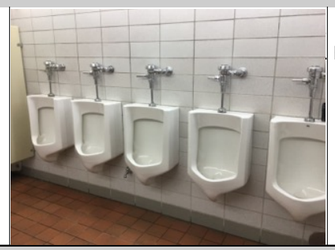
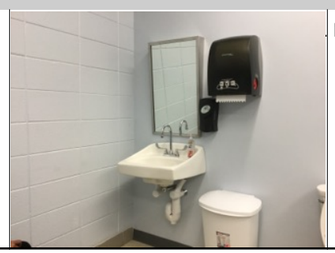
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
180	Auditorium	2		Assembly Area	N/A		Designated aisle seats < 5%		At least 5% (2) of the total number of aisle seats provided must be identified by a sign or marker and have folding or retractable armrests.	2	900	$1800
181	Auditorium	2		Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system. (Cost based on a capacity of 250 people.)	1	3941	$3941
	Locker Room											
182	Gym - Boys' Locker Room	1		Locker Room	Other		Total # of locker Total # of accessible locker 2% of lockers are not accessible	30 0 -	Provide at least 1 accessible locker.	1	660	$660
183	Corridor by 202	2		Locker Room	N/A		Total # of locker Total # of accessible locker 2% of lockers are not accessible	366 0 -	Ensure that 2% of all lockers are accessible . (Cost based on total student count of 366.)	8	660	$5280
184	Gym - Boys' Locker Room 2	1		Locker Room	Men's		Storage > 48" high	62", 65.5"	Ensure one storage area is accessible, with storage located no higher than 48 inches above the floor.	1	Labor	$0

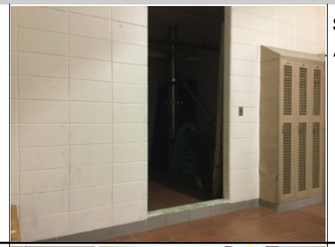
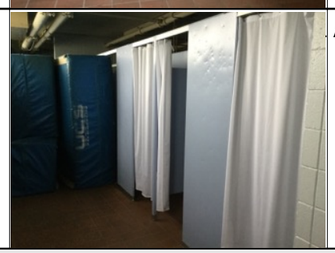
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
185	Gym - Girls' Locker Room	1		Locker Room	Women's		5% of changing rooms are not accessible 30" clear not provided alongside bench Bench < 24" deep Bench < 48" long Hook > 48" high	- 0 11" 24" 62.5	Provide an accessible changing room. Provide a 30" min. by 48" min. clear space along the side of the bench so that wheelchair users can transfer. Provide a bench that is 24" deep. Provide a bench that is 48" long. Locate hook no higher than 48" above the finished floor.	1	6016	$6016
186	Gym - Boys' Locker Room 1	1		Locker Room	Other		30" clear not provided alongside bench Bench < 24" deep	- 9.5"	Provide a 30" min. by 48" min. clear space along the side of the bench so that wheelchair users can transfer. Provide a bench that is 24" deep.	1	200	$200
187	Gym - Boys' Locker Room 2	1		Locker Room	Men's		Back support not provided at bench Bench < 24" deep	- 9.5"	Provide at least one bench with back support or that is affixed to a wall with room on the side to transfer. Provide a bench that is 24" deep.	1	200	$200
Toilet & Bathing Rooms												
Overall Access												
188	Boys' Toilet Room	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide a directional sign to the single-user accessible toilet on the first floor.	1	232	$232
189	Girls' Toilet Room	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide a directional sign to the single-user accessible toilet on the first floor.	1	232	$232

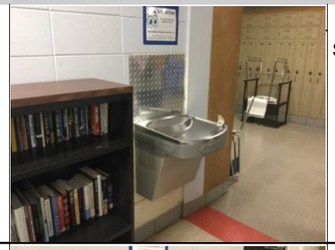
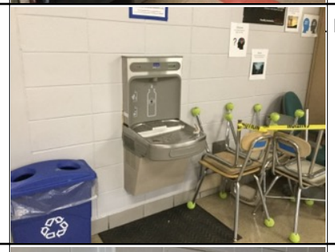
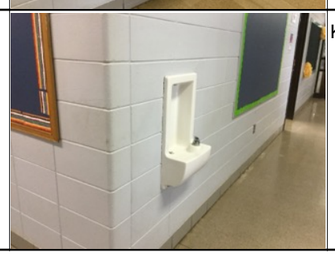
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
190	Gym - Boys' Locker Room	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide one accessible wheelchair compartment. Remove urinal to enlarge stall.	1	6182	$6182
191	Gym - Girls' Locker Room	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	$6182
192	Gym - Men's Toilet Room	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide one accessible wheelchair compartment. Remove the urinal.	1	6182	$6182
193	Gym - Women's Toilet Room	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	30.5"	Provide one accessible wheelchair compartment.	1	6182	$6182
194	Boys' Toilet Room	2		Overall Access	N/A		Accessible plumbing fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	$6182

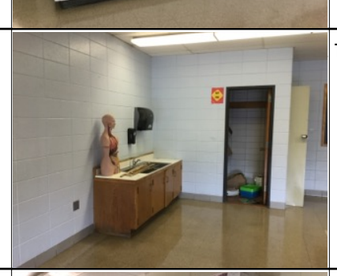
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
195	Girls' Toilet Room	2		Overall Access	N/A		Accessible plumbing fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	$6182
196	Men’s Toilet Room	2		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided		Provide a directional sign to the women's toilet room on the second floor after it is converted into a compliant all gender single-user toilet room.	1	232	$232
197	Girls' and Boys' Toilet Rooms	2		Overall Access	Toilet Room		Audible and visible alarms not provided	-	When fire system is updated, ensure that a visible and audible fire alarm is installed.	2	-	$0
Lavatory												
198	Boys' Toilet Room	2		Lavatory	N/A		Toe or knee clearances not provided	-	Provide at least one lavatory with knee and toe clearance positioned for a forward approach.	1	1686	$1686
199	Girls' Toilet Room	2		Lavatory	N/A		Toe or knee clearances not provided Faucet is not operable with a closed fist Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40"	23" - - 48.25”	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. Provide a faucet that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist for at least one lavatory. Insulate or otherwise configure pipes to prevent contact at one lavatory. Lower mirror so that the bottom surface is 40" max. above the finished floor.	1	3020	$3020

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
200	Gym - Boys' Locker Room	1		Lavatory	N/A		Toe or knee clearances not provided Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40" Dispensers not within reach range	22" - 49.5" 55"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. Insulate or otherwise configure pipes to prevent contact at lavatory. Lower mirror so that the bottom surface is at 40" max. above the finished floor. Lower dispensers to 42" max. above the floor.	1	2387	$2387
201	Gym - Men's Toilet Room	1		Lavatory	N/A		Toe or knee clearances not provided Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40"	25" - 50.25”	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. Insulate or otherwise configure pipes to prevent contact at lavatory. Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	2034	$2034
202	Gym - Women’s Toilet Room	1		Lavatory	N/A		Toe or knee clearances not provided Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40"	24" - 48.25”	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. Insulate or otherwise configure pipes to prevent contact at lavatory. Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	2034	$2034
203	Gym - Girls' Locker Room	1		Lavatory	N/A		Faucet is not operable with a closed fist Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40"	- - 48.5”	Provide a faucet that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist for at least one lavatory. Insulate or otherwise configure pipes to prevent contact at lavatory. Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	1334	$1334
	Single-User Toilet											
204	Single-User Toilet Room on East and West Side	1		Single-User Toilet	N/A		Flush control not on open side Side or rear grab bar < 33" or > 36" high Toilet paper dispenser is not compliant	- 30” -	In at least one single-user toilet room: Relocate the flush control to the open side. Mount grab bars 33"- 36" above the floor. Relocate toilet paper so that it is 24" min high, located under the grab bar, and between 7" and 9" from the front of the toilet.	1	1519	$1519

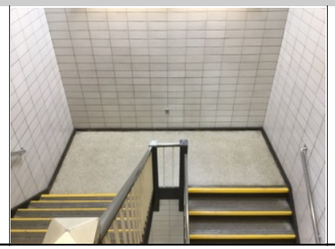
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
205	Physical Therapy Toilet Room	1	106 A	Single-User Toilet	N/A		Centerline < or > 18" (MAAB) Grab bar not provided Toilet paper dispenser is not compliant	- - -	Relocate toilet so that the centerline is 18" from the side wall. Provide one grab bar on the side wall of the toilet and one on the rear wall. Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet.	1	3982	$3982
206	Women's Toilet Room (To Be Converted into an Accessible Single-User Toilet Room)	2		Single-User Toilet	N/A		Grab bar not provided Clearance at toilet < 60" clear width	- 36”	Renovate the toilet room to ensure that there is 60" wide min. clear floor space at the toilet.	1	24604	$24604
207	Nurse Toilet Room North Side	1		Single-User Toilet	N/A		Clearance at toilet < 60" clear width Clearance at toilet < 72" clear depth	36.25” 56.5”	Renovate one single-user toilet room to ensure that there is 60" wide min. and 72" deep min. clear floor space at the toilet.	1	24604	$24604
	Urinal											
208	Boys' Toilet Room	2		Urinal	N/A		Rim > 17" high Flush control too high or not properly located	23.75" 53"	Provide at least one urinal with the rim no higher than 17" above the finished floor. Mount flush control at 44" max. above the finished floor.	1	3622	$3622
	Dispensers											
209	Physical Therapy Toilet Room	1	106 A	Dispensers	Paper Towel Dispenser		Not operable with a closed fist	-	Provide a paper towel dispenser that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	200	$200

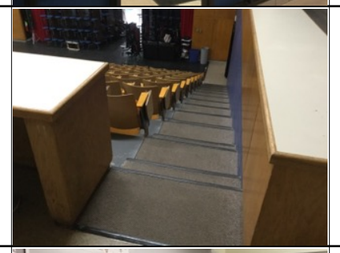
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
210	Girls' Toilet Room	2		Dispensers	Hand Dryer		Dispenser acts as a protruding object	9"	Relocate hand dryer out of the circulation path.	1	353	$353
211	Men's Toilet Room	2		Dispensers	Hand Dryer		Dispenser acts as a protruding object	10"	Relocate hand dryer out of the circulation path.	1	353	$353
	Shower Compartment											
212	Gym - Boys' Locker Room	1		Shower Compartment	N/A		Shower not on an accessible route Accessible shower not provided	6" -	Provide at least one accessible shower on an accessible route. (Cost estimate for a roll-in shower.)	1	9832	$9832
213	Gym - Boys' Locker Room 2 Showers	1		Shower Compartment	N/A		Shower not on an accessible route Accessible shower not provided	6" -	Provide at least one accessible shower on an accessible route. (Cost estimate for a roll-in shower.)	1	9832	$9832
214	Gym - Girls' Locker Room	1		Shower Compartment	N/A		Accessible shower not provided	-	Provide at least one accessible shower. (Cost estimate for a transfer shower.)	1	6072	$6072
	Additional Access											

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Drinking Fountains											
215	Corridor by 201	2		Drinking Fountains	High		Inadequate water flow Standing height fountain does not have cane protection	- -	Repair drinking fountain to provide adequate water flow. Provide a cane-detectable barrier skirt under the high unit.	1	Labor 890	$890
216	Cafeteria	1		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users.	1	4028	$4028
217	Gym	2		Drinking Fountains	Low		No drinking fountain provided for standing users Knee or toe clearance not provided	- -	Install a Hi-Lo drinking fountain. Provide knee and toe clearance, 27" min. high at drinking fountain for seated users.	1	4216	$4216
218	Corridor by 108	1	108	Drinking Fountains	High		Standing height fountain does not have cane protection	-	Provide a cane-detectable barrier skirt under the high unit.	1	890	$890
219	Corridor by 102	1	102	Drinking Fountains	Low		Knee or toe clearance not provided	-	Provide knee and toe clearance, 27" min. high at drinking fountain for seated users.	1	2028	$2028

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
220	Drinking Fountain by Women's Toilet Room	2		Drinking Fountains	Low		Knee or toe clearance not provided	-	Provide knee and toe clearance, 27" min. high at drinking fountain for seated users.	1	2028	$2028
	Sink											
221	Classroom	1	102	Sink	Classroom		Toe and knee clearances not provided	-	For 7th grade students, ensure that there is one classroom with a sink that has 27" high min. knee clearance positioned for a forward approach.	1	4780	$4780
222	Classroom	1	103	Sink	Classroom		Toe and knee clearances not provided	-	For 6th grade students, ensure that there is one classroom with a sink that has 24" high min. knee clearance positioned for a forward approach.	1	1686	$1686
223	SPED/ Woodwork Room Kitchenette	1	111	Sink	Classroom		Toe and knee clearances not provided	-	Ensure there is a 27" knee clearance positioned for a forward approach.	1	4780	$4780
224	Classroom Science Lab	2	220	Sink	Lab		Toe and knee clearances not provided Rim or counter > 31" Non-compliant faucets	- 36" -	For 6th grade students, ensure there is one science lab with a 24" high min. knee clearance positioned for a forward approach. Relocate sink with the front of the rim or counter no higher than 31". Install faucets that do not require tight grasping, pinching, or twisting of the wrist.	1	5766	$5766

Tyngsborough Middle School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
225	Classroom	1	107	Sink	Classroom		Toe and knee clearances not provided Rim or counter > 34"	-	For 8th grade students, ensure that there is one classroom with a sink that has 27" high min. knee clearance positioned for a forward approach.	1	4780	$4780
226	Classroom Science Lab	2	205	Sink	Classroom		Toe and knee clearances not provided Rim or counter > 34"	- 36"	For 7th and 8th grade students, ensure there is a 27" knee clearance positioned for a forward approach. Relocate sink with the front of the rim or counter no higher than 34".	1	4780	$4780
227	Nurse's Office	1		Sink	Other		Toe and knee clearances not provided Dispenser not within reach range	22.5" 57"	Ensure there is a 27" knee clearance positioned for a forward approach. Relocate paper towel dispenser 48" max. above the finished floor or ground.	1	1942	$1942
228	SPED/ Woodwork Room Kitchenette	1	111	Sink	Kitchenette		Non-compliant faucets	-	Install faucets that do not require tight grasping, pinching, or twisting of the wrist.	1	986	$986
Best Practice												
229	Stairway Facing Main Entrance	1							This is a good example of stair contrast.	1	-	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
230	Main Office	1							Recommend providing designation signage with raised characters and braille where it is not provided, especially at the main office.	1	-	$0
231	Auditorium	2							Recommend providing contrast strips at auditorium stairs.	1	-	$0
232	Room 204	2	204			 			Recommend lowering white board from 48" to 26" high so that it can be used by people using wheelchairs.	1	-	$0
233	Tyngsborough Middle School Sign	Ext.							Recommend providing a school sign with greater contrast.	1	-	$0

Tyngsborough Elementary School



Town of Tyngsborough

ADA Transition Plan

December 2020

Institute for Human Centered Design

200 Portland Street, Boston, MA 02114
www.IHCDesign.org • info@IHCDesign.org
617-695-1225 voice/ tty

Background

Year Built: 2002

Tyngsborough Elementary School is a two-story building with a courtyard located at 205 Westford Road. According to the school's website, two (2) distinct learning communities exist within the school building, the Lower Elementary School for preschool through Grade 2, and the Upper Elementary School for Grades 3 to 5. The school serves about 800 students and has approximately a 13 to 1 student to teacher ratio.

The main entrance is located on the south side of the school where there are two sets of entry doors. There are 12 additional egress doors and accessible means of egress on all sides of the building. Interior vertical access is provided by five (5) sets of stairs and two (2) elevators, and the school is equipped with a sprinkler system. There is a drop-off area for parents and for school busses by the main entrance. Parking is available on the school's south side.

There are three playgrounds, a sandbox and additional play elements around the exterior of the building. There are also athletic facilities located to the west of the school including basketball and tennis courts, a softball field, a baseball field, a football field and a multipurpose field that could be used for practice, soccer, football, field hockey and the like. Portable toilets including an accessible portable toilet are located by the tennis courts where there is also an accessible entry point leading towards the athletic fields. (A crosswalk that is closest to the soccer field connects to a staircase.)

The first floor of the school has classrooms, rooms for infants, preschoolers and kindergarten students, and a childcare area. It also has a gymnasium, a maker space room, a cafetorium with a stage connected to an accessible ramp, and a faculty dining area. There is also a staff-only toilet room, a Grade 2 classroom, a single-user toilet room, a nurse's office, administrative offices with a conference room, a guidance office, a special education room, boys' and girls' multi-user toilet rooms, a computer lab, an occupational therapy room and a reading room.

The second floor includes classrooms, the upper elementary offices, a special education office, boys' and girls' multi-user toilet rooms, a before and after school program room, music room, a special education room, small group, speech and testing rooms, the upper floor of the library, a computer lab, and a small group room.

Key Accessibility Issues

<u>Exterior Access Routes</u>
Accessibility issues include excessive running and cross slopes, excessive changes in level, and deteriorated and non-stable, firm and slip resistant surfaces at the walkways around the school.

<u>Playgrounds</u>
Accessibility issues include lack of an accessible route to and around three playgrounds and to additional scattered play components near the school. There is also lack of an accessible impact attenuating surface to and around play components within each playground.

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

<u>Areas of Sport Activity</u>
Accessibility issues with access to the boundary of sport activity at multiple athletic fields and associated amenities such as spectator and team seating include walkways that are too narrow, have excessive running and cross slopes, have excessive changes in level, or that have a surface that is not stable, firm and slip resistant.

<u>Toilet Rooms</u>
Accessibility issues at toilet rooms include lack of side and rear grab bars, flush controls not on the open or transfer side and

toilet paper dispensers located above the grab bar. There are also paper towel dispensers that protrude into the circulation path, doors at accessible and ambulatory compartments with a malfunctioning self-closing hinge, coat hooks mounted higher than the maximum height allowed, lack of knee and toe clearance at lavatories due to stored objects, and exposed plumbing at lavatories.

Doors
Accessibility issues include lack of the minimum required maneuvering clearance at doors due to the placement of stored objects, and door hardware that requires tight grasping, pinching, or twisting of the wrist.

Work Surfaces
Accessibility issues include lack of at least one (1) work surface with the minimum require knee and toe clearance in Rooms 105, 108, 109, 210 and 506.

Gymnasium Bleacher Seating
Accessibility issues include lack of integrated accessible seating at the gymnasium bleachers. (**Note:** With 154 bleacher seats, a minimum of five (5) integrated accessible bleacher seating spaces are required.)

Picnic Tables
Accessibility issues include lack of two (2) accessible picnic tables located on an accessible route.

Additional Accessibility Issues

- Lack of railings at an exterior staircase located at the end of a crosswalk by the soccer field.
- Misplaced or missing designation, directional and egress signage including lack of signs with an illuminated International Symbol of Accessibility (ISA) at accessible egress doors.
- Lack of a drinking fountain for a standing user in the cafetorium.
- Lack of the minimum required knee and toe clearance at five (5) classroom sinks due to the location of stored objects.
- Defibrillator and other items that protrude into the circulation path.
- Lack of an assistive listening system in the library.

Note: Where a sound system, microphone and/or speaker are integral to the use of the space, an assistive listening system (ALS) must be provided. It is not clear if an ALS is offered in the library. If an assistive listening system is present, a sign indicating its availability is required.

Order of Magnitude Cost Estimates

- Renovate toilet rooms: $7,190
- Provide compliant egress, designation and directional signage: $7,336
- Renovate and provide an accessible route to and around three (3) playgrounds and to scattered or standalone play components: $20,992
- Provide an accessible impact attenuating surface to and around play components in three playgrounds (poured-in-place rubber): $77,000
- Renovate and provide an accessible route connecting the boundary of sport activity at each exterior athletic field and court, spectator and team seating area, etc.: $42,240
- Provide five (5) accessible work surfaces: $3,500
- Provide two (2) accessible picnic tables: $2,800
- Provide an assistive listening system: $1,214
- Miscellaneous corrective actions (including exterior access routes around the school, lack of railings at an exterior stair, protruding objects in the circulation path, accessible door hardware, standing drinking fountain in library, etc.): $10,012

Total: *$172,284

***Note:** Cost to provide integrated accessible bleacher seating in the gymnasium is not included.

Figure 1: The yellow line shows the approximate location of a 4’ wide min. x 1320’ long accessible route connecting the boundary of sport activity and all athletic field amenities such as spectator and team seating. In some areas the existing path is compliant. In other areas the existing path is too narrow, has an excessive cross or running slope, or is nonexistent. The full route should have a max. cross slope of 2.00% (1:50) and a max. running slope of 5.00 % (1:20). The path should be firm, stable and slip resistant. The cost in the catalog assumes the use of stone dust, but asphalt or another accessible surface may be used.



Best Practice and Inclusive Design

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

- Recommend providing accessible designation signage at permanent rooms that lack signage.
- Recommend providing a sign on the interior of the egress stairwells with raised characters and braille indicating the floor level.

Tyngsborough Elementary School

- IHCD strongly recommends exploring the possibility of an alternative surface to engineered wood fiber (EWF). Over time, EWF requires continuous maintenance to ensure the surface is maintained in operable working condition (stable, firm and slip-resistant). In addition, when used in combination with other surfaces required for accessible routes to play components in Massachusetts, it will present a challenge to prevent level changes at the transition points between EWF and other surfaces, and to keep the accessible routes clear of EWF.

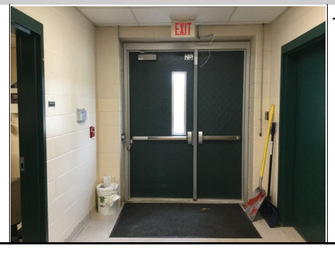
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Soccer Field Entrance From Outside Path	Ext.		Exterior Access Route			Exterior route < 48" wide	25"	Ensure that a clear width of 48" min. is maintained at the accessible route.	1	Labor	$0
2	Baseball Field Entrance From Outside Path	Ext.		Exterior Access Route	Sidewalk		Exterior route < 48" wide	33”	Ensure that a clear width of 48" min. is maintained at the accessible route.	2	Labor	$0
3	Path To Tennis Court	Ext.		Exterior Access Route	Walkway		Exterior route < 48" wide	18”	Ensure that a clear width of 48" min. is maintained at the accessible route. (Cost included in ID #7 indicating an accessible route connecting boundary of sport activity and sports fields and related amenities. See Figure 1 in the report narrative.)	1	-	$0
4	Path to Baseball Field	Ext.		Exterior Access Route	Exterior		Exterior route < 48" wide Surface is not stable, firm, and slip-resistant	17” -	Ensure that a clear width of 48" min. is maintained at the accessible route. Repair surface. (Cost included in ID #7 indicating an accessible route connecting boundary of sport activity and sports fields and related amenities. See Figure 1 in the report narrative.)	1	-	$0
5	Exercise Area	Ext.		Exterior Access Route	Walkway		Exterior route < 48" wide Accessible route not provided	- -	Ensure that a clear width of 48" min. is maintained at the accessible route. Ensure an accessible route is provided to each of the unique pieces of exterior exercise equipment. (Cost included in ID #7 indicating an accessible route connecting boundary of sport activity and sports fields and related amenities. See Figure 1 in the report narrative.)	1	-	$0

Tyngsborough Elementary School

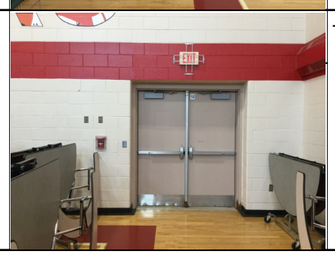
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Egress at Gymnasium Door 14	Ext		Exterior Access Route	Walkway		Surface openings > 1/2"	2"	Repair gap in pathway. Cost based on an a 4'x4' asphalt patch.	1	160	$160
7	Outside Path	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%) Surface is not stable, firm, and slip-resistant Accessible route not provided	13.1 - -	Reduce cross slope to be no steeper than 1:50 (2.00%), and running to 1:20 (5.00%) Provide an 4' wide min. accessible route connecting the boundary of sport activity at each field or court and all player and team seating areas. (Cost based on 4' min. x 1320' of stone dust creating and widening existing path as needed. See Figure 1 in report narrative.)	1	42240	$42240
8	Path to Playground	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5%)	7.2%	Reduce running slope to be no steeper than 1:20 (5%). (Cost based on adding asphalt to reduce slope.)	1	240	$240
9	Dugout	Ext.		Exterior Access Route			Level changes > 1/4"	1	Alter change in level to be 1/4" high max.	1	Labor	$0
10	Entrance to Field and Team 2 Seating	Ext.		Exterior Access Route	Exterior		Level changes > 1/4"	1.25"	Alter change in level to be 1/4" high max.	1	Labor	$0

Tyngsborough Elementary School

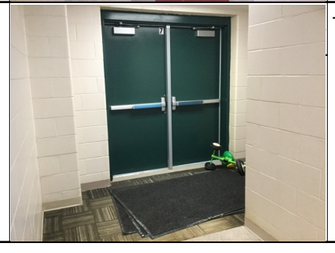
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
11	Path to Playground 3	Ext.		Exterior Access Route	N/A		Level changes > 1/4"	2”	Alter change in level to be 1/4" high max.	1	256	$256
12	Playground 2	Ext.		Exterior Access Route	N/A		Level changes > 1/4" Accessible route not provided	3" -	Alter change in level to be 1/4" high max. Ensure an accessible route is provided to ground level play component. Provide a 48" wide min. firm, stable and slip-resistant surface to and around play component, or relocate play component to an accessible location.	1	Labor	$0
13	Path to Playground 3	Ext.		Exterior Access Route	Exterior		Surface is not stable, firm, and slip-resistant	-	Repair surface. Provide a 48" wide min. x 6' long accessible route connecting path from playground that runs along the building to the asphalt walkway ingot the building. (Cost based an a 6' long by 48" wide min. asphalt connecting pathway.)	1	240	$240
14	Path To Tennis Court	Ext.		Exterior Access Route	Walkway		Surface is not stable, firm, and slip-resistant Exterior route < 48" wide	- -	Ensure that a clear width of 48" min. is maintained at the accessible route. Repair surface. (Cost included in ID #7 indicating an accessible route connecting boundary of sport activity and sports fields and related amenities. See Figure 1 in the report narrative.)	1	-	$0
15	Egress Near Door 6	Ext		Exterior Access Route	Exterior		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition. Cost based on a 4'x4' asphalt patch.	1	160	$160

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
16	Access Route From Sports Field	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided. (Cost based on an asphalt patch at the end of the crosswalk.)	1	160	$160
17	Dog Waste Bags and Signage	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided to the dog waste bag dispenser. (Cost included in ID #7 indicating an accessible route connecting boundary of sport activity and sports fields and related amenities. See Figure 1 in the report narrative.)	1	-	$0
18	Soccer Field Entrance From Outside Path	Ext.		Exterior Access Route	Sidewalk		Accessible route not provided Exterior route < 48" wide	25” -	Ensure that a clear width of 48" min. is maintained at the accessible route.	1	Labor	$0
	Exterior Stair											
19	Crosswalk to Soccer Field	Ext.		Exterior Stair	N/A		Handrails not provided	-	Provide handrail on one both sides extending 12" min. beyond the top and bottom riser. (Cost based on 8' of metal handrail.)	1	592	$592
	Access to Goods and Services											
	Means of Egress											
20	Egress Door 15	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door.	1	232	$232

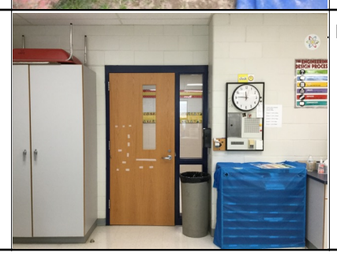
Tyngsborough Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
21	Egress	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door.	1	232	$232
22	Main Entrance	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
23	Egress	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
24	Egress	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
25	Egress Door 12	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432

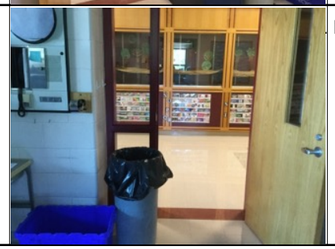
Tyngsborough Elementary School

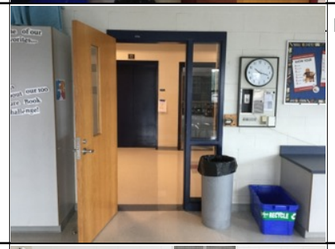
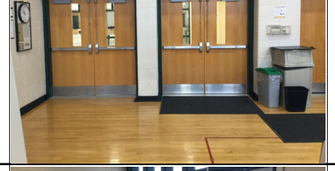
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
26	Egress Door 21	1	700	Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
27	Egress	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	884	$884
28	Egress	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
29	Egress Door 8	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
30	Egress Door 7	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated exit sign with the International Symbol of Accessibility.	1	884	$884

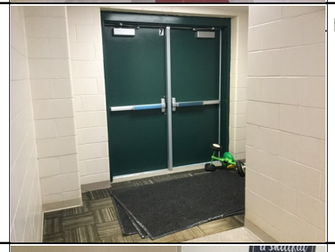
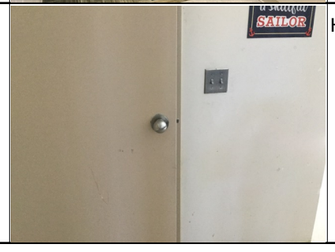
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
31	Egress Door 4	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
32	Egress Door 6	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
33	Lobby Adjacent to Stair 1	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
	Interior Access Route											
34	Administrative Office Waiting Room	1		Interior Access Route	N/A		Route < 36" wide	28"	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	$0
35	Corridor	1		Interior Access Route	N/A		Obstructed by protruding objects	57"	Provide a cane-detectable barrier under defibrillator.	1	306	$306

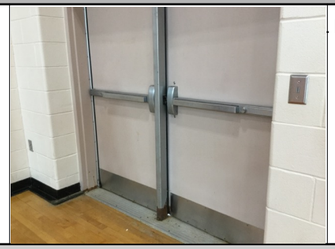
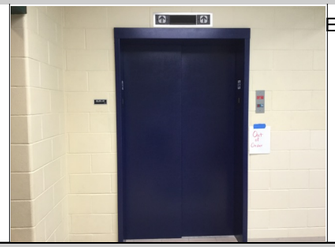
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
36	Corridor	1		Interior Access Route	N/A		Obstructed by protruding objects	44.5"	Provide a cane-detectable barrier.	1	306	$306
37	Corridor	1		Interior Access Route	N/A		Obstructed by protruding objects	56.75"	Provide a cane-detectable barrier under the defibrillator.	1	306	$306
38		2		Interior Access Route	N/A		Obstructed by protruding objects	57.3"	Provide a cane-detectable barrier under defibrillator.	1	306	$306
Doors, Doorways, & Gates												
39	Entrance to Field	Ext.		Doors, Doorways, & Gates	Other		Clear width at door < 32"	26"	Ensure that the door has a clear width of 32 inches./Widen the door so that there is 32" min. clear width.	1	Labor	$0
40	Makerspace	1	101	Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided	-	Relocate trash can to provide 18" min. pull-side maneuvering clearance.	1	Labor	$0

Tyngsborough Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
41	Small Group	1	411	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Remove stored items to provide maneuvering clearance.	1	Labor	$0
42	Pre-K	1	414	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Remove trash can at the door to provide maneuvering clearance.	1	Labor	$0
43	Guidance Office	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided	-	Relocate furniture to provide 18" min. pull-side maneuvering clearance at the door.	1	Labor	$0
44		2	506	Doors, Doorways, & Gates	Other		Maneuvering clearance(s) not provided	-	Remove stored item to provide maneuvering 18" min. pull-side maneuvering clearance.	1	Labor	$0
45		2	502	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Remove stored items to provide 18" min. pull-side maneuvering clearance at the door.	1	Labor	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
46		2	504	Doors, Doorways, & Gates	Other		Maneuvering clearance(s) not provided	-	Remove stored items to provide 18" min. pull-side maneuvering clearance at the door.	1	Labor	$0
47		2	201	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Remove stored items to provide 18" min. pull-side maneuvering clearance at the door.	1	Labor	$0
48	Gymnasium	1		Doors, Doorways, & Gates	Circulation	 	Mat not securely attached	-	Secure the mat.	1	Labor	$0
49	Egress Door 6	1		Doors, Doorways, & Gates	Emergency Egress		Mat not securely attached	-	Secure the mat.	1	Labor	$0
50	Main Entrance	1		Doors, Doorways, & Gates	Emergency Egress		Mat not securely attached	-	Secure the mat.	1	Labor	$0

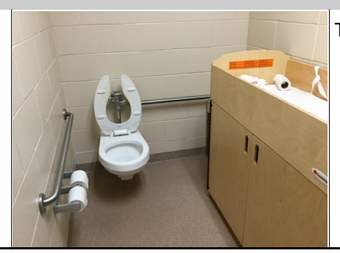
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
51	Egress	1		Doors, Doorways, & Gates	Emergency Egress		Mat not securely attached	-	Secure the mat.	1	Labor	$0
52	Egress Door 21	1	700	Doors, Doorways, & Gates	Emergency Egress		Mat not securely attached	-	Secure the mats.	2	Labor	$0
53	Egress Door 8	1		Doors, Doorways, & Gates	Emergency Egress		Mat not securely attached	-	Secure the mat.	1	Labor	$0
54	Egress Door 7	1		Doors, Doorways, & Gates	Emergency Egress		Mat not securely attached	-	Secure the mat.	1	Labor	$0
55	Childcare Toilet	1	400A	Doors, Doorways, & Gates	Toilet Room		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484

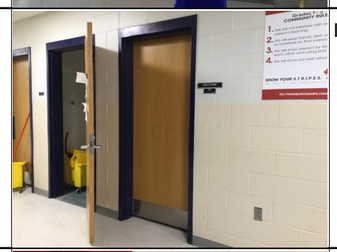
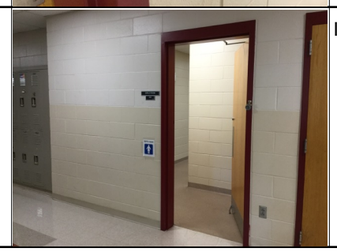
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
56	Egress Doors 14 at Gymnasium	1		Doors, Doorways, & Gates	Emergency Egress		Door requires > 5 lbs. of force to open	-	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	$0
	Elevator											
57	Elevator	1		Elevator	Interior		Elevator not working on day of survey.		Repair/service elevator.	1	-	$0
	Signage											
58	Gymnasium	1		Signage	Designation		Raised characters < 48" or > 60" above ground	63"	Mount signs so that the baseline of the lowest tactile character is 48” min. above finished floor and the baseline of the highest tactile character is 60” max. above the finished floor.	1	Labor	$0
59	Cafetorium	1	700	Signage	Informational		Raised characters < 48" or > 60" above ground	64"	Mount signs so that the baseline of the lowest tactile character is 48” min. above finished floor and the baseline of the highest tactile character is 60” max. above the finished floor.	1	Labor	$0
60	School Adjustment Counselor	1	909	Signage	Designation		Clear floor space not provided at sign.		Relocate hanging and stored items to provide clear floor space at sign.	1	Labor	$0

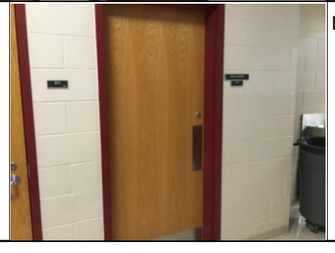
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
61	Small Group	2	212	Signage	Designation		Clear floor space not provided at sign.		Clear floor space not provided at sign. Remove stored items.	1	Labor	$0
62	Guidance Office	1		Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	$0
63	Counselor Office	1	904	Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	$0
	Operable Parts											
64	Corridor	1		Operable Parts	Clothes Rod/Hooks		Side reach > 54"	59"	Provide coat rod or coat hook between 15" - 48" above the finished floor.	1	256	$256
65	Tennis Court Entrance 1	Ext.		Operable Parts	Other		Side reach > 54"	58”	Relocate gate opening latch to between 15" - 48" above the finished floor.	1	Labor	$0

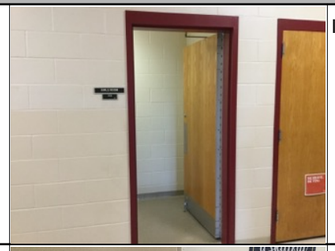
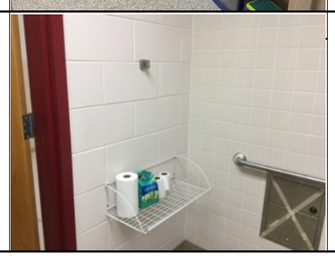
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Benches												
66	Playground 3	Ext.		Benches	N/A		No accessible route to one bench in this area		Relocate one bench on an accessible route.	1	Labor	$0
Children's Reach Ranges												
67	Grade 2	1	104	Children's Reach Ranges	N/A		Reach < 18" or > 40" (Ages 5 - 8)	45.75"	Relocate so at least one coat hook is between 18" and 40" above the finished floor.	1	256	$256
Dining or Work Surfaces												
68	Grade 2	1	105	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	-	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	700	$700
69	English Language Learning	1	108	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	22"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	700	$700
70	Grades 1 and 2	1	109	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	19.5"	Provide at least 1 work surface with 25" min. knee and toe clearance.	1	700	$700

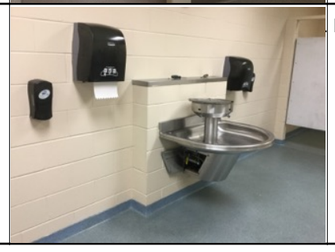
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
71		2	506	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	23.75"	Provide at least 1 dining or work surface with 25" min. knee and toe clearance.	1	700	$700
72		2	210	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	21.5"	Provide at least 1 work surface with 25" min. knee and toe clearance.	1	700	$700
	Assembly Area											
73	Library	1	100	Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system.	1	1214	$1214
	Trash / Recycling											
74	Playground 1	Ext.		Trash / Recycling	N/A		Trash container not connected to an accessible route		Ensure trash container is located on an accessible route.	1	Labor	$0
	Picnic Tables											
75	Playground 3 Picnic Tables	Ext.		Picnic Tables	N/A		At least 5% accessible spaces not provided	-	Ensure that at least 5% (minimum one) of dining surfaces (picnic tables) are accessible. Relocate at least one picnic table in this area to an accessible route.	1	1400	$1400

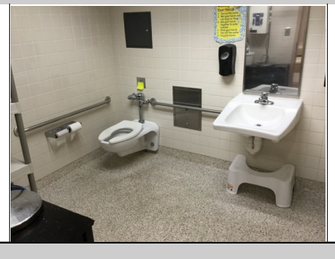
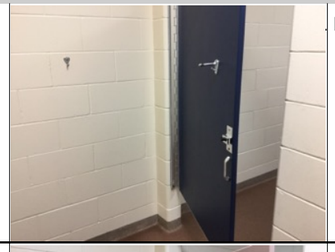
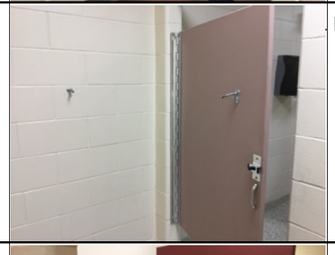
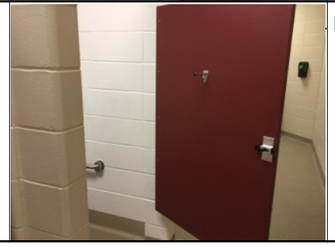
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
76	Picnic Tables at Basketball Court	Ext.		Picnic Tables	N/A		At least 5% accessible spaces not provided Picnic table not on an accessible route	- -	Ensure that at least 5% (minimum one) of dining surfaces are accessible. Ensure that the dining surface is connected to an accessible route. (Cost based on an accessible picnic table.)	1	1400	$1400
	Exterior Benches											
77	Team 2 Soccer Field 2	Ext.		Exterior Benches	N/A		No accessible route to one bench in area	-	Provide an accessible route to 20% of benches in this area. (Cost included in ID #7 indicating an accessible route connecting boundary of sport activity and sports fields and related amenities. See Figure 1 in the report narrative.)	1	-	$0
78	Playground 1	Ext.		Exterior Benches	N/A		No accessible route to one bench in area	-	Relocate 20% of benches on an accessible route.	1	Labor	$0
79	Near Playground 3	Ext.		Exterior Benches	N/A		No accessible route to one bench in area	-	Relocate 20% of benches in this area to an accessible route.	1	Labor	$0
	Toilet & Bathing Rooms											
	Overall Access											
80	Girls' Toilet Room	1		Overall Access	Toilet Room		Turning space not provided	-	Remove changing table to provide turning space.	1	Labor	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
81	Grade 2 Toilet Room	1	104	Overall Access	Toilet Room		Dispensers not within reach range	-	Relocate desk so it does not block access to the soap dispenser.	1	Labor	$0
82	Grade 2 Toilet Room	1	104	Overall Access	Toilet Room		International Symbol of Acc. not provided	-	Provide a sign with the International Symbol of Accessibility.	1	232	$232
83	Girls' Toilet Room	1	127	Overall Access	Toilet Room		International Symbol of Acc. not provided	-	Provide a sign with the International Symbol of Accessibility.	1	232	$232
84	Boys' Toilet Room	1		Overall Access	Toilet Room		International Symbol of Acc. not provided	-	Provide a sign with the International Symbol of Accessibility.	1	232	$232
85	Girls' Toilet Room	1		Overall Access	Toilet Room		International Symbol of Acc. not provided	-	Provide a sign with the International Symbol of Accessibility.	1	232	$232

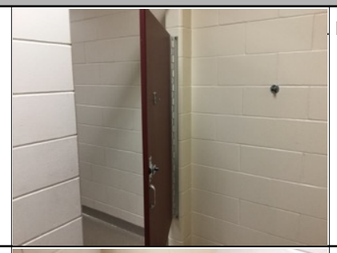
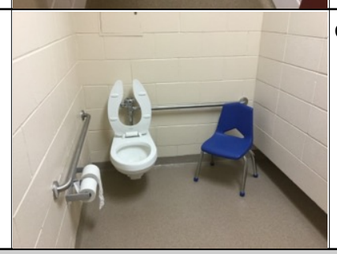
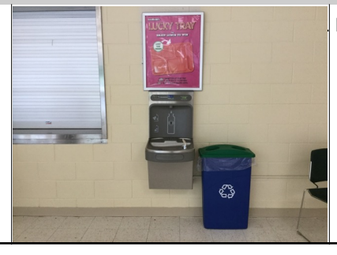
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
86	Health Office Toilet	1		Overall Access	Toilet Room		International Symbol of Acc. not provided	-	Provide a sign with the International Symbol of Accessibility.	1	232	$232
87	Staff Toilet Room	2	513	Overall Access	Toilet Room		International Symbol of Acc. not provided	-	Provide a sign with the International Symbol of Accessibility.	1	232	$232
88	Boys' Toilet Room	2	223	Overall Access	Toilet Room		International Symbol of Acc. not provided	-	Provide a sign with the International Symbol of Accessibility.	1	232	$232
89	Girls' Toilet Room	2	225	Overall Access	Toilet Room		International Symbol of Acc. not provided	-	Provide a sign with the International Symbol of Accessibility.	1	232	$232
90	Boys' Toilet Room	2	516	Overall Access	Toilet Room		International Symbol of Acc. not provided	-	Provide a sign with the International Symbol of Accessibility.	1	232	$232

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
91	Girls' Toilet Room	2	518	Overall Access	Toilet Room		International Symbol of Acc. not provided	-	Provide a sign with the International Symbol of Accessibility.	1	232	$232
92	Childcare Toilet Room	1	400A	Overall Access	Toilet Room		International Symbol of Acc. not provided	- -	Once toilet room is made accessible, provide a sign with the International Symbol of Accessibility.	1	232	$232
	Lavatory											
93	Childcare Toilet Room	1	400A	Lavatory	N/A		Toe or knee clearances not provided Plumbing underneath is exposed	- -	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. (Relocate stored items.) Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	92	$92
	Single-User Toilet											
94	Childcare Toilet Room	1	400A	Single-User Toilet	N/A		Flush control not on open side Centerline < or > 18" (MAAB) Grab bar not provided	- 19.5" -	Relocate the flush control to the open side. Relocate toilet so that the centerline is 18" from the side wall. Provide one grab bar on the side wall of the toilet and one on the rear wall.	1	4100	$4100
95		2	513	Single-User Toilet	N/A		Hook located > 48" high	57"	Locate hook no higher than 48" above the finished floor.	1	150	$150

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Dispensers											
96	Women's Toilet Room	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	37"	Provide a cane-detectible barrier under paper towel dispenser.	1	306	$306
97	Girls' Toilet Room	1	127	Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Provide a cane-detectible barrier under paper towel dispenser.	1	306	$306
98	Boys' Toilet Room	1	125	Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Provide a cane-detectible barrier under paper towel dispenser.	1	306	$306
99	Boys' and Girls' Toilet Room	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Provide a cane-detectible barrier under paper towel dispenser.	2	306	$612
100	Boys' Toilet Room	2	223	Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Provide a cane-detectible barrier under paper towel dispenser.	1	306	$306

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
101	Boys' Toilet Room	2	516	Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Provide a cane-detectible barrier under paper towel dispenser.	1	306	$306
Toilet Rooms for Children												
Single-User Toilet (Children)												
102	Health Office Toilet Room	1		Single-User Toilet (Children)	N/A		Clearance at toilet < 72" clear deep	29"	Remove stored items in front of toilet to provide a clear floor space that is 72" deep min.	1	Labor	$0
Toilet Compartment (Children)												
103	Boys' Toilet Room	2		Toilet Compartment (Children)	Accessible Compartment		Door with malfunctioning self-closing hinge	-	Repair self-closing hinge.	1	Labor	$0
104	Boys' Toilet Room	2	516	Toilet Compartment (Children)	Ambulatory Compartment		Door with malfunctioning self-closing hinge	-	Repair self-closing hinge.	1	Labor	$0
105	Girls' Toilet Room	2	225	Toilet Compartment (Children)	Ambulatory Compartment		Door with malfunctioning self-closing hinge	-	Repair self-closing hinge.	1	Labor	$0

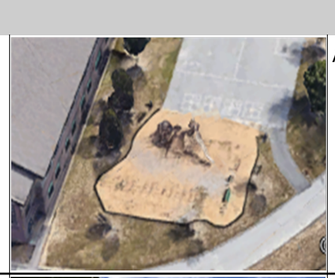
Tyngsborough Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
106	Girls' Toilet Room	2	225	Toilet Compartment (Children)	Accessible Compartment		Door with malfunctioning self-closing hinge	-	Repair self-closing hinge.	1	Labor	$0
107	Girls' Toilet Room	2	225	Toilet Compartment (Children)	Ambulatory Compartment		Non-compliant toilet paper dispenser	-	Relocate toilet paper dispenser so that it is between 14"- 19" above the floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars./Replace dispenser as it does not allow continuous paper flow.	1	353	$353
108	Girls' Toilet Room	2	225	Toilet Compartment (Children)	Accessible Compartment		Clearance at toilet < 60" clear width	-	Provide a wheelchair accessible compartment that is 60" wide min. and 72" deep min. (Remove chair.)	1	Labor	$0
	Toilet Paper Dispensers (Children)											
109	Grade 2 Toilet Room	1	104	Toilet Paper Dispensers (Children)	N/A		Dispenser located above grab bar	-	Relocate paper towel dispenser so it is not above the grab bar.	1	353	$353
	Additional Access											
	Drinking Fountains											
110	Cafetorium	1	700	Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4216	$4216

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Sink											
111	Maker Space	1	101	Sink	Classroom		Toe and knee clearances not provided	-	Ensure there is a 27" knee clearance positioned for a forward approach. Relocate storage bins.	1	Labor	$0
112		2	506	Sink	Other		Toe and knee clearances not provided	-	Ensure there is a 27" knee clearance positioned for a forward approach. Remove stored items.	1	Labor	$0
113		2	505	Sink	N/A		Toe and knee clearances not provided	-	Ensure there is a 27" knee clearance positioned for a forward approach. Remove stored items.	1	Labor	$0
114		2	508	Sink	Classroom		Toe and knee clearances not provided	-	Ensure there is a 27" knee clearance positioned for a forward approach. Remove stored items.	1	Labor	$0
115		2	207	Sink	Classroom		Toe and knee clearances not provided	-	Ensure there is a 27" knee clearance positioned for a forward approach. Remove stored items.	1	Labor	$0
	Play and Sport Areas											

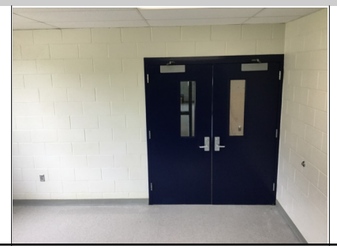
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Play Areas											
116	Playground 2	Ext.		Play Areas	N/A		Accessible route not provided around playground	11"	Provide an accessible route to and around the play area and to a point of entry. Ensure border is opened to at least a 4' width with a 1/2" max. beveled entry point. (Cost estimate for a 4' wide min. x 120' stone dust path around the exterior of the playground connecting to the existing walkway and to an accessible point of entry.)	1	3840	$3840
117	Playground 2	Ext.		Play Areas	N/A		Accessible route not provided to playground	-	Install an accessible route to the ground level play component. (Cost estimate for a 48" wide min. x 15' long stone dust bath to the boundary of the sand box.)	1	480	$480
118	Playground 2	Ext.		Play Areas	N/A		Accessible route not provided to playground	11"	Provide an accessible route in to the playground. (Cost estimate for a 4' wide min. x 6' long stone dust path connecting the path around the playground to a point of entry. Ensure border is opened to at least a 4' width with a 1/2" max. beveled entry point.)	1	192	$192
119	Playground 1	Ext.		Play Areas	N/A		Accessible route not provided around playground	-	Provide an accessible route to and around the play area. (Cost estimate for a 4' wide min. x 300' long stone dust path around the playground.)	1	9600	$9600
120	Playground 1	Ext.		Play Areas	N/A		Accessible route not provided at play components		Provide a compliant impact-attenuating surface under and around the play components. (Cost estimate for 3000 sq. ft. of poured-in-place rubber surface.)	1	42000	$42000

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
121	Playground 2	Ext.		Play Areas	N/A		Accessible route not provided at play components	-	Provide a compliant impact-attenuating surface to and around the play components. (Cost estimate for 300 sq. ft. of poured-in-place rubber surface.)	1	4200	$4200
122	Playground 2	Ext.		Play Areas	N/A		Accessible route not provided to play components	-	Provide a compliant impact-attenuating surface to and around the play components. (Cost estimate for 200 sq. ft. of poured-in-place rubber surface.)	1	2800	$2800
123	Playground 2	Ext.		Play Areas	N/A		Surface not stable, firm, and slip-resistant	-	Provide a 48" wide min. firm, stable and slip-resistant surface to and around play component, or relocate play component to an accessible location.	1	Labor	$0
	Field											
124	Team Seating 2	Ext.		Field	Softball		Accessible spaces not provided at team seating	-	Provide a 36" x 48" clear floor space at team seating.	2	Labor	$0
125	Entrance to Field and Team 2 Seating	Ext.		Field			Not connected to an accessible-route		Provide an accessible route to team seating. (Cost included in ID #7 indicating an accessible route connecting boundary of sport activity and sports fields and related amenities. See Figure 1 in the report narrative.)	1	-	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
126	Batting Cage	Ext.		Field	Baseball		Practice areas are not on an accessible route	-	Install a 48" wide min. accessible route between all areas of sport activity. (Cost included in ID #7 indicating an accessible route connecting boundary of sport activity and sports fields and related amenities. See Figure 1 in the report narrative.)	1	Labor	$0
127	Baseball Field 2	Ext.		Field	Softball		No accessible route to all areas of sport activity	-	Install an accessible route between all areas (Cost included in ID #7 indicating an accessible route connecting boundary of sport activity and sports fields and related amenities. See Figure 1 in the report narrative.)	1	-	$0
Play and Sport Areas												
Play Areas												
128	Playground 3	Ext.		Play Areas	N/A		Accessible route not provided around playground	-	Provide an accessible route around the play area. (Cost estimate for a 4' wide min. x 200 foot stone dust path around playground on the sides not bordered by the parking lot.)	1	6400	$6400
129	Playground 3	Ext.		Play Areas	N/A		Accessible route not provided to play components	-	Provide a compliant impact-attenuating surface to and around the play components. (Cost estimate for 2,000 sq. ft. of poured-in-place rubber surface.)	1	28000	$28000
130	Playground 3	Ext.		Play Areas	N/A		Surface not stable, firm, and slip-resistant	-	Install an accessible route to the ground level play component. (Cost estimate for a 48" wide min. x 15' long stone dust bath to the boundary of the sand box.)	1	480	$480

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Field											
131	Soccer Field Team Benches 2	Ext.		Field	Soccer		Accessible spaces not provided at team seating	-	Provide a 36" x 48" clear floor space at team seating. (Cost included in ID #7 indicating an accessible route connecting boundary of sport activity and sports fields and related amenities. See Figure 1 in the report narrative.)	2	-	$0
132	Team Seating Soccer Field 1	Ext.		Field	Soccer		Accessible spaces not provided at team seating	-	Provide a 36" x 48" clear floor space at team seating. Connect team seating to an accessible route. (Cost included in ID #7 indicating an accessible route connecting boundary of sport activity and sports fields and related amenities. See Figure 1 in the report narrative.)	1	-	$0
133	Baseball Field Bleachers	Ext.		Field	Baseball		Accessible spaces not provided at sidelines seating	-	Provide a 36" x 48" clear floor space at both ends of bleacher seating so an individual using a wheeled mobility device can sit at the end of the bleacher's first row. (Cost included in ID #7 indicating an accessible route connecting boundary of sport activity and sports fields and related amenities. See Figure 1 in the report narrative.)	1	-	$0
134	Bleachers Team 2	Ext.		Field	Baseball		Accessible spaces not provided at sidelines seating	-	Provide a 36" x 48" clear floor space at both ends of bleacher seating so an individual using a wheeled mobility device can sit at the end of the bleacher's first row. (Cost included in ID #7 indicating an accessible route connecting boundary of sport activity and sports fields and related amenities. See Figure 1 in the report narrative.)	1	-	$0
135	Bleachers 1 at Football Field	Ext.		Field	Football		Accessible spaces not provided at sidelines seating	-	Provide a 36" x 48" clear floor space at both ends of bleacher seating so an individual using a wheeled mobility device can sit at the end of the bleacher's first row. (Cost included in ID #7 indicating an accessible route connecting boundary of sport activity and sports fields and related amenities. See Figure 1 in the report narrative.)	1	-	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
136	Bleachers 2 Football Field	Ext.		Field	Football		Accessible spaces not provided at sidelines seating	-	Provide a 36" x 48" clear floor space at both ends of bleacher seating so an individual using a wheeled mobility device can sit at the end of the bleacher's first row. (Cost included in ID #7 indicating an accessible route connecting boundary of sport activity and sports fields and related amenities. See Figure 1 in the report narrative.)	1	-	$0
137	Bleachers 3 Football Field	Ext.		Field	Football		Accessible spaces not provided at sidelines seating	-	Provide a 36" x 48" clear floor space at both ends of bleacher seating so an individual using a wheeled mobility device can sit at the end of the bleacher's first row. (Cost included in ID #7 indicating an accessible route connecting boundary of sport activity and sports fields and related amenities. See Figure 1 in the report narrative.)	2	-	$0
138	Path to Football Field	Ext.		Field	Football		No accessible route to all areas of sport activity	-	Install an accessible route between all areas of sport activity. (Cost included in ID #7 indicating an accessible route connecting boundary of sport activity and sports fields and related amenities. See Figure 1 in the report narrative.)	1	-	$0
	Court											
139	Gymnasium	1		Court	Basketball		Accessible spaces are not provided at sidelines seating	-	Provide a 36" x 48" clear floor space at bleacher seating. **Note**: With 154 total seats, 5 integrated accessible bleacher seats are required. (MAAB)	5	-	$0
140	Tennis Court Entrance	Ext.		Court	Tennis		Court is not connected to an accessible route	-	Provide an accessible route to the court. (Cost included in ID #7 indicating an accessible route connecting boundary of sport activity and sports fields and related amenities. See Figure 1 in the report narrative.)	1	-	$0
	Best Practice											

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Crosswalk											
141	Parking to Stairs at Soccer Field	Ext.		Crosswalk	N/A				Recommend providing directional sign to accessible entrance by tennis courts.	1	-	$0
	Stair											
142	Stair 1,2,3,4 and 5, Both Floors	1		Stair	N/A				Recommend providing a sign on the interior of the egress stairwells with raised characters and braille indicating the floor level.	10	-	$0

Old Town Hall



Town of Tyngsborough
ADA Transition Plan

September 2020

Institute for Human Centered Design

200 Portland Street, Boston, MA 02114
www.IHCDesign.org • info@IHCDesign.org
617-695-1225 voice/ tty

Background

Year Built: 1834 Year Renovated: 2014

Tyngsborough's Old Town Hall is located at 10 Kendall Road. It was built in 1834 and renovated in 2014. The landscaping is currently being renovated. The building has a ground floor, a first floor and a balcony, and it has been listed on the National Register of Historic Places since 2005. Old Town Hall is rented out to members of the public and used for municipal events.

The front or north side of Old Town Hall is built into a hill. As a result, the main entrance and egress on the north side is connected to a ramp and provides access to the first floor, while an inaccessible entry and egress door on the building's northeast side provides access to the ground floor. There are also two ground floor egress doors on the building's south side that are accessible.

Two accessible parking spaces are available just north of the Old Town Hall on Winslow Road. A crosswalk is provided on Kendall Road, creating an accessible route between the accessible street parking spaces and the accessible front entrance at Old Town Hall. Parking is also available at the Winslow School and at the First Parish Meeting House.

The ground floor of Old Town Hall includes a kitchen, a community room, a single-user toilet room, a vault, a mechanical room and a storeroom. According to an Old Town Hall web site, the ground level has capacity for 102 people with auditorium seating and for 144 people if standing. The ground floor also has staircases on the northeast, northwest and southeast sides.

The first floor includes women's and men's toilet rooms, a dressing and storage room with a sink, a stage and a lobby. According to an Old Town Hall web site, the first floor has capacity for 120 people with table seating, 150 people with auditorium seating and for 154 people if visitors are standing. The web site also indicates that the stage has capacity for 24 people if seated and for 33 people if standing.

A Limited Use Limited Application (LULA) elevator on the northeast side of the building provides an accessible route to both floors (ground and first floor) and to the balcony. A lift provides an accessible route to the first-floor stage.

Note: The floor plans and this narrative refer to a ground floor, a first floor and a balcony. The building signage refers to a first floor, a second floor and a balcony.

Note: The sink in the dressing room could not be surveyed because items stored in the dressing room blocked access to the sink.

Key Accessibility Issues

<u>Exterior Access Routes</u>
Accessibility issues include lack of an accessible route to and into the gazebo.

<u>Toilet Rooms</u>
Accessibility issues include a paper towel dispenser mounted above the rear grab bar at the single-user toilet room on the ground floor. There is also lack of an accessible compartment in the women's toilet room on the second floor and lack of an accessible single-user toilet room at what is currently the men's toilet room on the second floor. (IHCD recommends that the men's toilet room on the second floor be converted to an accessible single-user toilet room available to all, and that a sign be placed at the inaccessible women's multi-user toilet room directing people to the accessible single-user toilet room once what is currently the men's toilet room has been renovated.)

<u>Kitchen</u>
Accessibility issues include lack of a kitchen that complies with 521 CMR, section 32. The current kitchen, which appears to be part of the 2014 renovation work at Old Town Hall, lacks a counter type cooktop with knee and toe clearance positioned for a forward approach, lacks a self or continuous cleaning wall type oven with the bottom of the oven at 30" above the finished floor,

has stove hood controls mounted higher than the maximum height allowed, and lacks a retractable "bread board" shelf.

Drinking Fountains
Accessibility issues include lack of a drinking fountain for a standing user at three (3) locations.

Signage
Accessibility issues include lack of accessible directional and egress signage including illuminated signage with the International Symbol of Accessibility (ISA) at the accessible means of egress.

Assistive Listening
An assistive listening system does not appear to be provided in the theater.

Note: Where a sound system, microphone and/or speaker are integral to the use of the space an assistive listening system must be provided. If an assistive listening system is present, a sign indicating its availability is also required.

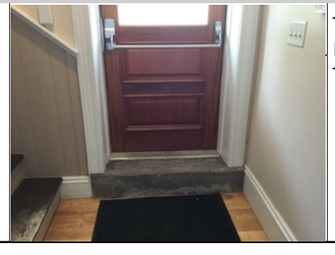
Additional Accessibility Issues

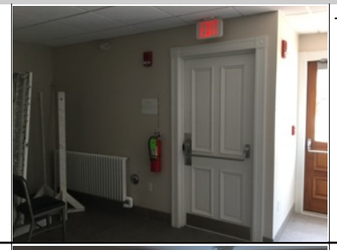
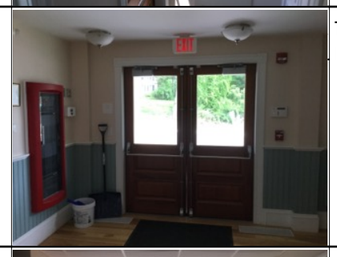
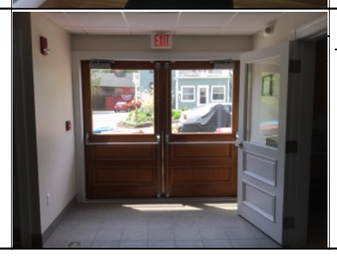
- Doors that require excessive opening force.
- Lack of an accessible route to the Community Room coat check area.

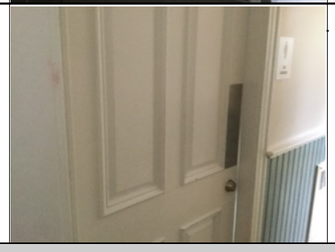
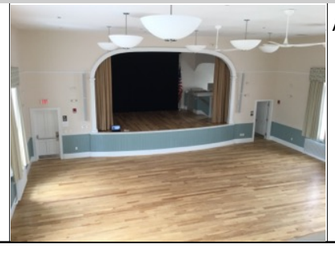
Order of Magnitude Cost Estimates

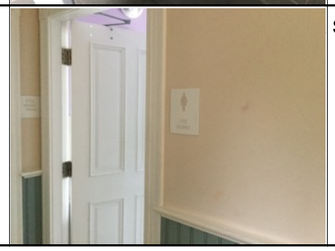
- Provide an accessible route to the gazebo: $4,992
- Renovate toilet rooms: $24,860
- Renovate kitchen to comply with Section 32 of 521 CMR: $4,290
- Provide three (3) drinking fountains for standing users: $12,084
- Provide compliant signage: $2,570
- Miscellaneous corrective actions (assistive listening system, portable ramps, etc.): $2,214

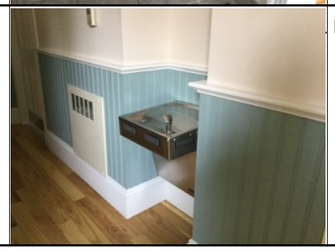
Total: $51,010

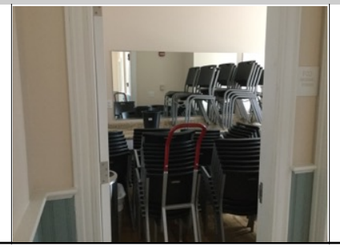
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Gazebo	Ext.		Exterior Access Route	Walkway		Accessible route not provided	6.5"	Ensure an accessible route is provided. (Cost estimate for a portable ramp for use at gated gazebo entrance.)	1	500	$500
2	Gazebo	Ext.		Exterior Access Route	Walkway		Accessible route not provided	-	Ensure an accessible route is provided to the gazebo entrance. (Cost based on a 48" wide min. x 48' long brick paver route to the gazebo entrance with a maximum running slope of 1:20 (5.00%) and a maximum cross slope of 1:50 (2.00%).	1	4992	$4992
Entrance												
3	Entrance Left side	Ext.		Entrance	Secondary Entrance		Entrance not on an accessible route Directional sign to accessible entrance not provided	- -	Provide a directional sign indicating the location of the nearest accessible entrance. (The entrance is not accessible due to a 7 1/2" interior threshold.)	1	346	$346
Emergency Exit												
4	Side Entrance	1/G		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided Threshold > 1/2" high	- - 7.5"	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	232	$464

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Rear Egress	Ext.		Emergency Exit	N/A		Maneuvering clearance(s) not provided	-	Remove the trash cans and any other stored items blocking the maneuvering clearance at the doors.	1	Labor	$0
Access to Goods and Services												
Means of Egress												
6	Egress	1/G		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door.	1	232	$232
7	F04 Egress Stairway	1/G		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
8	Main Entrance and Egress	2		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
9	Back side Egress	1/G		Means of Egress	N/A		Illuminated ISA symbol not provided (MAAB) Tactile exit sign not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Interior Access Route											
10	Community Room	1/G		Interior Access Route	N/A		Accessible route not provided	7"	Provide an accessible route. (Cost estimate for a portable ramp.)	1	500	$500
	Doors, Doorways, & Gates											
11	Side Entrance	Ext.		Doors, Doorways, & Gates	Other		Door requires > 5 lbs. of force to open	12 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	$0
12	Egress	1/G		Doors, Doorways, & Gates	Emergency Egress		Door requires > 5 lbs. of force to open	10	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	$0
13	Men's Toilet Room	2		Doors, Doorways, & Gates			Door requires > 5 lbs. of force to open	10	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	$0
	Assembly Area											
23	Stage	2		Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system and a sign indicating it is available. (Cost for a transmitter, receiver, ear speaker, neck loop and USB charger.)	1	1214	$1214

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Kitchens and Kitchenettes											
14	Kitchen	1/G		Kitchens and Kitchenettes	N/A		. Knee/toe clearance not provided at cooktop . Wall oven type not provided	-	Provide a counter type cooktop with knee and toe clearance positioned for a forward approach and front burner controls. Ensure that a self or continuous cleaning wall type oven is provided with the bottom of the oven at 30", oven controls at 52" max. and a retractable "bread board" shelf. Locate kitchen hood controls no higher than 52"	1	4290	$4290
	Toilet & Bathing Rooms											
	Overall Access											
15	Single-User Toilet Room	1/G		Overall Access	Toilet Room		Turning space not provided	-	Relocate paper towel dispenser from above grab bar and out of clear floor space at toilet. (521 CMR / MAAB does not permit dispensers positioned above the grab bar.) (Cost based on relocating the paper towel dispenser.)	1	256	$256
16	Men s Toilet Room	2		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	- 65.5”	Renovate to provide an accessible single-user toilet room. (Include accessible signage that indicates the toilet room is accessible and that it is usable by all. In the interim, provide a sign to the nearest accessible toilet room on the ground floor.)	1	24604	$24604
17	Women’s Toilet Room	2		Overall Access	Toilet Room		Sign to accessible toilet not provided	-	Provide a directional sign indicating the location of the nearest accessible toilet or bathing room once the men's toilet room on this floor has been renovated to become an accessible single-user toilet room available to all. In the interim, provide a sign to the nearest accessible toilet room on the ground floor.)	1	232	$232

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Lavatory											
18	Men s Toilet Room	2		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact for at least one lavatory. (Cost included in ID# 16.)	1	-	$0
	Additional Access											
	Drinking Fountains											
19	Drinking Fountain at Community Room	1/G		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain. (Cost for a new standing height wall-mounted fountain.)	1	4028	$4028
20	Drinking Fountain by Side Entrance	1/G		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain. (Cost for a new standing height wall-mounted fountain.)	1	4028	$4028
21	Drinking Fountain between Men's and Women's Toilet Rooms	2		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	$4028

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Sink											
22	Dressing and Storage	2		Sink	Other				The sink in this dressing room could not be surveyed because of the stored items in the room.	1	-	$0

Littlefield Library



Town of Tyngsborough
ADA Transition Plan

September 2020

Institute for Human Centered Design

200 Portland Street, Boston, MA 02114
www.IHCDesign.org • info@IHCDesign.org
617-695-1225 voice/ tty

Background

Year Built: 1904

Littlefield Library is located at 252 Middlesex Road, just north of the Winslow School. Both the Littlefield Library and the Winslow School buildings were added to the National Register of Historic Places in 1990.

The library is a single-story building with a basement. All public programing takes place on the first floor as no public access is permitted to the basement level.

The first floor includes a single-user toilet room, an office, tables, chairs, books and a number of formal dresses. The furniture, dresses and other items in the library appear to be antiques.

The main entrance is located on the east side of the building. It is connected to a set of stairs and therefore is not accessible. A ramp on the south side of the building connects to an accessible entrance and egress door on the first floor. Parking is provided in a parking lot on the west side of the Library.

Key Accessibility Issues

Exterior Access Routes
Accessibility issues include excessive changes in level and deteriorated surfaces at multiple locations around the library.

Parking
Accessibility issues include lack of a striped access aisle, a sign with the International Symbol of Accessibility (ISA) mounted lower than the minimum height required, and lack of a sign with the designation “Van Accessible” at the van accessible parking space.

Ramp
Accessibility issues with the exterior ramp include an excessive change of level at the bottom landing, noncompliant or missing handrails, and a ramp width that is narrower in most areas than the minimum width required by 521 CMR, the regulations of the Massachusetts Architectural Access Board (MAAB).

Toilet Room
Accessibility issues in the single-user toilet room include the toilet centerline which is located farther than the maximum distance allowed from the side wall, lack of a side grab bar, and plumbing underneath the lavatory that is not wrapped.

Doors
Accessibility issues with doors include lack of the minimum required pull-side maneuvering clearance at the accessible egress door and at the door exiting the toilet room. Also, the main entrance has a threshold that is higher than the maximum height allowed.

Additional Accessibility Issues

- Lack of or missing egress, designation and directional signage.

Note: IHCD team was told that the Littlefield Library is open by appointment only and is rarely open to the public, with public access sometimes as infrequent as a single day each year. If the library is open to the public that rarely, and more frequent public use is not anticipated, the Town of Tyngsborough may wish to consider addressing any accessibility issues at the Library by moving the public programs that take place there to an accessible location.

Order of Magnitude Cost Estimates

- Provide a compliant exterior ramp (replace existing ramp): $5,410
- Renovate the single-user toilet room: $4,075
- Renovate doors (fix entrance threshold and provide two automatic door openers): $6,270
- Miscellaneous corrective actions (exterior access routes, parking, signage, etc.): $6,554

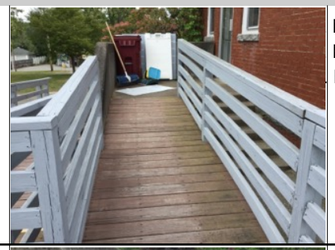
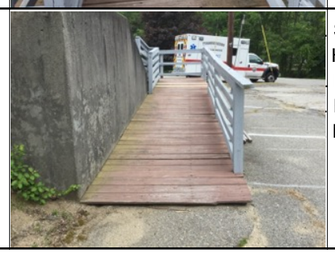
Total: $22,309

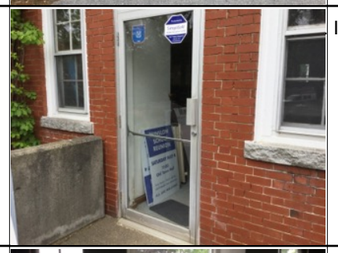
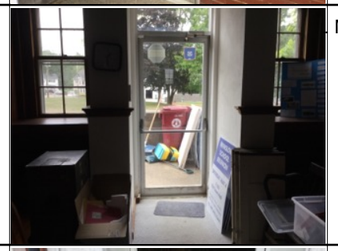
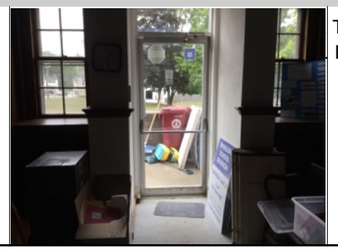
Best Practice and Inclusive Design

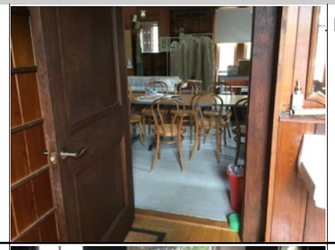
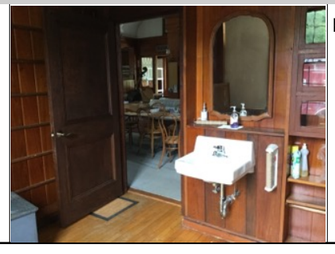
Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

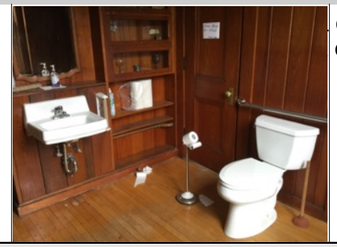
- Recommend providing handrails on two and providing railings that extend horizontally beyond the top and bottom landing for 12” min. at all exterior stairs.
- Recommend providing signage with raised characters and braille at all permanent rooms that lack a sign.

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Path To Main Entrance	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	1”	Alter change in level to be 1/4" high max. (Cost based on a 4'x4' concrete patch.)	1	256	$256
2	Path To Main Entrance	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	1”	Alter change in level to be 1/4" high max. (Cost based on a 4'x4' concrete patch.)	1	256	$256
3	Path To Main Entrance	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	1”	Alter change in level to be 1/4" high max. (Cost based on a 4'x4' concrete patch.)	1	256	$256
4	Main Entrance Path To Parking	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	1.5”	Alter change in level to be 1/4" high max. (Cost based on a 4'x4' brick patch.)	1	416	$416
5	Side Accessible Entrance Ramp	Ext.		Exterior Access Route			Level changes > 1/4"	2”	Alter change in level to be 1/4" high max. (Cost based on a 4'x4' asphalt patch. Cost included in ID #9.)	1	-	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Main Entrance Path on Left Side	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	3”	Alter change in level to be 1/4" high max. (Cost based on a 4'x4' concrete patch.)	1	256	$256
7	Main Entrance Path on Left Side	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition. Repair surface. (Cost based on 90 square feet of concrete as part of demolishing and rebuilding the route.)	1	2250	$2250
	Off-Street Parking Lot or Garage											
8	Parking Lot	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces Access aisle not provided Sign does not have the designation "Van Accessible" Sign bottom < 60" above finished grade	21 - 1 - - 32”	Provide a marked access aisle for a van accessible parking space that is at least 96" wide with the parking space adjoining the access aisle marked at 96" wide min. Add the designation "Van Accessible" to the sign located at the van accessible space. Locate sign with the bottom of the sign 60" above the ground.	1	800	$800
	Exterior Ramp											
9	Side Accessible Entrance Ramp	Ext.		Exterior Ramp			No lower handrail 18"-20" high provided Ramp < 48" wide Handrails have non-compliant cross section	- 43.5” -	Provide a lower handrail between 18" to 20" high. Widen ramp so that the clear width is 48" min. /Repair to this ramp might be technically infeasible. Provide handrails with 1-1/4" to 1-1/2" circular cross sections. (Cost based on a new compliant 40' pressure treated wood switch-back ramp.)	1	5410	$5410
10	Side Accessible Entrance Ramp	Ext.		Exterior Ramp			Surface is not stable, firm, and slip-resistant Handrails not provided at both sides if rise is > 6" Handrails do not extend 12" past top & bottom Handrails have non-compliant cross section No lower handrail 18"-20" high provided	-	Provide a lower handrail between 18" to 20" high. Provide handrails on both sides. Alter handrails to extend horizontally above the landing for 12" min. beyond the top and bottom of ramp runs. Provide handrails with 1-1/4" to 1-1/2" circular cross sections. (Cost included in ID #9.)	1	-	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Entrance											
11	Path To Main Entrance	Ext.		Entrance	N/A		Directional sign to accessible entrance not provided	-	Provide a directional sign indicating the location of the nearest accessible entrance.	1	346	$346
12	Side Accessible Entrance	Ext.		Entrance	Secondary Entrance		International Symbol of Accessibility not provided	-	Provide a sign with the International Symbol of Accessibility (ISA).	1	346	$346
13	Side Entrance/ Egress	1		Entrance	Secondary Entrance		Maneuvering clearance is not provided	- - -	Remove the obstruction. (Remove stored objects obstructing landing on exterior side of door.)	1	Labor	$0
14	Main Entrance	Ext.		Entrance	Main Entrance		Mat not securely attached Threshold > 1/2" high	- 5”	Secure the mat. Alter threshold to be 1/2" high max.	1	150	$150
	Access to Goods and Services											
	Means of Egress											
15	Side Entrance/ Egress	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated exit sign with an illuminated sign with the International Symbol of Accessibility at the accessible means of egress.	1	1116	$1116

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Doors, Doorways, & Gates											
16	Single-User Toilet Room	1		Doors, Doorways, & Gates			Maneuvering clearance(s) not provided	6"	Provide an automatic door opener. .	1	3060	$3060
17	Side Entrance/ Accessible Egress	1		Doors, Doorways, & Gates	Emergency Egress		Maneuvering clearance(s) not provided Door requires > 5 lbs. of force to open	- 12	Provide an automatic door opener.	1	3060	$3060
	Stairways											
18	Main Entrance Stairs	Ext.		Stairways	Other		Not maintained in operable working condition	1"	Ensure stairs are maintained in operable working condition. Repair 1" chipped concrete. (Cost based on a 4'x4' concrete patch.)	1	256	$256
	Toilet & Bathing Rooms											
	Lavatory											
19	Single-User Toilet Room	1		Lavatory			Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	92	$92

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Single-User Toilet												
20	Single-User Toilet Room	1		Single-User Toilet	N/A		Centerline < or > 18" (MAAB) Grab bar not provided	- -	Relocate toilet so that the centerline is 18" from the side wall on the opposite side of the toilet room from the lavatory and door, then relocate the rear grab bar so it is behind the toilet at its new location. Provide a grab bar on the side wall of the toilet once it is relocated so the toilet centerline is 18" from the side wall. Ensure the toilet paper dispenser is not above the grab bar.	1	3983	$3983
Best Practice												
Exterior Stairs												
21	Side Entrance Stairs	Ext.		Exterior Stairs	N/A				Recommend providing handrails on two sides of the stair and providing railings that extend horizontally beyond the top and bottom landing for 12” min.	1	-	$0
Signage												
22	Office	1		Signage	N/A				Recommend providing signage with raised characters and braille at all permanent rooms that lack a sign.	1	-	$0
Stair Railings												
23	Path To Main Entrance	Ext.		Stair Railings	N/A				Recommend providing handrails on two sides of the stair and providing railings that extend horizontally beyond the top and bottom landing for 12” min.	1	-	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Stairs											
24	Main Entrance Stairs	Ext.		Stairs	N/A				Recommend providing handrails on two sides of the stair and providing railings that extend horizontally beyond the top and bottom landing for 12” min.	1		$0

First Parish Meeting House



Town of Tyngsborough

ADA Transition Plan

September 2020

Institute for Human Centered Design

200 Portland Street, Boston, MA 02114
www.IHCDesign.org • info@IHCDesign.org
617-695-1225 voice/ tty

Background

Year Built: 1836 Year Renovated: 2018

The First Parish Meeting House, located at 216 Middlesex Road, is a historic building with a basement, first floor and mezzanine area that is used for public events and can be rented by members of the public from the Town. The church steeple holds a Paul Revere Company bell made by Paul Revere's son.

The facility has one largely accessible main entrance on the north side and a stepped entrance on the south side. The sanctuary on the first floor seats 140 people in historic box pews, and the mezzanine overlooking the sanctuary accommodates 20 additional guests. Space for wheelchair accessible seats is provided in the front and back of the sanctuary. A sound system is not present. The basement contains a bride's dressing room/meeting room, an open area, and multi-user men's and women's toilet rooms.

A Limited Use Limited Access (LULA) elevator and a stair provides access between the basement, first floor and mezzanine. A platform lift provides access to the altar on the first floor.

Note: The parking lot and route from the parking lot was still under construction at the time of survey and could not be fully assessed.

Key Accessibility Issues

Signage
Accessibility issues include lack of accessible directional and egress signage including illuminated signage with the International Symbol of Accessibility (ISA) at the accessible means of egress.

Doors
Accessibility issues include lack of maneuvering clearance at the door to the lower level of the platform lift and interior doors that require more than 5 pounds of force to open.

Stairs
The stairs between the basement and the mezzanine are open to the public and were recently renovated in 2018, however they lack compliant handrails.

Sink
The sink in the bride's room lacks knee and toe clearance.

Assembly Area
As the first floor of the building seats 140 people, four (4) wheelchair accessible spaces are required. Wheelchair accessible seating areas are provided at the front and back of the space, however companion seats were not present on the day of survey. Providing folding chairs would satisfy this requirement.

Toilet Rooms
Accessibility issues with the public toilet rooms include lack of compliant hardware at wheelchair accessible toilet compartments and a coat hook, paper towel dispenser, and a baby changing table that are mounted higher than allowed.

Additional Accessibility Issues

- Hall lanterns and decorative railings act as protruding objects in the lobby.
- The work surface in the bride's room lacks toe and knee clearance.

Order of Magnitude Cost Estimates

- Provide compliant signage at entrances and exits: $1,934
- Install an automatic door opener at the altar lift: $3,060
- Install compliant handrails at the stair between the basement and the mezzanine: $3,240
- Renovate sink in the bride's room: $1,686
- Miscellaneous corrective actions (operable parts, protruding objects, work surfaces, companion seating, etc.): $2,114

Total: $12,034

Best Practice and Inclusive Design

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

Stairs

- Recommend providing contrast strips at each stair tread at all stairs to improve visibility of the steps.

Exterior Route Improvement

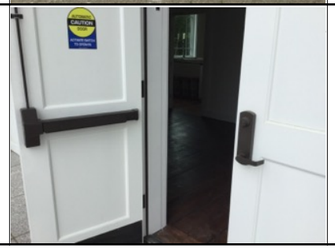
- The accessible exterior walkway was not complete when surveyed. IHCD recommends providing guardrails and edge protection along the walkway if the level change between the walkway and abutting terrain is not infilled in the future.

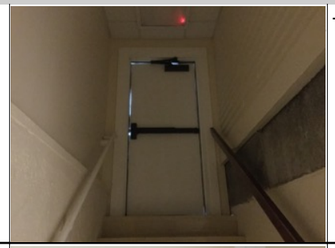
Signage

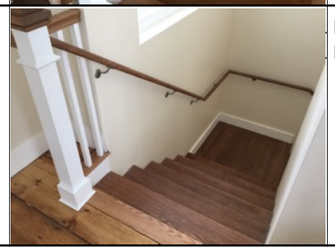
- Recommend providing signage with raised characters and braille alongside the door on the latch side at doors to permanent rooms that lack signage.

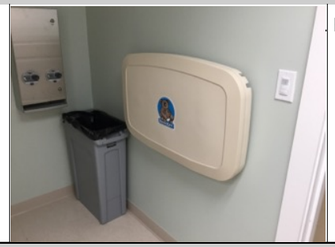
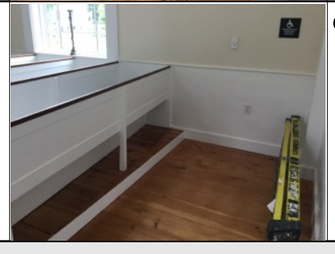
Benches

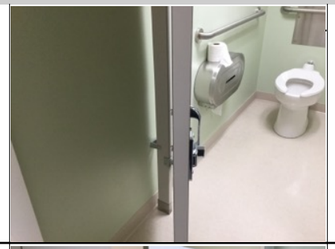
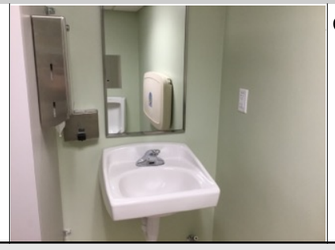
- Recommend providing benches with alongside the accessible walkway between the parking lot and the accessible entrance. Provide clear floor space of 36" wide minimum by 48" deep alongside one bench so that a wheelchair user can sit alongside someone sitting on the bench.

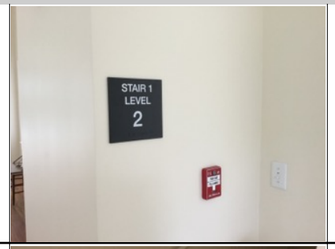
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Off-Street Parking Lot or Garage												
1	Parking Lot	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking	49	The parking lot was still under construction at the time of survey. The most recent site plan shows that three accessible parking spaces will be provided as close as possible to the accessible entrance route. One of these spaces must be van accessible with compliant signage.	1	-	$0
Entrance												
2	Rear Entrance	Ext.		Entrance	Secondary Entrance		Entrance not on an accessible route Directional sign to accessible entrance not provided	- -	Provide a directional sign indicating the location of the nearest accessible entrance.	1	346	$346
3	Main Entrance	Ext.		Entrance	Main Entrance		International Symbol of Accessibility not provided	-	Provide a sign with the International Symbol of Accessibility (ISA). Where a directional sign is required, it should be located to minimize backtracking. In some cases, this could mean locating a sign at the beginning of a route, not just at the inaccessible entrances to a building. (Two signs to the accessible entrance route are recommended.)	2	346	$692
4	Egress (Main Entrance)	Ext.		Entrance	Main Entrance		Clear width at door is < 32"	25”	Given the noncompliant door width, both doors should open with the automatic door opener, however only one opened automatically on the day of survey. Ensure that both doors open.	1	Labor	$0

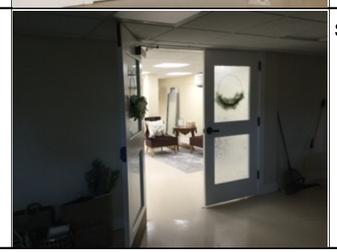
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Emergency Exit											
5	Basement Egress Door	B		Emergency Exit	N/A		Tactile sign not provided at exit	-	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door.	1	232	$232
6	Rear Egress	1		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	232	$232
7	Egress (Main Entrance)	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB)	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
	Access to Goods and Services											
	Interior Access Route											
8	Lobby	1		Interior Access Route	N/A		Obstructed by protruding objects	5.5"	Provide a fixed cane-detectable barrier at each hall lantern. Recommended barriers include guardrails, planter boxes or similar elements.	2	306	$612

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Doors, Doorways, & Gates											
9	Altar Lift	1		Doors, Doorways, & Gates	Other		Maneuvering clearance(s) not provided	-	Provide an automatic door opener.	1	3060	$3060
10	Women's Toilet Room	B		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	10 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	$0
11	Men's Toilet Room	B		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	8 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	$0
	Stairways											
12	Stairs to B From First Floor	1		Stairways	Egress		Handrail not provided on both sides Handrails do not extend 12" from stairs	- -	Provide a compliant handrail on the interior side of the stair. At the top of the exterior side handrail, ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing.	1	1520	$1520
13	Stairs at Mezzanine Level to First Floor	M		Stairways	Egress		Handrail not provided on both sides Handrails do not extend 12" from stairs	- -	Provide a compliant handrail along the interior of the stair. At the exterior handrail: Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	1	1720	$1720

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Operable Parts											
14	Women's Toilet Room	B		Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	51"	Relocate baby changing station so that controls are no higher than 48" above the finished floor.	1	256	$256
	Dining or Work Surfaces											
15	Bride's Room	B		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided Top of dining/work surface < 28" or > 34"	23.75" -	Provide at least 1 work surface with 27" min. knee and toe clearance. Provide at least one work surface with top between 28"- 34" above the floor and 27" clear height underneath.	1	700	$700
	Assembly Area											
16	Ceremony Hall	1		Assembly Area	N/A		Companion seat not provided	-	Provide one companion seat for each wheelchair space. Based on the overall count of 140 seats, 4 wheelchair seats and 4 companion seats are required. (Providing folding chairs would satisfy this requirement.)	1	Labor	$0
17	Ceremony Hall	1		Assembly Area	N/A		Companion seat not provided	-	Provide one companion seat for each wheelchair space. Based on the overall count of 140 seats, 4 wheelchair seats and 4 companion seats are required. (Providing folding chairs would satisfy this requirement.)	1	Labor	$0
	Toilet & Bathing Rooms											

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Toilet Compartment											
18	Men's Toilet Room Accessible Compartment Exterior	B		Toilet Compartment	Accessible Compartment		Door has non-compliant hardware	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	70	$70
19	Women's Toilet Room Accessible Compartment	B		Toilet Compartment	Accessible Compartment		Door has non-compliant hardware Coat hook > 48"	- 64"	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Lower coat hook so that it is no higher than 48".	1	220	$220
	Dispensers											
20	Men's Toilet Room	B		Dispensers	Paper Towel Dispenser		Controls > 42" high	46"	Relocate paper towel dispenser so the operable part is 42" max. above the finished floor.	1	256	$256
	Additional Access											
	Sink											
21	Bride's Room	B		Sink	Other		Toe and knee clearances not provided	26.5"	Ensure there is a 27" knee clearance positioned for a forward approach.	1	1686	$1686
	Best Practice											

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
22	Stairs at Balcony Level to First Floor	2						-	This is a great example of a compliant stair level sign. The signage that was installed at the time of the survey was very clear and informative.	1	-	$0
23	Egress	B						-	Recommend providing contrast strips at each stair tread at all stairs to improve visibility of the steps.	1	-	$0
24	Rear Entrance in Front of Stair	Ext.						1.5”	This walkway does not lead to an accessible entrance, however we would recommend repairing the deteriorated pavement to prevent falls.	1	-	$0
25	Sloped Walkway to Main Entrance	Ext.						-	Recommend providing edge protection along elevated sloped walkway by stair.	1	-	$0
26	Sloped Walkway to Main Entrance	Ext.						-	Recommend providing edge protection along elevated sloped walkway by building.	1	-	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
27	Sloped Walkway to Main Entrance	Ext.						-	Walkway was not complete when surveyed. IHCD recommends providing guardrails and edge protection along the walkway if the level change between the walkway and terrain is not infilled in the future.	1	-	$0
28	Staff Kitchen	B					Signage is not provided	-	Recommend providing signage with raised characters and braille alongside the door on the latch side at doors to permanent rooms that lack signage.	1	-	$0
29	Bride's Room	B					Signage is not provided	-	Recommend providing signage with raised characters and braille alongside the door on the latch side at doors to permanent rooms that lack signage.	1	-	$0

Fire Station #1



Town of Tyngsborough

ADA Transition Plan

August 2020

Institute for Human Centered Design

200 Portland Street, Boston, MA 02114
www.IHCDesign.org • info@IHCDesign.org
617-695-1225 voice/ tty

Background

Year Built: 1965

Fire Station #1 is located at 26 Kendall Road. It is a two-story facility with public activities taking place on the first floor. There is an annual open house and the station occasionally holds tours for up to 15 people. The fire station also holds meetings about fire prevention with contractors. One men's single-user toilet room is provided.

Parking for the building is primarily located at a parking lot to the rear of the building. As there is no accessible route from the rear lot to the main entrance (due to the steep slope and lack of sidewalk or walkway), IHCD recommends providing an accessible parking space in both the rear and the front parking lots.

Key Accessibility Issues

Exterior Access Routes
The exterior route between the rear parking lot and the main entrance has changes in level greater than ¼" max. and is not firm, stable and slip resistant.

Parking Lot
An accessible parking space is not provided in either the rear or the front parking lot.

Entrance and Exit Signage
The main entrance door lacks signage directing people to the accessible entrance. The accessible entrance lacks a sign with the International Symbol of Accessibility (ISA). Emergency exits lack compliant signage.

Doors, Doorways, and Gates
Three (3) doors have thresholds that are higher than the allowed ½" max. Two (2) doors lack hardware that is operable with a closed fist. The door from the toilet room lacks maneuvering clearance on the interior side.

Service Counter
The service counter in the lobby is located higher than 36" above the finished floor.

Toilet Room
The men's single-user toilet room lacks 60" of clear width at the toilet, lacks grab bars, has a toilet flush control that is not located on the open (transfer) side, and the centerline of the toilet is not located 18 inches from the side wall. In addition, dispensers and the mirror are located higher than allowed.

Note: After the toilet room is brought into compliance, provide a sign with the International Symbol of Accessibility (ISA) and ensure the toilet room is available for everyone to use by including a sign with the text, "Restroom", "Toilet Room" or "All Gender". Include raised characters and braille, and mount the sign on the latch side of the door.

Additional Accessibility Issues

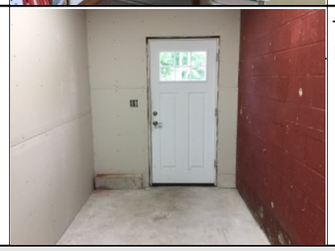
- A 30" wide by 48" deep space for a wheelchair user is not provided at the front of the desk in the Chief's office.

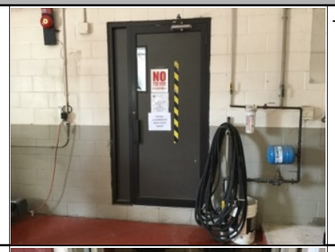
Order of Magnitude Cost Estimates

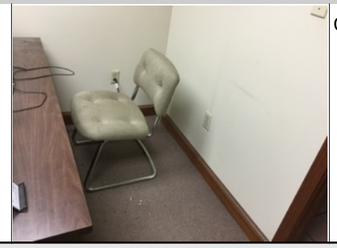
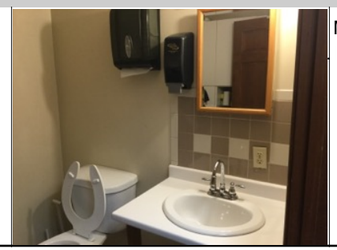
- Renovate exterior routes: $1,250
- Provide two (2) accessible parking spaces: $3,700
- Install compliant entrance and egress signage: $2,422
- Renovate interior doors (including installing an automatic door opener in the toilet room): $4,328
- Provide a portable ramp between the office and fire engine room during tours: $2,800
- Renovate toilet room: $6,062
- Miscellaneous corrective actions (including signage, service counter, etc.): $1,112

Total: $21,674

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Route Between Parking and the Facility	Ext.		Exterior Access Route	Walkway		Level changes > 1/4" Surface is not stable, firm, and slip-resistant	- -	Alter change in level to be 1/4" high max. Repair surface. (Cost estimate for 5' wide by 20' long asphalt area.)	1	1000	$1000
Off-Street Parking Lot or Garage												
2	Front of Facility and Main Entrance	1		Off-Street Parking Lot or Garage	N/A		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces	3 0 0	Provide one van accessible parking space with a compliant access aisle and signage. Note: It is important to provide an accessible space in this lot as there is no accessible route or sidewalk along the street from the rear parking lot. (Cost includes leveling, striping and signage.)	1	1850	$1850
3	Parking Lot	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces Access aisle not provided Sign not provided Surface not stable, firm, and slip-resistant	5 0 - - -	Provide one van accessible parking space with a compliant access aisle and signage. Repair surface. (Cost includes leveling, striping and signage.)	1	1850	$1850
Entrance												
4	Main Entrance	Ext.		Entrance	Main Entrance		Directional sign to accessible entrance not provided Threshold > 1/2" high	- 4.5”	Provide a directional sign indicating the location of the nearest accessible entrance.	1	346	$346

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Secondary Entrance on the Front for Wheelchair Users	Ext.		Entrance	Secondary Entrance		International Symbol of Accessibility not provided Threshold > 1/2" high	- 1.75”	Alter threshold to be 1/2" high max. After the entrance is made accessible, provide a sign with the International Symbol of Accessibility (ISA).	1	496	$496
6	Secondary Entrance on the Front for Wheelchair Users	Ext.		Entrance	Secondary Entrance		Surface not stable, firm, and slip-resistant at entrance	- -	Extend the asphalt surface so that it is 18" min on the latch side of the door. (Cost estimate for a 5' by 5' asphalt walkway.)	1	250	$250
	Emergency Exit											
7	Employee’s Entrance/ Rear Exit to Stairs and Ramp	1		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	232	$464
8	Secondary Egress/ Entrance	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB)	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	1116	$1116
	Access to Goods and Services											
	Doors, Doorways, & Gates											
9	Single-User Men’s Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	5"	Provide an automatic door opener.	1	3060	$3060

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
10	Door Between Office and Fire Engine Area	1		Doors, Doorways, & Gates	Circulation		Threshold > 1/2" high	8”	Provide a temporary ramp at the door during tours. (Cost is for a perforated metal ramp with a 5' x 5' platform courtesy of Amramp.)	1	2800	$2800
11	Meeting Room to Garage	1		Doors, Doorways, & Gates	Circulation		Threshold > 1/2" high	1.5"	Alter the threshold to be 1/2" high max.	1	150	$150
12	Garage	1		Doors, Doorways, & Gates	Circulation		Threshold > 1/2" high	1.5”	Alter the threshold to be 1/2" high max.	1	150	$150
13	Single-User Men’s Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484
14	From Garage/ Secondary Exit	1		Doors, Doorways, & Gates	Circulation		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	$484

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Service Counter												
15	Lobby	1		Service Counter	N/A		Counter > 36" high	38.75"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	$880
Dining or Work Surfaces												
16	Chief's Office	1		Dining or Work Surfaces	Work Surface		Clear floor space not provided	37"	A 30" wide by 48" deep space for a wheelchair user is not provided at the front of the desk. Relocate the desk.	1	Labor	$0
Toilet & Bathing Rooms												
Overall Access												
17	Single-User Men's Toilet Room	1		Overall Access	Toilet Room		International Symbol of Acc. not provided	-	After the toilet room is brought into compliance provide a sign with the International Symbol of Accessibility and ensure it is available for everyone to use by including a sign with the text "Restroom", "Toilet Room", or "All Gender".	1	232	$232
Lavatory												
18	Single-User Men's Toilet Room	1		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40" Dispensers not within reach range	49.5" 55", 59"	Lower mirror so that the bottom surface is at 40" max. above the finished floor. Lower paper towel and soap dispensers to 42" max. above the floor. Ensure that paper towel dispenser is not mounted above the toilet.	1	962	$962

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Single-User Toilet											
19	Single-User Men's Toilet Room	1		Single-User Toilet	N/A		Flush control not on open side Centerline < or > 18" (MAAB) Grab bar not provided Clearance at toilet < 60" clear width	- 20.5” - -	Relocate the flush control to the open side. Relocate toilet so that the centerline is 18" from the side wall. Provide one grab bar on the side wall of the toilet and one on the rear wall. Provide a new lavatory that allows for a 60" clear width at the toilet.	1	5100	$5100

Fire Station #2



Town of Tyngsborough

ADA Transition Plan

August 2020

Institute for Human Centered Design

200 Portland Street, Boston, MA 02114
www.IHCDesign.org • info@IHCDesign.org
617-695-1225 voice/ tty

Background

Year Built: 1950

Fire Station #2, located at 144 Lakeview Avenue, is a two-story facility that is only open to the public once a year at most, and even less frequently during the Covid-19 pandemic. The only entrance is on the south side and the fire station is kept locked most of the time. The entrance is also inaccessible due to a 5.5” step. The first floor contains an area for the fire engines. The second floor has a meeting room and an inaccessible single-user toilet room. There is no accessible route between the two levels.

The asphalt surface surrounding the building is not striped for parking spaces, and lacks a van accessible parking space.

Key Accessibility Issues

Major accessibility issues include:
- Lack of an accessible entrance/exit.
- Lack of a vertical accessible route.
- Lack of an accessible toilet room, on an accessible route.

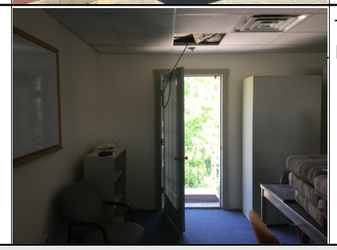
Additional Accessibility Issues
- Lack of an accessible parking space.
- Lack of compliant egress signage.
- Lack of an accessible counter.
- Lack of compliant door hardware.
- Lack of compliant handrails at the stairs.
- Protruding objects in the circulation path.
- Doors lack adequate clear width and maneuvering clearance.

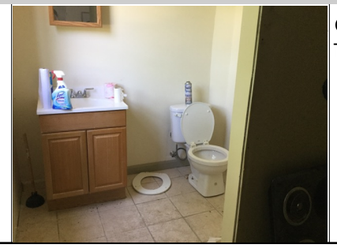
Order of Magnitude Cost Estimates

Total: $0*

***Note**: Cost for the renovation of this building is not included due to the extremely limited use made of the facility that involves the public and the extent of the accessibility issues within the building. IHCD recommends that the Town not use this building for public programs, services and activities, and that any public programs that take place here be relocated to another accessible location.

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Notice Board Near Entrance	Ext.		Exterior Access Route	Exterior		Obstructed by protruding objects	-		1	-	$0
Off-Street Parking Lot or Garage												
2	West of Building	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of parking Total # of designated van accessible spaces	- 0		1	-	$0
Entrance												
3	Entrance	Ext.		Entrance	Main Entrance		Threshold > 1/2" high	5.5"		1	-	$0
4	Entrance	Ext.		Entrance	Main Entrance		Hardware not operable with a closed fist	-		1	-	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Emergency Exit												
5	Exit	Ext.		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB)	- -		1	-	$0
6	Fire Escape	2		Emergency Exit	N/A		Tactile sign not provided at exit Hardware not operable with a closed fist	- -		1	-	$0
Access to Goods and Services												
Means of Egress												
7	Meeting Room Stair Door	2		Means of Egress	N/A		Tactile exit sign not provided	-		1	-	$0
Interior Access Route												
8	Stairs to Meeting Room	1		Interior Access Route	N/A		Accessible route not provided			1	-	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Doors, Doorways, & Gates												
9	Meeting Room	2		Doors, Doorways, & Gates	Meeting Room		Clear width at door < 32" If double-leaf door, neither compliant Hardware not operable with a closed fist	28.75" - -		1	-	$0
10	Toilet Room	2		Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32" Maneuvering clearance(s) not provided Hardware not operable with a closed fist	30" 9.25" -		1	-	$0
Toilet & Bathing Rooms												
Lavatory												
11	Toilet Room	2		Lavatory	N/A		Toe or knee clearances not provided Mirror above lavatory w/reflective surface > 40"	- -		1	-	$0
Single-User Toilet												
12	Toilet Room	2		Single-User Toilet	N/A		Grab bar not provided Toilet not in operable working condition	- -		1	-	$0

Fire Station #3



Town of Tyngsborough

ADA Transition Plan

August 2020

Institute for Human Centered Design

200 Portland Street, Boston, MA 02114
www.IHCDesign.org • info@IHCDesign.org
617-695-1225 voice/ tty

Background

Year Built: 1978

Fire Station #3 is located at approximately 28 Chestnut Street, and is only open to the public once a year at most, and even less frequently during the Covid-19 pandemic. It is a one-story building with an entrance at the front of the building on the south side. A door on the east side of the building is not used and is kept locked at all times. Amenities include a parking lot, two equipment bays, a meeting room with a conference table and sink, and a toilet room with a single shower.

Key Accessibility Issues

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

Toilet Room
Accessibility issues in the toilet room include lack of an accessible toilet compartment, a lavatory that lacks the minimum required knee and toe clearance and has unwrapped plumbing, lack of the minimum required pull-side maneuvering clearance at the toilet room exit door, and a threshold at the door to and from the toilet room that is higher than the maximum height allowed.

Note: The inaccessible single shower in the toilet room is not used by members of the public.

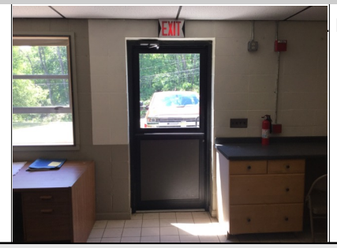
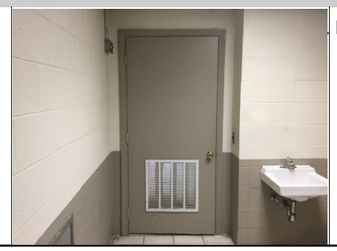
Additional Accessibility Issues

- Lack of an accessible entrance due to a 3” change in level at the landing for the main entry door.
- Lack of the minimum required knee and toe clearance and plumbing that is not wrapped at the sink in the conference room.
- Lack of egress signage including lack of a sign with raised characters and braille on the latch side of the main exit door, and lack of an illuminated International Symbol of Accessibility (ISA) sign at the illuminated exit sign above the main exit door. (The illuminated ISA sign will be required once the main exit and entry door is made accessible.).

Order of Magnitude Cost Estimates

Total: $0*

***Note**: Cost for the renovation of this building is not included due to the extremely limited use made of the facility that involves the public. IHCD recommends that the Town not use this building for public programs, services and activities, and that any public programs that take place here be relocated to another accessible location.

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Off-Street Parking Lot or Garage												
1	Front of Building	Ext		Off-Street Parking Lot or Garage	N/A		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces Access aisle not provided Sign not provided	5 - - - -		1	-	$0
Entrance												
2	Entrance	Ext		Entrance	Main Entrance		Entrance not on an accessible route	3"		1	-	$0
Emergency Exit												
3	Meeting Room	1		Emergency Exit	N/A		Illuminated Int. Symbol of Acc. not provided (MAAB)	-		1	-	$0
Access to Goods and Services												
Doors, Doorways, & Gates												
4	Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance not provided at recess > 6”	6.25"		1	-	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Threshold > 1/2" high	1.75"		1	-	$0
Toilet & Bathing Rooms												
Overall Access												
6	Toilet Room	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-		1	-	$0
Lavatory												
7	Toilet Room	1		Lavatory	N/A		Toe or knee clearances not provided Plumbing underneath is exposed	23" -		1	-	$0
Additional Access												
Sink												
8	Back of Meeting Room	1		Sink	Other		Toe and knee clearances not provided Exposed plumbing underneath sink	- -		1	-	$0
Best Practice												

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Sign											
9	Meeting Room Door to Garage	1		Sign	N/A				Recommend, in cases where permanent rooms have no sign, providing a sign with raised characters and braille mounted on the latch side of the door between 48" and 60" above the finished floor.	1	-	$0

Town Hall and Library



Town of Tyngsborough

ADA Transition Plan

August 2020

Institute for Human Centered Design

200 Portland Street, Boston, MA 02114
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617-695-1225 voice/ tty

Background

Year Built: 1997

Tyngsborough Town Hall and Library are located in a one-story building at 25 Bryant Avenue. There are four (4) entrances into the building, all of which have relatively minor accessibility issues.

The Town Hall area is located on the south side of the building. It includes the assessor's office, building department, inspectional department, town clerk's office, selectman's office, conservation office, collector's office, engineering office, health office, media department, parks and recreation department, planning department, sewer department, treasurer's office, information technology office and two meeting rooms.

The Library is on the north side of the building and has a children's area, teen area and a special collections room.

Multi-user men's and women's toilet rooms and a single-user children's toilet room are provided.

Parking is provided by a large parking lot on the west and south side of the building. Accessible parking spaces are located by the main entrance. Electric vehicle charging stations are provided on the west side of the lot.

Key Accessibility Issues

Exterior Access Routes
Accessibility issues include exterior routes that are less than 48 inches wide; not stable, firm and slip-resistant; and that accumulate water.

Egress Signage
All exits lack tactile egress signage. Additionally, accessible exits lack a sign with an illuminated International Symbol of Accessibility (ISA), and inaccessible exits lack directional signs indicating the nearest accessible emergency exit.

Interior Access Routes
Accessibility issues include routes that are narrower than the required 36" minimum clear width, routes that have protruding objects, mats that are not secured and cables that are located in the circulation path.

Doors, Doorways, and Gates
Five (5) doors throughout the building lack maneuvering clearance. Three (3) doors require more than 5 lbs. of force to open.

Designation and Informational Signage
Accessibility issues with designation and informational signage include lack of raised characters, lack of braille, misplaced braille, signs that are not mounted at the proper height, signs that are not mounted on the latch side of the door and signs that lack a non-glare finish and/or sufficient contrast.

Service Counters
Two (2) service counters in the building lack a required 36" high portion.

Work Surfaces
Meeting room and Library tables lack compliant knee and toe clearance. The top of the computer station in the assessor's office and the Children's Library are located higher than the maximum allowed 34 inches above the finished floor.

Assembly Area
Meeting Room 2 lacks an assistive listening system. If audible communication is integral to the use of the space, provide an assistive listening system and the required signage indicating an assistive listening system is available. Assistive listening devices must be kept charged and maintained in operable working condition.

Toilet Rooms
Accessibility issues within the toilet rooms include dispensers mounted higher than 42 inches above the finished floor and lavatory pipes that are not protected against contact.

Additional Accessibility Issues

- Signage with the International Symbol of Accessibility (ISA) is not provided at the entrance to the Children's Library.
- Forms throughout the building, the clothes rod in the Children's Library and the doorbell to the secondary entrance are located higher than the maximum height allowed.
- A magazine display in the Library is located higher than the maximum height allowed.

Order of Magnitude Cost Estimates

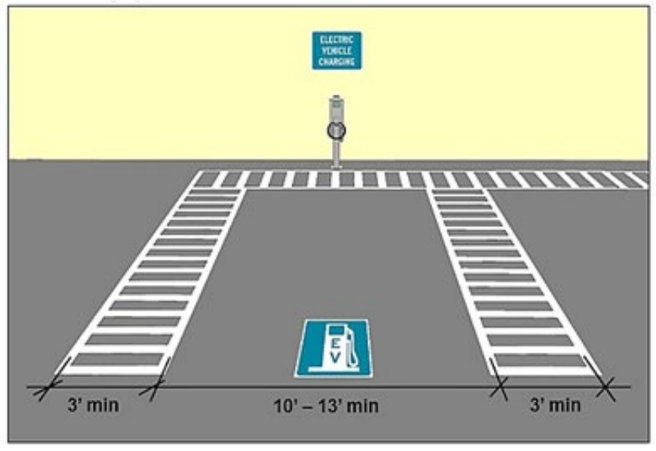
- Renovate exterior routes: $2,440
- Provide compliant egress signage: $2,688
- Renovate interior doors (including installing one automatic door opener): $3,413
- Provide compliant designation and informational signage: $3,016
- Provide two (2) compliant service counters: $1,760
- Provide compliant work surfaces: $7,300
- Provide an assistive listening system in Meeting Room 2: $1,214
- Renovate toilet rooms: $1,857
- Provide a Hi-Lo drinking fountain: $4,028
- Miscellaneous corrective actions (including parking space signage, entrance signage, interior access routes, protruding objects, and operable parts, etc.): $1,174

Total: $28,890

Best Practice and Inclusive Design

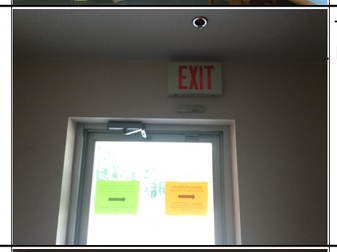
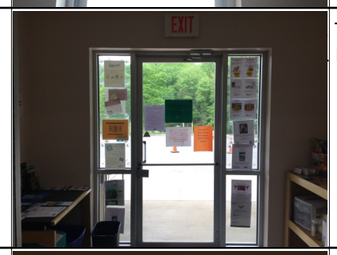
Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Although directories are not covered by the ADA, it is recommended to provide a directory with a non-glare finish.
- Recommend providing a lower opening in the glazing at the accessible counter to the Town Clerk.
- Recommend providing one chair without arms in the Teen Lounge at the Library.
- Signage at the main entrance to Town Hall is misleading and may confuse people going to the library, where only one of the two doors has an automatic door opener and a sign with the International Symbol of Accessibility. Recommend providing an International Symbol of Accessibility (ISA) sign on both doors so that people understand that both routes are accessible.
- The parking lot has an adequate number of accessible parking spaces however they are all located near one entrance. IHCD recommends relocating one (1) accessible parking space and curb ramp by the Children's Library entrance. It is a circuitous route of 140 feet from the accessible parking spaces by the main entrance to the entrance to the Children's Library.
- The ADA Standards do not include specific provisions for electric vehicle (EV) charging stations. However, it is advisable to address access to EV charging stations so that they are usable by people with disabilities. See the following diagram:

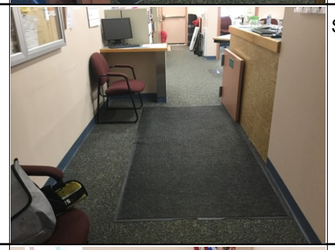
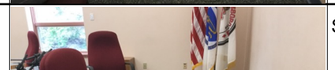
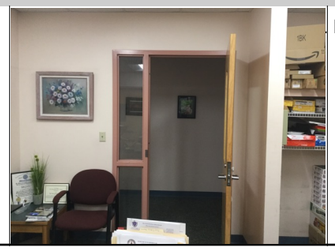


  - Provide access to a reasonable number of spaces serving EV charging stations or use the scoping table in 208.2 to determine an appropriate number. (The number of accessible spaces serving EV charging stations must be determined separately from the required number of car and van parking spaces.)
  - <u>Accessible Route to EV Charging Stations</u>
    Provide an accessible route on both sides of the vehicle space that connects to the charging station for easier access.
  - <u>Vehicle Space</u>
    A vehicle space at least 10' – 13' wide is advisable. A 10' width offers an extra 2' that effectively provides a 5' aisle on one side when paired with the accessible route; a 13' wide space will allow an 8' aisle. This flexibility is helpful since the parking direction is determined by the location of the charging station and the vehicle connection. Use the International Symbol of Accessibility (ISA) only where spaces are reserved exclusively for people with disabilities.

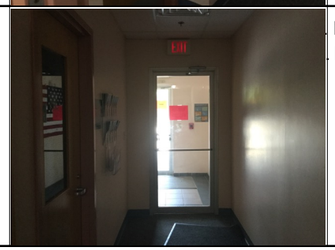
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Route to Garden	Ext.		Exterior Access Route	Walkway		Exterior route < 48" wide Surface is not stable, firm, and slip-resistant	46" -	Ensure that a clear width of 48" min. is maintained at the accessible route. Repair surface. (Cost estimate for new 70' long stone dust route.)	1	2240	$2240
2	Parking Lot	Ext.		Exterior Access Route	Exterior		Does not prevent accumulation of water	-	Repair surface. (Cost estimate for 100 sq. ft. asphalt area.)	1	200	$200
Off-Street Parking Lot or Garage												
3	Parking Lot, Van Accessible Space	Ext.		Off-Street Parking Lot or Garage	Visitor		Sign bottom < 60" above finished grade	-	Locate sign with the bottom of the sign 60" above the ground.	1	Labor	$0
Entrance												
4	Secondary Entrance	Ext.		Entrance	Secondary Entrance		Maneuvering clearance is not provided		Relocate the trash container so that there is 18" min. on the latch side of the door.	1	Labor	$0

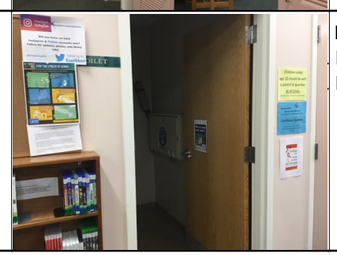
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Emergency Exit											
5	Meeting Room 2	1		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	232	$464
6	Library Exit by Large Window and New Book Aisle	1		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	4	232	$928
7	Secondary Entrance/ Exit	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB)	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
8	Children's Library Exit	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB)	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
9	Main Exit From Town Hall	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB)	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
	Access to Goods and Services											

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Interior Access Route											
10	Library, Teen Lounge	1		Interior Access Route	N/A		Route < 36" wide	-	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	$0
11	Library	1		Interior Access Route	N/A		Route < 36" wide	22.5"	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	$0
12	Children's Library	1		Interior Access Route	N/A		Route < 36" wide	35.25"	Ensure that a clear width of 36" min. is maintained at the accessible route by ensuring that books do not protrude from the shelves.	1	Labor	$0
13	Tax Collector	1		Interior Access Route			Obstructed by protruding objects	16"	Provide a cane-detectable barrier at edge of the counter.	1	306	$306
14	Corridor by Town Clerk	1		Interior Access Route			Obstructed by protruding objects	8.5"	Relocate the defibrillator.	1	256	$256

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
15	Assessors Office	1		Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	$0
16	Building Department	1		Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	$0
17	Meeting Room 2	1		Interior Access Route	N/A	 	Surface not stable, firm, and slip-resistant	-	Secure the cables.	1	Labor	$0
18	Meeting Room 2	1		Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Relocate the cables.	1	Labor	$0
	Doors, Doorways, & Gates											
19	Board of Selectmen Town Administrator	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided	12"	Relocate the chair to ensure 18" clear on the latch side of the door.	1	Labor	$0

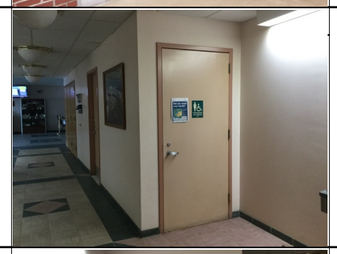
Town Hall and Library

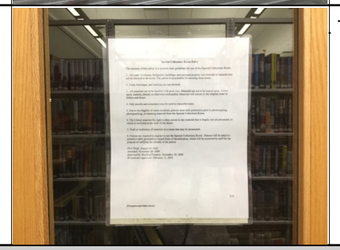
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
20	Meeting Room 1	1		Doors, Doorways, & Gates	Meeting Room		Maneuvering clearance(s) not provided	28" wide	Relocate bins away from the door.	1	Labor	$0
21	Library, Special Collections	1		Doors, Doorways, & Gates	Other		Maneuvering clearance(s) not provided	-	Relocate furnishings so that the door on the left has 18" clear on the latch side of the door.	1	Labor	$0
22	Children's Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	16"	Relocate paper towel dispenser so that there is 18" clear min. on the latch side of the door.	1	353	$353
23	Meeting Room 1	1		Doors, Doorways, & Gates	Meeting Room		Maneuvering clearance not provided at recess > 6” Door requires > 5 lbs. of force to open	14" 8 lbs.	Install an automatic door opener. Adjust closers so doors do not require more than 5 pounds of force to open.	1	3060 Labor	$3060
24	Hallway by Secondary Entrance	1		Doors, Doorways, & Gates	Circulation		Mat not securely attached Door requires > 5 lbs. of force to open	- 13 lbs.	Secure the mat. Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	$0

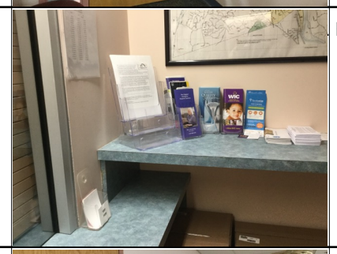
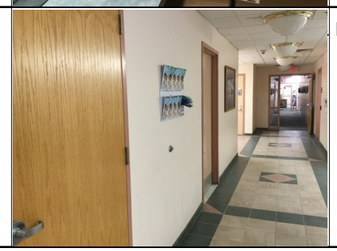
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
25	Corridor by Meeting Room 1	1		Doors, Doorways, & Gates	Circulation		Door requires > 5 lbs. of force to open	35 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	$0
	Signage											
26	Tax Collector	1		Signage	Designation		Signage is obstructed		Relocate forms to ensure that the designation sign is not covered.	1	Labor	$0
27	Library, Special Collections	1		Signage			Raised characters not provided on sign Raised characters < 48" or > 60" above ground Braille not provided on sign	- 67" -	Provide text with raised characters duplicated in braille on sign. Mount signs so that the baseline of the lowest tactile character is 48” min. above finished floor and the baseline of the highest tactile character is 60” max. above the finished floor.	1	232 Labor	$232
28	Children's Library	1		Signage	Designation		Raised characters not provided on sign Raised characters < 48" or > 60" above ground Braille not provided on sign	- 79" -	Provide text with raised characters duplicated in braille on sign. Mount signs so that the baseline of the lowest tactile character is 48” min. above finished floor and the baseline of the highest tactile character is 60” max. above the finished floor. Provide braille on sign.	1	232	$232
29	Children's Toilet Room	1		Signage	Designation		Raised characters not provided on sign Raised characters < 48" or > 60" above ground Braille not provided on sign	- 67" -	Provide text with raised characters duplicated in braille on sign. Mount signs so that the baseline of the lowest tactile character is 48” min. above finished floor and the baseline of the highest tactile character is 60” max. above the finished floor.	1	232	$232

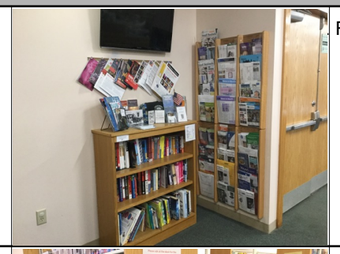
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
30	Secondary Entrance Vestibule to Veterans Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	$232
31	Town Engineer	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	$232
32	Building Department	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	$232
33	Meeting Room 2	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign		Provide text with raised characters duplicated in braille on sign. Where a tactile sign is provided at double doors with two active leafs, the sign shall be located to the right of the right hand door.	1	232	$232
34	Children's Library	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign		Provide text with raised characters duplicated in braille on sign.	1	232	$232

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
35	Recreation Department	1		Signage	Designation		Raised characters < 48" or > 60" above ground	62.75"	Mount signs so that the baseline of the lowest tactile character is 48” min. above finished floor and the baseline of the highest tactile character is 60” max. above the finished floor.	1	Labor	$0
36	Assessors Office	1		Signage	Designation		Raised characters < 48" or > 60" above ground	63"	Mount signs so that the baseline of the lowest tactile character is 48” min. above finished floor and the baseline of the highest tactile character is 60” max. above the finished floor.	1	Labor	$0
37	Main Entrance to Town Hall	1		Signage	Designation		Raised characters < 48" or > 60" above ground	63"	Mount signs so that the baseline of the lowest tactile character is 48” min. above finished floor and the baseline of the highest tactile character is 60” max. above the finished floor.	1	Labor	$0
38	Accountant, Treasurer	1		Signage	Designation		Raised characters < 48" or > 60" above ground Braille misplaced on sign	62.25" -	Mount signs so that the baseline of the lowest tactile character is 48” min. above finished floor and the baseline of the highest tactile character is 60” max. above the finished floor. Position braille below the corresponding text. If text is multi-lined place braille below the entire text.	1	Labor 232	$232
39	Inspectional Department	1		Signage	Designation		Raised characters < 48" or > 60" above ground Sign not located on the latch side of the door	62" -	Mount signs so that the baseline of the lowest tactile character is 48” min. above finished floor and the baseline of the highest tactile character is 60” max. above the finished floor. Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	$0

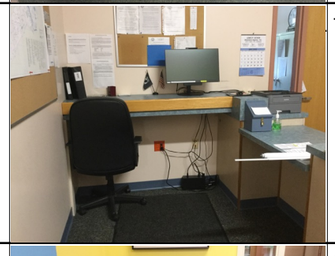
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
40	Children's Library Entrance	Ext.		Signage	Designation		Raised characters < 48" or > 60" above ground Sign not located on the latch side of the door	63.5" -	Mount signs so that the baseline of the lowest tactile character is 48” min. above finished floor and the baseline of the highest tactile character is 60” max. above the ground. Locate sign alongside the door on the latch side.	1	Labor	$0
41	Women’s Toilet Room	1		Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	$0
42	Men’s Toilet Room	1		Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	$0
43	Library Entrance	1		Signage	Informational		Non glare finish and contrast not provided on sign	-	Install a sign with a non-glare finish with characters that have a high contrast to the background.	1	232	$232
44	Main Exit From Town Hall	1		Signage	Informational		Non glare finish and contrast not provided on sign	-	Ensure that the push button characters have a high contrast to the background.	1	232	$232

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
45	Main Entrance to Town Hall	1		Signage	Informational		Non glare finish and contrast not provided on sign		Ensure that the push button characters have a high contrast to the background.	1	232	$232
46	Library, Special Collections	1		Signage	Informational		Text size non-compliant on sign	-	Ensure that character size on the sign complies with the Character Height Table 703.5.5 in the ADA 2010 Standards.	1	232	$232
	Service Counter											
47	Assessors Office	1		Service Counter	N/A		Counter > 36" high	42"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	$880
48	Building Department	1		Service Counter	N/A		Counter > 36" high	42.75"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	$880
	Operable Parts											
49	Assessors Office	1		Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	68.75"	Relocate forms to be no higher than 48" above the finished floor.	1	Labor	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
50	Inspectional Department	1		Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	70"	Relocate forms to be no higher than 48" above the finished floor.	1	Labor	$0
51	Building Department	1		Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	68.5"	Relocate forms to be no higher than 48" above the finished floor.	1	Labor	$0
52	Inspectional Department	1		Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	67"	Relocate forms to be no higher than 48" above the finished floor.	1	Labor	$0
53	Tax Collector	1		Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	57"-59"	Relocate forms to be no higher than 48" above the finished floor.	1	Labor	$0
54	Corridor by Tax Collector	1		Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	57.75"	Relocate forms to be no higher than 48" above the finished floor.	1	Labor	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
55	Library by Entrance	1		Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	69.75"	Relocate materials to be no higher than 48" above the finished floor.	1	Labor	$0
56	Library, Newspapers	1		Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	58.25"	Ensure that one of each newspaper is located 48" max. above the finished floor.	1	Labor	$0
57	Children's Library	1		Operable Parts	Clothes Rod/Hooks		Reach < 15" or > 48"(forward/side approach)	55"	Provide an accessible clothes rod that is 48" max. above the finished floor.	1	100	$100
58	Assessors Office Forms	1		Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	59.5"	Relocate forms to be located 48" max. above the finished floor.	1	Labor	$0
59	Secondary Entrance Doorbell	Ext		Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	64"	Relocate doorbell between 15"- 48" above the ground.	1	256	$256

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Dining or Work Surfaces											
60	Library, Teen Lounge	1		Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided Top of dining/work surface < 28" or > 34"	- - 40.25"	Ensure that at least one work surface is accessible. Provide at least one work surface with top between 28"- 34" above the floor and 27" clear height underneath.	1	700	$700
61	Building Department	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	12.5", 29.5"	Provide at least 1 work surface with 27" min. high knee and toe clearance that is 19" min. deep and 30" min. wide.	1	700	$700
62	Meeting Room 1	1		Dining or Work Surfaces	Dining Surface		Knee or toe clearance not provided	14.75"	Provide at least 1 work surface with 27" min. high and 19" min. deep knee and toe clearance.	1	1100	$1100
63	Meeting Room 2	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	26.25"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	1100	$1100
64	Library, Teen Lounge	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	25.25"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	700	$700

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
65	Library	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	19" wide	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	700	$700
66	Library	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	25.25"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	700	$700
67	Library, Special Collections	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	24.5"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	700	$700
68	Assessors Office Computer Station	1		Dining or Work Surfaces	Work Surface		Top of dining/work surface < 28" or > 34"	41.5"	Provide at least one work surface with top between 28"- 34" above the floor and 27" clear height underneath.	1	700	$700
69	Children's Library	1		Dining or Work Surfaces	Work Surface		Top of dining/work surface < 28" or > 34"	36"	Provide at least one work surface with top between 28"- 34" above the floor and 27" clear height underneath.	1	200	$200

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Assembly Area												
70	Meeting Room 2	1		Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system.	1	1214	$1214
Libraries												
71	Library, Magazines	1		Libraries	N/A		Card catalogs and magazine displays > 48" high	75.5"	Locate card catalogs and magazine displays 48" max. above the finished floor.	1	256	$256
Toilet & Bathing Rooms												
Dispensers												
72	Women's and Men's Toilet Rooms	1		Dispensers	Paper Towel Dispenser		Controls > 42" high	57.75"	Relocate the paper towel dispenser so that the operable part is 42" max. above the finished floor.	2	353	$706
73	Women's Toilet Room	1		Dispensers	Tampon Dispenser		Controls > 42" high	49"-63"	Relocate the sanitary napkin dispenser so the operable part is 42" max. above the finished floor.	1	353	$353

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
74	Men's Toilet Room	1		Dispensers	Other		Controls > 42" high	52"	Relocate toilet seat cover dispenser so that seat covers can be reached 42" max. above the finished floor.	1	353	$353
Toilet Rooms for Children												
Lavatory (Children)												
75	Children's Toilet Room	1		Lavatory (Children)	N/A		Exposed plumbing underneath	-	Insulate or otherwise configure pipes to prevent contact at lavatory.	1	92	$92
Dispensers (Children)												
76	Children's Toilet Room	1		Dispensers (Children)	Other		Dispenser controls > 42" high	62"	Relocate tampon dispenser so the operable part is 42" max. above the finished floor.	1	353	$353
Additional Access												
Drinking Fountains												
77	Corridor by Men's Toilet Room	1		Drinking Fountains	Low		No drinking fountain provided for standing users Knee or toe clearance not provided	- 26"	Install a Hi-Lo drinking fountain. Provide knee and toe clearance, 27" min. high at drinking fountain for seated users.	1	4028	$4028
Best Practice												

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
78	Directory by Secondary Entrance	1							Although directories are not covered by the ADA, it is recommended to provide a directory with a non-glare finish.	1	-	$0
79	Town Clerk	1							Recommend providing a lower opening in the glazing at the accessible counter.	1	-	$0
80	Library, Teen Lounge	1							Recommend providing one chair without arms.	1	-	$0
81	Main Entrance to Town Hall	1							Signage is misleading and may confuse people going to the Library, where only one of the two doors has an automatic door opener and a sign with the International Symbol of Accessibility. Recommend providing an International Symbol of Accessibility on both doors so that people understand that both routes are accessible.	1	-	$0
82	Main Entrance to Town Hall	1							This is a great example of an accessible recessed floor mat.	1	-	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
83	Accessible Route to Children's Library From Accessible Parking	Ext.							The parking lot has an adequate number of accessible parking spaces, however they are all located near one entrance. IHCD recommends relocating 1 accessible parking space and curb ramp by the Children's Library entrance. It is a circuitous route of 140 feet from the accessible parking spaces by the main entrance to the entrance to the Children's Library.	1	-	$0
84	Electric Vehicle Parking Space	Ext.							The ADA Standards do not include specific provisions for electric vehicle (EV) charging stations. However, it is advisable to address access to EV charging stations so that they are usable by people with disabilities. IHCD recommends providing 1 accessible charging station including signage with the International Symbol of Accessibility and accessible routes along each side of the space.	1	-	$0

Council on Aging



Town of Tyngsborough

ADA Transition Plan

August 2020

Institute for Human Centered Design

200 Portland Street, Boston, MA 02114
www.IHCDesign.org • info@IHCDesign.org
617-695-1225 voice/ tty

Background

Year Built: 2014

The Council on Aging is a one-story facility located at 169 Westford Road. The Council is bordered by a parking lot on one side and Westford Street on the other. The facility has an entrance on each side, both of which could be brought into compliance.

Spaces at the Council on Aging include a 48-capacity exercise room, an activity room, men's and women's multi-user toilet rooms, offices and a dining room. Activities provided at the facility include Zumba, yoga, meditation, tai chi, book clubs, knitting and crocheting, card games, domino games, bingo, parties, coffee hours, and art programs. The Council provides guidance on housing issues, social security, home-delivered meals, and nutrition programs.

Key Accessibility Issues

Exterior Access Routes

The route leading to the entrance on the street side of the building has a slope greater than 1:20 (5.00%) and should be treated as a ramp with compliant handrails, landings and edge protection.

Signage

Accessibility issues include egress and designation signage that is not provided or not compliant.

Additional Accessibility Issues

- Accessible parking signage is mounted lower than allowed and one accessible parking space has a sign that is not located at the head of the parking space.
- Door opening force is greater than allowed and door maneuvering clearance is obstructed at several doors.
- The drinking fountain for standing users acts as a protruding object.
- Adequate clear floor space for a person using a wheelchair is not provided in the director's office in front of the director's desk.
- The paper towel dispenser in the women's toilet room acts as a protruding object.
- The clothes rod in the coat closet is located higher than 48" above the finished floor.

Order of Magnitude Cost Estimates

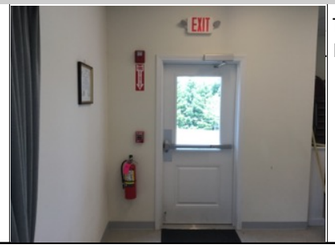
- Renovate exterior routes: $5,921
- Provide compliant egress signage: $2,476
- Provide compliant designation signage: $1,392
- Miscellaneous corrective actions (including parking spaces, operable parts, protruding objects, drinking fountain, etc.): $1,902

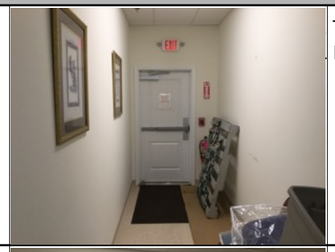
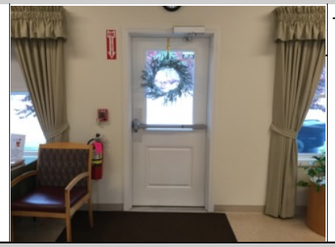
Total: $11,691

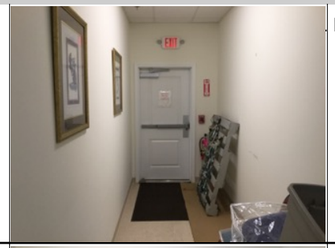
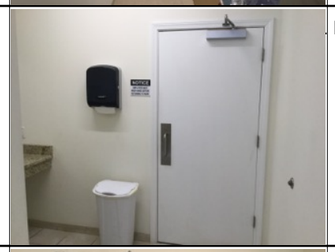
Best Practice and Inclusive Design

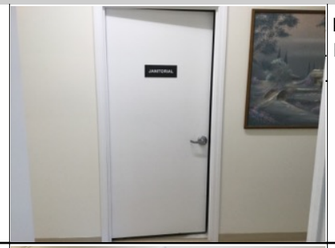
Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

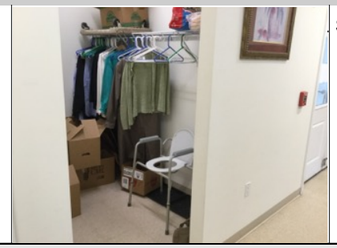
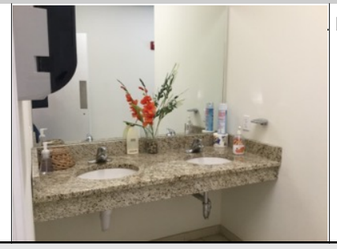
- Recommend providing accessible signage at all permanent rooms where signage is not provided.

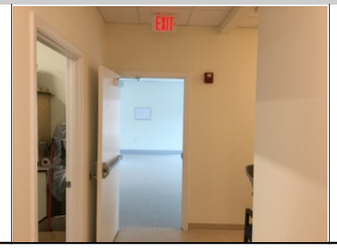
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Off-Street Parking Lot or Garage												
1	Parking Lot	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces Sign bottom < 60" above finished grade	72 6 2 56.5”	Locate signs with the bottom of the sign 60" min. above the ground.	6	Labor	$0
2	Parking Lot	Ext.		Off-Street Parking Lot or Garage	Visitor		Parking signage misplaced	-	Relocate the accessible parking space signage at the northeast parking space so that the sign is located at the head of the parking space.	1	500	$500
Exterior Ramp												
3	Secondary Entrance (Street Side)	Ext.		Exterior Ramp	N/A		Running slope > 1:12 (8.3%) Handrails are not provided	8.4% -	Reduce running slope to be no steeper than 1:12 (8.3%). Ensure that there is a 60" deep landing at the top and bottom. Provide two handrails with 1-1/4" to 1-1/2" circular cross sections. (Cost for repaving a asphalt ramp to a shallower slope, including 1-1/2" pipe handrails).	1	5921	$5921
Emergency Exit												
4	Egress to Step on North Side	1		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	232	$464

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Egress to Parking	1		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	$464
6	Main Entrance/ Exit	1		Emergency Exit	N/A		Directional sign to accessible emergency exit not provided Illuminated Int. Symbol of Acc. not provided (MAAB)	- - -	Provide a directional sign indicating the location of the nearest accessible emergency exit. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	$432
7	Secondary Entrance (Street Side)	1		Emergency Exit	N/A		Door requires > 15 lbs. of force to open	22 lbs.	Adjust closers of exterior doors so doors do not require more than 15 pounds of force.	1	Labor	$0
Access to Goods and Services												
Means of Egress												
8	Egress to Street	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)		Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48”- 60” above the finished floor located on the latch side of the door. After the exit, including the exterior, is brought into compliance, provide an illuminated sign with the International Symbol of Accessibility.	1	1116	$1116
Interior Access Route												
9	Director’s Office	1		Interior Access Route	N/A		Clear floor space not provided	45.5"	Relocate desk so that there is space for a person using a wheelchair (48" deep min.) to be able to sit in front of the desk for a meeting.	1	Labor	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Doors, Doorways, & Gates											
10	Egress to Parking	1		Doors, Doorways, & Gates	Emergency Egress		Maneuvering clearance(s) not provided	-	Relocate rack so that there is 12" min. clearance on the latch side of the door.	1	Labor	$0
11	Men's Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Relocate trash bin to ensure that there is 18" clear on the latch side of the door.	1	Labor	$0
12	Main Entrance	1		Doors, Doorways, & Gates	Circulation		Door requires > 5 lbs. of force to open	10 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	$0
13	Women's Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	10 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	$0
14	Men's Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	10 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	$0

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
	Signage											
15	Janitor	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
16	Electrical Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
17	Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
18	Women’s Toilet Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
19	Men’s Toilet Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
20	Dining Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	232	$232
Operable Parts												
21	Coat Closet	1		Operable Parts	Clothes Rod/Hooks		Side reach > 54"	66.5"	Relocate the clothing rack to be 48" max. above the finished floor.	1	256	$256
Toilet & Bathing Rooms												
Dispensers												
22	Women's Toilet Room	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Relocate paper towel dispenser out of the circulation path.	1	256	$256
Additional Access												
Drinking Fountains												
23	Drinking Fountains Between Toilet Rooms	1		Drinking Fountains	Hi-Lo		Standing height fountain does not have cane protection	-	Provide a cane-detectable barrier skirt under the high unit.	1	890	$890
Best Practice												

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
24	Exercise Room	1						-	Recommend providing accessible designation signage at all permanent rooms where it is not provided.	1	-	$0







Town of Tyngsborough, Massachusetts

PART C – Self-Evaluation Summary

February 2021

Prepared by the

Institute for Human Centered Design

200 Portland Street, First Floor
Boston, MA 02114
617.695.1225 voice/tty
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Part C – Self-Evaluation Summary

Introduction Note:

This ADA Self-Evaluation report includes a summary of the Town's policies obtained by an on-line ADA questionnaire developed by the Institute for Human Centered Design (IHCD). There was a very good response to the survey with survey submissions coming from nineteen (19) departments. IHCD also received responses to a survey sent to members of the Tyngsborough Commission on Disability. In addition, this Self-Evaluation report includes a summary of architectural barriers identified during accessibility surveys performed by IHCD teams between June and July of 2020.

Together these findings are designed to help move the Town towards full compliance with its obligations under the Title II of the Americans with Disabilities Act (ADA) and/or the 521 CMR Massachusetts Architectural Access Board regulations.

For clarity, this ADA Self-Evaluation report is organized as follows:

- Legal Overview;
- Summary of the Evaluation of Policies in Programs, Services, and Activities;
- Summary of the Evaluation of Facilities.

1. Legal Overview

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

Federal Obligation: American with Disabilities Act (ADA)

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

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

- A physical or mental impairment that substantially limits one or more major life activities (i.e. working, talking, hearing, seeing, caring for one's self);
- Having a record of a physical or mental impairment that substantially limits one or more major life activities;
- Being regarded by others as having an impairment such as individuals with severe facial scarring.

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

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

Note that the websites of Title II entities are also considered "*programs*" and should be accessible to the standards of the Web Content Accessibility Guidelines 2.0 AA. A review of the Town of Tyngsborough's website will be provided as part of the scope of work of this contract.

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

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

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

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

Alterations to historic properties under the ADA

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

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

State Obligation:

Massachusetts Constitutional Amendment – Article 114

The Massachusetts Constitution states:

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

Article 114 is written broadly. It prohibits discrimination based on disability on any level within the state, not just for recipients of state or federal funds. For example, Town meetings must be held in an accessible location with sign language interpreters provided if needed, and the Town cannot refuse to do business with an individual based on the person's disability.

Massachusetts Architectural Access Board

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

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

For renovation, remodeling, or alteration:

- The work being done must comply with the regulations.
- If the work done in any 36-month period is greater than $100,000, the "work being performed" is required to comply. In addition, an accessible entrance and an accessible toilet room, telephone and drinking fountain (if toilets, telephones and drinking fountains are provided) shall also be provided.
- If the work done in a 36-month period is more than 30% of the "full and fair cash value" of the building2, the entire building must come into compliance.

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

[2] This is usually the assessed value established by the city or town. *See* 521 C.M.R. § 5.38 for details about establishing value where no assessment exists.

2. Summary of the Evaluation of Policies in Programs, Services and Activities

Title II of the Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities by public entities. Activities covered include all services, programs and activities offered by the public entity, all aspects of employment, services carried out by contractors, all activities of the local legislative and judicial branches and public transportation.

A thorough understanding of the requirements of Title II of the ADA is an essential responsibility of public entities.

Please note that a complete summary of the Town's policies, practices and procedures is included in Part B – Evaluation of Non – Discriminatory Policies and Practices in Programs, Services and Activities.

The ADA administrative requirements help to ensure that the needs of people with disabilities are addressed in all services, programs and activities that the Town operates. A Title II entity is required to:

1. Designate a ***Responsible Employee*** (ADA Title II - 28 CFR Part 35.107 (a)) to coordinate compliance with the ADA. The purpose of having a responsible employee – ADA Coordinator - is to ensure that when the public deals with a state or local government agency, the public is able to identify a person who is knowledgeable with the requirements of the ADA.

The Town of Tyngsborough has met its obligation by designating two individuals as ADA Coordinators; Human Resources Coordinator Brigette Bell is the ADA Coordinator for issues related to employment, and Building Commissioner Paul Welcome focuses on physical access to municipal facilities and programs.

2. Adopt and distribute a public ***Notice*** (ADA Title II - 28 CFR Part 35.106) of the provisions of the ADA to members of the public who may participate in the Town's programs, services and activities. The effective notice should state the Town's obligations under the ADA and include the complete contact information of the ADA Coordinator.

From the responses submitted by staff and based on a review of the Town's website it seems that the Town of Tyngsborough has a Notice of Non-Discrimination Policy that covers digital content.

However, the Town does not appear to have an ADA Non-Discrimination Notice that covers all Town programs, services and activities beyond those provided in an online format.

The Town should adopt a Notice of Non-Discrimination policy to comply with the ADA Title II that states that public entities shall take initial steps to notify program/service participants, beneficiaries and employees of its obligations.

Once adopted, IHCD recommends distributing the Notice to all department heads, publishing the Notice in all the materials distributed by the Town, posting the Notice on the Town's website home page and posting copies in public locations in the Town's buildings.

3. Develop and distribute *Grievance Procedures* (ADA Title II - 28 CFR Part 35.107 (b)) for prompt resolution of any complaint regarding disability discrimination.

A Grievance Policy for Town employees is included in the Town of Tyngsborough Personnel Policy. There is also a grievance procedure from the Commission on Disability for members of the public who believe they have been discriminated against on the basis of disability as relates to the Town's programs, policies and procedures. It is on the Town's website and includes a process for appeal. In addition, IHCD was informed that, "Our special education department distributes handbooks and [a] manual to all families that outline processes. We also fall under all DESE requirements." However, based on survey responses, it is not clear if staff in all departments is aware of their ADA obligation and the process for meeting the requirements for grievance procedures.

IHCD recommends the Town take steps to clarify its Grievance Procedure by distributing to all department heads, and posting copies of it in noticeable locations in each of the Town's public buildings. Furthermore, ensure the Town's employees are aware of the Grievance Procedure process and can provide information to members of the public about the process when appropriate. Ensure the Grievance Procedure form is in an accessible format on the Town website. [See attachment #1 for a sample Grievance Procedure.]

4. *Modify its Policies, Practices and Procedures* (ADA Title II – 28 CFR Part 35.130(b)(7)) when necessary to avoid discrimination.

From all of the responses submitted by staff, there is no evidence that the Town was unable to provide a reasonable modification. However, there is also no evidence on the Town website that a reasonable modification policy exists.

IHCD recommends the Town take additional steps to ensure that Town's employees can provide information to members of the public about the process of requesting reasonable modification of policies when appropriate. The Town should provide a form for requesting reasonable modifications of policies on the Town's website, and state the commitment to provide copies in accessible formats upon request.

5. Provide *Reasonable Accommodation* (ADA Title II – 28 CFR Part 35.140(a)) to qualified employees with disabilities. This requirement may include modifying work schedules, job restructuring, and making facilities used by employees readily accessible to an employee with a disability, or moving the employee, if possible without compromising job responsibilities, to an accessible location.

There is no evidence that the Town has failed to provide reasonable accommodation to its employees. Also, from the responses to the ADA questionnaire, no departments stated they did not have reasonable accommodation policies in place. IHCD recommends that the Town of Tyngsborough becomes familiar with the excellent free national resources from the *Job Accommodation Network* (https://askjan.org).

6. Provide *Auxiliary aids and services* (ADA Title II – 28 CFR Part 35.160) to ensure effective communication with people with disabilities. This provision requires ADA Title II entities to take steps to ensure that communication with members of the public and employees with disabilities is as effective as communication with others. This requirement may include but is not limited to providing sign language interpreters, providing Computer-Assisted-Real-time-Translation (CART), written materials for persons who are deaf or have difficulty hearing, braille or large print information or information in digital format for people who are blind or have difficulty seeing.

From the questionnaires received, it is clear that many departments have procedures for effective communication in place, and IHCD was provided with a Special Accommodation Statement from the Commission on Disability indicating how to request CART or similar services for a public meeting. However, when asked how effective communication is ensured responses also included, "There is no process in place", "Not available at this time", and "NA."

Because some departments seemed unclear on effective communication, it seems that clarifying procedures of providing effective communication could be beneficial. IHCD's New England ADA Center staff can provide a training on effective communication if the Town is interested. If it is determined that a training would be beneficial, please contact our office.

The Town should consider developing and publicizing clear processes for members of the public and employees to request auxiliary aids and services. Ensure that the Town's website and other web-based services are accessible to people with disabilities. It is the Department of Justice's positon that when services are provided on a website, those services too must be made accessible. The website should be considered a "program" of the Town. (See web accessibility report).

3. Summary of the Evaluation of Facilities

The analysis of existing conditions that encompasses the body of this evaluation is based on observations and documentation completed by IHCD team during site visits. This accessibility survey included the following facilities:

Public Buildings

Council on Aging
Fire Station 1
Fire Station 2
Fire Station 3
First Parish Meeting House
Littlefield Library
Old Town Hall
Police Department
Town Hall - Library

Schools

Laveview School
Tyngsborough Elementary School
Tyngsborough Middle School
Tyngsborough High School

Building Facilities Overview

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

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

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

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

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

IHCD recommends the following improvements at the following Town facilities:

Public Buildings

Council on Aging

- Renovate exterior routes.
- Provide compliant egress signage.
- Provide compliant designation signage.

Fire Station 1

- Renovate exterior routes.
- Provide two (2) accessible parkin.g spaces.
- Install compliant entrance and egress signage.
- Renovate interior doors (including installing an automatic door opener in the toilet room).
- Provide a portable ramp between the office and fire engine room during tours.
- Renovate toilet room.

Fire Station 2

- Cost for the renovation of this building is not included due to extremely limited use by the public and the extent of the accessibility issues within the building. IHCD recommends that

the Town not use this building for public programs, services and activities, and that any public programs be relocated to another accessible location.

Fire Station 3

- Cost for the renovation of this building is not included due to the extremely limited use by the public. IHCD recommends that the Town not use this building for public programs, services and activities, and that any public programs that take place here be relocated to another accessible location.

First Parish Meeting House

- Provide compliant signage at entrances and exits.
- Install an automatic door opener at the altar lift.
- Install compliant handrails at the stair between the basement and the mezzanine.
- Renovate sink in the bride's room.

Littlefield Library

- Provide a compliant exterior ramp (replace existing ramp).
- Renovate the single-user toilet room.
- Renovate doors (fix entrance threshold and provide two automatic door openers).

Police Department

- Provide a van accessible parking space.
- Provide compliant entrance, egress, directional and designation signage.
- Renovate doors.
- Renovate two service counters.
- Provide a second handrail at one exterior stair.
- For one men's, one women's and one juvenile cell, provide an accessible toilet/lavatory combo and ligature-resistant grab bars.
- Renovate single-user toilet room.

Town Hall - Library

- Provide compliant egress signage.
- Renovate interior doors (including installing one automatic door opener).
- Provide compliant designation and informational signage.
- Provide two (2) compliant service counters.
- Provide compliant work surfaces.

- Provide an assistive listening system in Meeting Room 2.
- Renovate toilet rooms.
- Provide a Hi-Lo drinking fountain.

Schools

Lakeview School

- Renovate and provide exterior routes.
- Renovate accessible parking spaces.
- Provide compliant egress, directional and designation signage.
- Renovate doors (including door hardware and widening doors).
- Renovate exterior ramps (including edge protection and repair).
- Provide four (4) accessible service counters.
- Provide an interior lift to the cafeteria stage.
- Provide an assistive listening system in the cafeteria.
- Provide four (4) accessible lockers.
- Provide three (3) accessible picnic tables and an accessible route to each.
- Renovate toilet rooms.
- Provide knee and toe clearance at sinks. (The sinks in the nurse's office and in one classroom are given as an example. The exact number of sinks to be renovated will be based on the program the Town may offer in the future within the building.)
- Provide an accessible route around the play area.
- Provide an accessible impact-attenuating surface to and around play components in three playgrounds (poured-in-place rubber).

Tyngsborough Elementary School

- Renovate toilet rooms.
- Provide compliant egress, designation and directional signage.
- Renovate and provide an accessible route to and around three (3) playgrounds and to scattered or standalone play components.
- Provide an accessible impact-attenuating surface to and around play components in three playgrounds (poured-in-place rubber).
- Renovate and provide an accessible route connecting the boundary of sport activity at each exterior athletic field and court, spectator and team seating area, etc.
- Provide five (5) accessible work surfaces.
- Provide two (2) accessible picnic tables.
- Provide an assistive listening system.

Tyngsborough Middle School

- Renovate and provide accessible parking.
- Provide edge protection at two exterior ramps.
- Provide compliant entrance, egress, directional and designation signage.
- Remedy protruding objects through cane-detectable barriers or relocation.
- Renovate doors.
- Renovate egress stair handrails.
- Provide a new lift in the gym.
- Provide two (2) accessible service counters.
- Relocate operable parts within reach range.
- Provide two (2) accessible dining surfaces and 14 accessible work surfaces.
- Provide companion and aisle designated seats in the auditorium.
- Provide an assistive listening system in the auditorium.
- Provide eight (8) accessible lockers in the corridor.
- Renovate boys' and girls' locker room benches and changing areas.
- Provide three (3) accessible showers in the two boys' and one girls' locker rooms.
- Renovate toilet rooms.
- Renovate six (6) drinking fountains.
- Renovate eight (8) classroom sinks.

Tyngsborough High School

- Renovate and provide exterior access routes.
- Renovate the curb ramp by the main entrance.
- Renovate accessible parking.
- Renovate exterior stairs.
- Provide compliant egress, directional and designation signage.
- Renovate interior routes (including relocating protruding objects and altering changes in level).
- Renovate doors (including providing two automatic door openers).
- Provide audible car position indicator inside elevator cabin and compliant hoistway signage.
- Renovate three (3) service counters.
- Relocate operable parts within reach range and ensure they are operable with a closed fist.
- Provide accessible dining and work surfaces.
- Provide four (4) compliant aisle designated seats in the auditorium.
- Provide an assistive listening system in the auditorium.

- Provide a compliant bench in four (4) locker rooms and relocate the coat hook in the boys' locker room.
- Renovate one of each type of science lab.
- Provide one (1) accessible picnic table.
- Install a platform lift to the press box.
- Renovate toilet rooms.
- Provide accessible showers in locker rooms.
- Provide an accessible changing room in the girls' locker room.
- Renovate six (6) drinking fountains.
- Renovate ten (10) classroom sinks.
- Provide accessible routes to areas of sport activity.

Reference List:

Federal Laws:

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

State Law:

- 521 CMR Massachusetts Architectural Access Board – Rules and Regulations

Guidance:

- ADA Action Guide for State and Local Governments: https://www.adaactionguide.org
- ADA Checklist for Existing Facilities: https://www.adachecklist.org
- Outdoor Developed Areas: A Summary of Accessibility Standards for Federal Outdoor Developed Areas: https://www.access-board.gov/attachments/article/1637/outdoor-guide.pdf
- US Access Board: https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/guide-to-the-ada-standards/animations
- ADA Checklist for Polling Places: https://www.ada.gov/votingchecklist.htm
- Solution for Five Common ADA Access Problems at Polling Places: https://www.ada.gov/ada_voting/voting_solutions_ta/polling_place_solutions.htm

Part B – Evaluation of Non-discriminatory Policies & Practices in Programs, Services & Activities

Introduction

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

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

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

Corrective action is needed in policies and procedures to create written policies that would ensure the Town of Tyngsborough's compliance with applicable laws. In addition, the Town may wish to consider making a commitment to a more accessible website, and the Town has taken an important step in that direction by requesting a website accessibility report from IHCD. Choosing to make the website completely accessible would make it available to site visitors who use assistive technology such as screen readers as well as to website visitors with a mix of other functional limitations. The website is also a valuable asset in communicating the Town's commitment to equal opportunity for people with disabilities through a clear statement and contact information for the ADA Coordinator. It can also provide a helpful opportunity to share information about accessible routes to reaching the Town's programs and activities including meetings as well as requesting effective communication or modification of policies.

This report summarizes IHCD's findings of ADA Title II compliance. The information pertinent to this assessment was obtained by an on-line ADA questionnaire developed by the Institute for Human Centered Design (IHCD) and submitted by 19 departments from the Town of Tyngsborough, from the Town's website, and from materials forwarded to IHCD by Town employees. A questionnaire was also

submitted to the Commission on Disability and returned by 3 Commission members. This mix of sources constitutes the basis for this compliance assessment report. It is clear that the Town understands its obligations under Title II of the ADA but additional steps are necessary to ensure that people with disabilities enjoy the same opportunities to participate in its programs, services and activities as Tyngsborough residents without disabilities.

Analysis

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

> *No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity (28 CFR Part 35.130 (a)).*

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

1 - Designation of Responsible Employee

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

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

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

Finding

The Town of Tyngsborough has designated two individuals as ADA Coordinators; Human Resources Coordinator Brigette Bell is the ADA Coordinator for issues related to employment, and Building Commissioner Paul Welcome who focuses on physical access to municipal facilities and programs.

Recommendations

The Town should consider clarifying for its entire community and Town employees the name and scope of responsibilities of the ADA Coordinators. Highlighting this information will improve compliance and make for more efficient operations with respect to the needs of members of the public with disabilities.

Furthermore, clarification regarding the ADA Coordinator will:

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

2 – Grievance Procedures

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

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

Findings

A Grievance Policy for Town employees is included in the Town of Tyngsborough Personnel Policy. It provides for an appeal process and has a stated timeframe for the scheduling of an appeal hearing and response. There is also a grievance procedure from the Commission on Disability for members of the public who believe they have been discriminated against on the basis of disability as relates to the Town's programs, policies and procedures. It is on the Town's website and includes a process for appeal, though no specific timeframe for a response is indicated beyond stating that the response should be prompt. In addition, IHCD was informed that, "Our special education department distributes handbooks and [a] manual to all families that outline processes. We also fall under all DESE requirements."

However, it is not clear if staff in all departments is aware of their ADA obligation and the process for meeting the requirements for grievance procedures. Regarding grievance procedures, department responses include: "There is no process in place", "NA" and "No procedure has been implemented."

Recommendations

The Town should take steps to clarify its grievance process regarding members of the public.

IHCD recommends:

- Provide an "ADA Compliance" link on the Town's website home page directly to the Grievance Procedure form and state the commitment to provide copies in accessible formats upon request.
- While the grievance procedure for members of the public provides a two-step review process that allows for appeal, it should also include reference to reasonable time frames for review and resolution of the grievance.
- Ensure good record keeping for all complaints submitted and documentation for steps taken towards resolution.
- Distribute the grievance procedure to all department heads, and post copies of it in noticeable locations in each of the Town's public buildings.

- Ensure Town employees and the public are aware of the grievance procedure process and can provide information to members of the public about the process when appropriate.

- Ensure the complete contact information for the ADA Coordinators including name, address, email and phone number is included in the grievance procedure.

[See attachment #1 at the end of the document]

3 – Notice

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

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

Findings

From the responses submitted by staff it appears that the Town of Tyngsborough does not have a uniform policy regarding the posting of ADA Non-Discrimination Notices for members of the public. Responses from Town departments include: “Don’t know”, “No”, “I am not sure” and “Unknown.”

The Tyngsborough IT Department sent a link to a, “…new Town of Tyngsborough website, refreshed in Spring 2019” that included an accessibility notice statement related to digital accessibility which is located at the following web address: http://www.tyngsboroughma.gov/site-information/#accessibility However, this is not an ADA Non-Discrimination Notice that covers all Town programs, services and activities beyond those provided in an online format.

Note: Samples of an ADA Non-Discrimination Notice are provided in Attachment# 2 towards the end of this document.

Recommendations

The Town should adopt a Notice of Non-Discrimination policy to comply with the ADA Title II that states that public entities shall take initial steps to notify program/service participants, beneficiaries and employees of its obligations:

- Publish the Notice in all the materials distributed by the Town; post the Notice on the Town's website home page and post copies in public locations in the Town's buildings.
- Distribute the Notice to all department heads. Copies should also be provided to any person upon request.
- Include the ADA Coordinators name, address, telephone number and email address on materials and publications that contain general information disseminated to staff and members of the public.

[See attachment #2 at the end of the document]

4 - Reasonable Modification of Policies, Practices and Procedures

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

> *A public entity shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.* (28 CFR Part 32.130 (b)(7))

Findings

A public entity must make reasonable modifications in policies, practices, or procedures unless the modification would fundamentally alter the nature of the service, program, or activity. From all of the responses submitted by staff, there is no evidence that the Town was unable to provide a reasonable modification. However, there is also no evidence on the Town website that a reasonable modification policy exists.

Recommendations

The Town should develop written policies and procedures to ensure compliance with the ADA.
IHCD recommends:

- Tyngsborough should ensure that Town employees can provide information to members of the public about the process of requesting reasonable modification of policies when appropriate.
- Tyngsborough should also ensure that the form for requesting reasonable modifications of policies is on the Town's website, and state the commitment to provide copies in accessible formats upon request.

- Include the ADA Coordinators name, address, telephone number and email address on materials and publications that contain general information disseminated to staff and members of the public.

5 – Eligibility Criteria

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

> *A public entity shall not impose or apply eligibility criteria that screen out or tend to screen out an individual with a disability or any class of individuals with disabilities from fully and equally enjoying any service, program, or activity, unless such criteria can be shown to be necessary for the provision of the service, program, or activity being offered. (28 CFR Part 35.130 (8)).*

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

Findings

Some departments responded to the online questionnaire indicating that they have eligibility criteria such as age, residency, honorable discharge and minimum qualifications. These requirements are necessary for the provision of the service, program or activity, and permitted under the ADA.

6 – Employment and Reasonable Accommodation

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

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

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

Findings

From the responses to the ADA questionnaire, no departments stated they did not have reasonable accommodation policies in place.

Recommendations

- Ensure that materials and publications that contain general information disseminated to the Town's employees include information on the requirements of reasonable accommodation under the ADA.
- On the Human Resources website page clearly provide information on who to contact regarding reasonable accommodation requests.
- IHCD recommends that Town of Tyngsborough employees familiarize themselves with the excellent free national resource from the Job Accommodation Network (https://askjan.org).

[See attachment #3 at the end of the document]

7 – Effective Communication through Auxiliary Aids and Services

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

> *A public entity shall take appropriate steps to ensure that communications with applicants, participants, members of the public, and companions with disabilities are as effective as communications with others. (28 CFR Part 35.160 (a)).*

Auxiliary aids and services are devices or services that enable effective communication for people who have vision, hearing, or speech disabilities (communication disabilities), use different ways to communicate. The type of auxiliary aid or service necessary to ensure effective communication will vary in accordance with the length and complexity of the communication involved (e.g., a query at a service counter in the Town Offices, a meeting, a job description).

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

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

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

Findings

From the questionnaires received, it is clear that many departments have procedures for effective communication in place, and IHCD was provided with a Special Accommodation Statement from the Commission on Disability indicating how to request CART or similar services for a public meeting. However, when asked how effective communication is ensured responses also included, "There is no process in place", "Not available at this time", and "NA."

Recommendations

The Town should consider developing and publicizing clear processes for members of the public and employees to request auxiliary aids and services:

- The Town of Tyngsborough would benefit from a written policy on Effective Communication so staff across all departments has an understanding of their responsibility and clarity about what to do.

- Distribute the Effective Communication notice and the existing Special Accommodation Statement that indicates how to request an accommodation for a public meeting to all department heads; publish it in a local newspaper of general circulation serving the Town; in all materials regarding the Town's programs, services or activities and on the Town's website home page. Copies should also be posted in prominent locations in the Town's public buildings.

- Staff should clearly understand the responsibility to provide auxiliary aids and services where necessary to afford qualified individuals with disabilities, including applicants, participants, companions, and members of the public, an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity of a public entity. (28 CFR Part 35.153 (b)). Staff should also clearly understand the process for requesting auxiliary aids and services when needed.

- Staff needs to understand the scheduling time necessary in requesting a sign language interpreter or a Computer-Assisted Real Time Interpreter (CART) through the Commission for the Deaf and Hard of Hearing or other provider.

- Interpreters must be qualified.

  Note: A "qualified" interpreter means someone who is able to interpret effectively, accurately, and impartially, both receptively (i.e., understanding what the person with the disability is saying) and expressively (i.e., having the skill needed to convey information back to that person) using any necessary specialized vocabulary.

- Ensure the Police Department provides sign language interpreters in a timely manner as follows:

  - Non-scheduled Interpreter Requests**:** A "non-scheduled interpreter request" means a request for an interpreter made by an inmate, visitor, companion, or other member of the public, who is deaf or hard of hearing with less than two (2) hours advanced notice. For non-scheduled interpreter requests, the interpreter shall be provided no more than two (2) hours from the time of the request for an interpreter if the service is provided through a contract interpreting service or a staff interpreter who is located off-site or 30 minutes from the request for an interpreter if the service is provided through a Video Remote Interpreting service.

  - Scheduled Interpreter Requests**:** A "scheduled interpreter request" is a request for an interpreter made two (2) or more hours before the services of the interpreter are required. For scheduled interpreter requests, the Police Department will make a qualified interpreter available at the time of the scheduled appointment. If an interpreter fails to arrive for the scheduled appointment, upon notice that the interpreter failed to arrive, the Police Department will immediately use reasonable

efforts to call an interpreter service for another qualified interpreter or provide Video Remote Interpreting service.

- Members of the public also need to have a clear understanding of the process for requesting auxiliary aids and services and the time period in which a request must be made if it involves ASL interpreters, CART, or special equipment such as assistive listening devices that may need to be rented. This information, which is provided in the Commission on Disabilities Special Accommodating Statement, should be included in the general information for the public as well as on the Town's website.

- In determining what type of auxiliary aid or service is necessary to comply with Title II of the ADA, the Town should give primary consideration to the expressed preference for a particular auxiliary aid or service by deaf and hard of hearing individuals. Primary consideration means that the Town of Tyngsborough will inquire as to the choice of auxiliary aid or service of the person with a disability and will honor the expressed choice unless the Town can demonstrate that another equally effective means of communicating is available.

- Ideally, the Town should develop a system for training staff to meet these responsibilities especially knowing the processes for securing braille, making large print, other types of accessible formats, understanding how to request interpreters or CART and the length of time needed prior to an event. It is also important that staff know how to use and maintain the assistive listening systems and other special devices to assist people with disabilities to enjoy effective communication.

- IHCD, through its New England ADA Center, can provide a training for the Town of Tyngsborough on effective communication that would be appropriate for department heads and public-facing Town staff in order to build confidence about rights and responsibilities and building capacity within the Town to comply with this important element of the ADA.

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

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

"All of our materials are available, upon request, in accessible format such as audio, large print or braille."

- Ensure that staff interacting with the public is fully trained on how to respond to TTY and relay calls for telephone communications with people who are deaf, have difficulty hearing or have speech disabilities.

Even though there is a fundamentally changed pattern among people who are deaf or hard-of-hearing in relation to communication technology, TTY remains a compliance requirement. Because of these advances in communication technology, some people who are deaf and people with speech disabilities no longer have TTYs in their homes and rely instead on instant messaging, text messaging, email, or the video communication features of computers.

- Ensure that the Town's website and other web-based services are accessible to people with disabilities. It is the Department of Justice position that when services are provided on a website, those services too must be made accessible. (see www.ada.gov/mclennan_pca/mclennan_sa.html *Section K on Web Based Services and Programs*)

- To address these Information and Communication Technology (ICT) issues, Tyngsborough should commit to fixes and maintenance of the website accessibility. All staff should undergo training on accessibility best practices for posting web content and creating accessible documents. All third-party software should be properly vetted for compliance with WCAG 2.0 AA and section 508 of the Rehabilitation Act.

- Ensure that all the fillable forms on the Town's website are accessible to people with disabilities.

IHCD recommends providing web forms or accessible fillable PDF's for all the forms available on the Town's website.

- Include captioning for all the videos available on the Town's website.

- Additionally, under Title II of the ADA, emergency programs, services and activities must be accessible to people with disabilities. Ensure that the Town takes the necessary steps to

effectively communicate with people with disabilities and make the emergency plan available on the Town's website and update the emergency procedure as often as is necessary.

8 – Emergency Preparedness, Evacuation Plans, and Emergency Shelters

While a review of the Town of Tyngsborough's emergency preparedness, evacuation plans and emergency shelters was not part of this RFP, as evidenced by recent U.S. Department of Justice's (DOJ) Project Civic Access settlement agreements, DOJ's views on emergency preparedness, shelters and evacuation plans are critical components of a Town's responsibilities related to accessibility.

Recommendations

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

For more information see:

Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities - *http://www.ada.gov/emergencyprepguide.htm*

ADA Tool kit: Emergency Management - *http://www.ada.gov/pcatoolkit/chap7emergencymgmt.pdf*

FEMA Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters - http://www.fema.gov/pdf/about/odic/fnss_guidance.pdf

Additionally, we recommend considering engaging the National Fire Protection Association (NFPA) for evacuation training and guidance, providing and load verifying backup power source for elevator to address Functional Needs Support Services (FNSS) emergency shelter needs, installing one or more accessible showers to meet emergency shelter needs and providing backup power for charging batteries for wheelchairs or breathing equipment and refrigeration for medication to meet emergency shelter needs.

Tyngsborough Public School Policies

IHCD reviewed the 2019-2020 Parent Handbook for Tyngsborough Public Schools.

Based on this review, IHCD recommends the following:

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

Reference List

ADA Action Guide for State and Local Governments:

- www.adaactionguide.org

Department of Justice:

- Americans with Disabilities Act Title II Regulations: http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm

- Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities - *http://www.ada.gov/emergencyprepguide.htm*

Federal Emergency Management Agency:

- FEMA Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters - http://www.fema.gov/pdf/about/odic/fnss_guidance.pdf

Job Accommodation Network:

- http://www.askjan.org

New England ADA Center:

- https://www.newenglandada.org

Attachment #1: Sample Grievance Procedures

Long

Americans with Disabilities Act Grievance Procedure

This grievance procedure is established to meet the requirements of the ADA. It 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 (Name of Public Entity).

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number, email address 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 as soon as possible, preferably within 60 calendar days of the alleged violation to:

(ADA Coordinator name and contact information).

Within 15 calendar days after receipt of the complaint, (name of ADA Coordinator) will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, (name of ADA Coordinator) will respond in writing, and where appropriate, in format that is accessible to the complainant, such as large print, braille, or audio tape. The response will explain the position of the (Name of Public Entity) and offer options for substantive resolution of the complaint.

If the response by (name of ADA Coordinator) does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response to the (Head of Public Entity) or designee.

Within 15 calendar days after receipt of the appeal, the (Head of the Public Entity) or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the (Head of the Public Entity) or designee will respond in writing, and, where appropriate, in a format that is accessible to the complainant, with a final resolution of the complaint.

Short

Americans with Disabilities Act Grievance Procedure

Complaints concerning discrimination on the basis of disability by the (Name of Public Entity) may be sent to (ADA Coordinator name and contact information). (Name of ADA Coordinator) will contact the complaint within 15 calendar days after receipt of the complaint to discuss the complaint and will respond in writing within 15 days of the discussion.

Attachment #2: Sample ADA Notice

Long

Americans with Disabilities Act

(Name of Public Entity) does not discriminate on the basis of disability in its services, programs, or activities.

Employment: (Name of Public Entity) does not discriminate on the basis of disability in its hiring or employment practices and complies with the ADA title I employment regulations.

Effective Communication: (Name of Public Entity) will, upon request, provide auxiliary aids and services leading to effective communication for people with disabilities, including qualified sign language interpreters, assistive listening devices, documents in Braille, and other ways of making communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: (Name of Public Entity) will make reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy programs, services, and activities. For example, people with service animals are welcomed in (Name of Public Entity) offices, even where pets and other animals are prohibited.

Requests: To request an auxiliary aid or service for effective communication, or a modification of policies or procedures contact (ADA Coordinator name and contact information) as soon as possible, preferably XX days before the activity or event.

Complaints: Send complaints to (ADA Coordinator name and contact information).

Short

Americans with Disabilities Act

The (Name of Public Entity) does not discriminate on the basis of disability in its programs, services, activities and employment practices.

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 reasonable modification to programs, services or activities contact the ADA Coordinator as soon as possible, preferably XX days before the activity or event.

A grievance procedure is available to resolve complaints. Upon request, this notice is available in alternative formats such as large print or braille. (ADA Coordinator name and contact information)

Attachment #3: Sample ADA Employment Policy

The NAME of TOWN/CITY is committed to equal opportunity in all aspects of employment for qualified individuals with disabilities. In accordance with the Americans with Disabilities Act (ADA) and other federal and state law, it is the policy of the NAME of TOWN/CITY to provide necessary reasonable accommodation in employment to any qualified individual with a disability unless the accommodation would impose an undue hardship on the operation of the NAME of TOWN/CITY or would change the essential functions of the position.

Website Accessibility and Usability Synopsis of Issues

February 2021

Institute for Human Centered Design
200 Portland Street, Boston, MA 02114
www.HumanCenteredDesign.org | info@IHCDesign.org
617.695.1225 v/tty

Introduction
The Institute for Human Centered Design (IHCD) conducted a review of the Tyngsborough website (www.tyngsboroughma.gov). This review consisted of an internal assessment by deep content experts, which focused on applicable portions of the World Wide Web/Web Accessibility Initiative (W3C-WAI) Web Content Accessibility Guidelines (WCAG 2.1).

Overview
The Tyngsborough MA website is built on the WordPress CMS with PHP and MySQL. It incorporates the accessibility features that are built-in with the WordPress framework. Based on a review of the website, there are some important elements and functionality that present barriers for accessibility to a wide range of users.

The main issues that are persistent on the Tyngsborough website are issues with semantic structure such as skipped or incorrect heading levels, missing ARIA attributes and states to make elements such as dropdown menus accessible for assistive technology users, issues with consistency of design and content layout, which is particularly significant for people with brain-based disabilities, insufficient link text to provide context for screen reader users, and missing or inadequate alt text for images.

Headings are crucial for users navigating with assistive technology to access content easily and independently, to understand the context and hierarchy of the content presented. Headings that do not follow the necessary semantic structure and/or are not descriptive of the content they are representing present barriers to access for all users and especially, screen reader users. When headings are consistent, clear, and descriptive, users find the information they seek more easily, and they understand the relationships between different parts of the content more easily. For example: there is no heading level 1 on the home page; on other pages such as “Schools,” “Meeting Minutes” and “Accounting” there are incorrectly tagged headings and skipped heading levels.

Another key issue is the inconsistency of webpage design and content layout, which is particularly significant for people with brain-based disabilities, and older, non-native technology users. All webpages of a website must, to the extent possible, maintain consistency in color, format and styling. For example: the “Doing Business” page has a significantly different look compared to the other pages on the site. This could easily confuse and disorient many users, some of whom may have difficulty returning to the intended page or task, causing barriers to independent access of the site and its functionality.

When navigating with a keyboard it should be visually apparent which element on the screen has visual focus. Visual focus with keyboard navigation is extremely important for a wide range of users including, but not limited to, users with Low-Vision who may be navigating with a screen reader, older adults and non-native technology users, users with dexterity limitations who cannot rely on the use of a mouse or trackpad to access web content. All page functionality should be available using a keyboard, unless the functionality cannot be accomplished in any known way using a keyboard. This ensures that all users have equal access to all information and functionality in the website.

Users highly rely on the ‘Search’ functionality when information cannot be found with ease through the main navigation menu, but on the Tyngsborough Website the ‘Search’ function sometimes provides results that are irrelevant to the word users are searching for. For Example: If a user searches for ‘library’ the result that shows is for ‘public calendar’ and no relevant links or information show up for the public library.

There are multiple images on the website which lack proper alternative text for images. All images must have alternative text to convey what is depicted in the image to screen reader users. Providing concise and accurate alternative text is essential to making images accessible to users with visual or certain brain-based disabilities.

Other issues common across the website are insufficient link text and color contrast. Link text’s need to have context along with it at all times for users using assistive technology instead of standalone links such as ‘read more’. Issues related to color contrast makes it difficult for users with low-vision to clearly see the data presented.

Miscellaneous Issues
In addition to the compliance and usability issues that have been explored in detail in the catalog that follows, there are several accessibility issues that are relatively minor but still critical to remedy in the long run to ensure an equitable and inclusive experience for all users.

On various pages there are some errors that were noted. Following are the list of items:

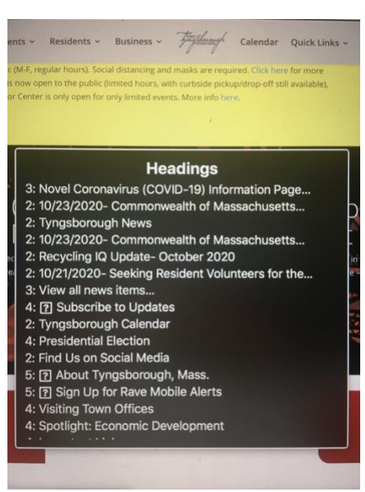
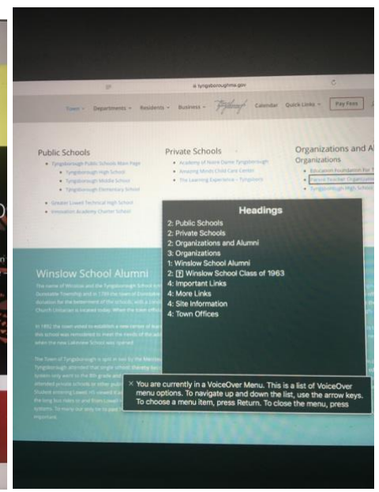
- On the ‘Schools’ page, below Organizations and Alumni Organizations the first topic ‘Education Foundation For Tyngsborough’ doesn’t have a link, making it inaccessible for all users. Ensure a link is provided.

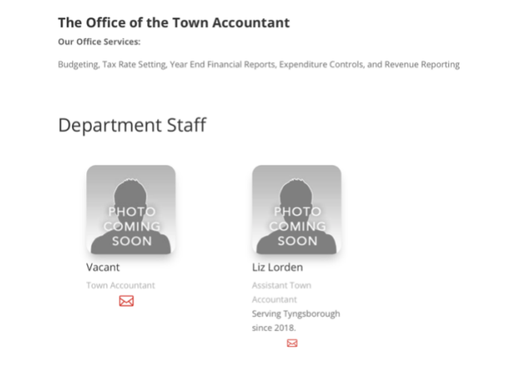
- Under ‘public records’, the email ID provided for General Town Records and Board/ Committee Records ‘jsultzbach@tyngsboroughma.gov’ when clicked on pulls up a pop up with the email id ‘mhanson@tyngsboroughma.gov’ causing people to get confused or having emails sent to the wrong address, ensure the address provided is correct.

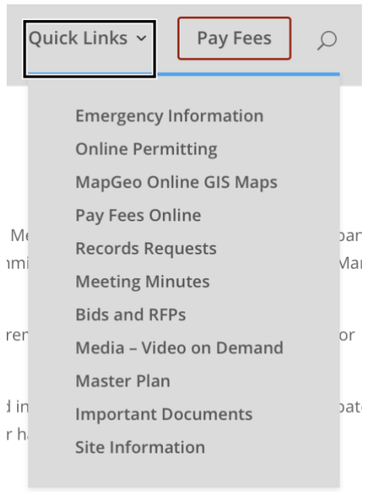
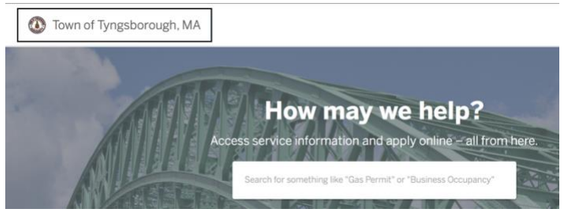
- For ‘Trash and Recycling’ page there is a comma after ‘the page(above),’ which is linked to the home page. Delete redundant links on pages for a smooth navigation.

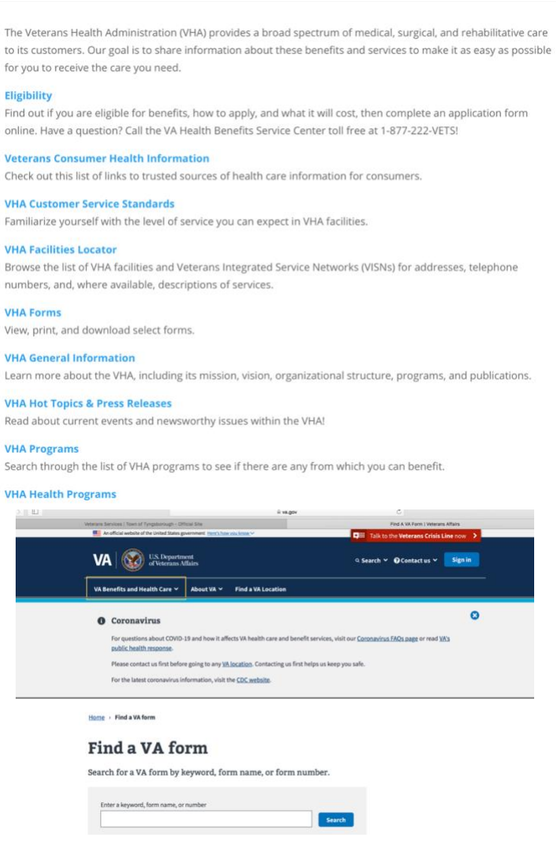
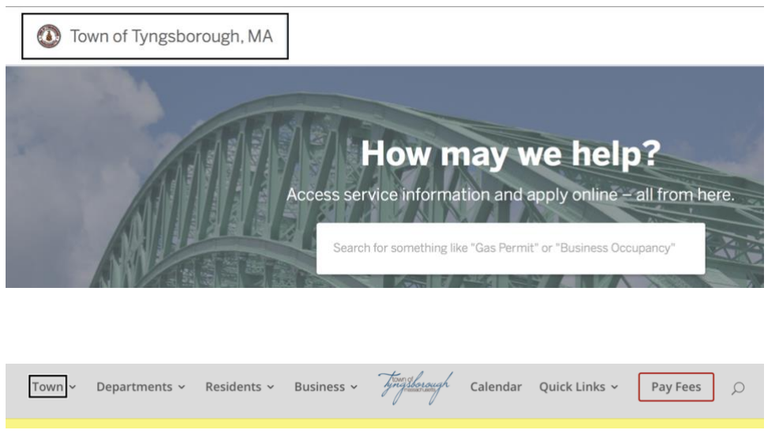
- On the Page ‘Information for New Residents’ the sidebar navigation bar is missing the content that needs to be presented under the collapsible menus. Ensure consistency and format of information presented is maintained across the site. On the same page there is no PDF available even though it states, “click below to download a full-size PDF of the Town’s roads.” Ensure information and documents are provided where ever necessary.

- On the ‘Accounting’ page the office hours has M -Th which is not read as Monday to Thursday instead it reads as ‘M – Th’. All information and operable elements on the user interface must be understandable both visually and when navigating content with assistive technology including screen readers and screen magnifiers. Words and numbers read by screen readers must be clear, distinct and easy to understand contextually without causing doubt or confusion.

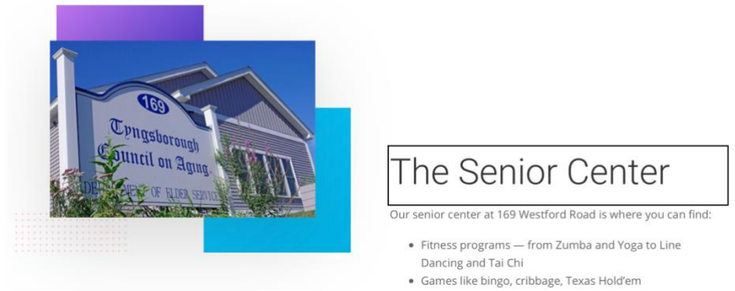
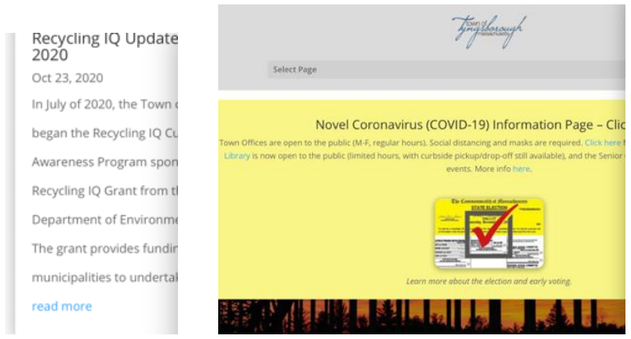
1		Main Navigation	Lack of 'Skip to Main Content' Link	**Background** Screen reader dependent users rely on skip links to jump past redundant navigation content. Skip links must anchor to the main content on each page. Having a skip to main content feature is important for many user groups including blind and Low-Vision users who rely on screen readers, but also users with dexterity impairments who rely on the use of keyboards to navigate web content who may experience pain due to repetitive keystrokes on every web page. **Current** The skip link is missing on all pages, forcing users to navigate through repetitive navigation menus on all web pages. This quickly leads to frustration among users who are looking to access the main or new content on each web page without being forced through familiar and repetitive content multiple times. **Recommendation** Ensure that a 'Skip to Main Content' link is provided on all pages on the website. The link typically appears on the top left corner of the page and should have a programmatically focusable target with tabindex="-1".	Blind, Low-Vision, Dexterity Impairment WCAG 2.1 AA 2.4.1 Bypass Blocks
2	 	General Content	Skipped Heading I Inappropriate Heading Levels	**Background** Consistent and clear headings provide document structure and make content easier to consume. They also facilitate keyboard navigation for assistive technology users as screen readers have short keys that allow the users to navigate using different heading levels.Headings that are not clear and descriptive of the content they are representing presents all users and especially, non-visual screen reader users confusing experiences. **Current** Across the site the heading levels have been skipped, have inappropriate tags and titles. For example: On the "Home page" heading level 1 has been skipped. On some other pages likes "Schools", "Meeting Minutes" and "Accounting" to name a few have inappropriate heading levels. For 'Schools' the "Winslow School Alumni" is tagged as heading level 1 and some pages like meeting minutes don't have proper headings listed on the Page itself. **Recommendation**	Blind, Low Vision, Dexterity Impairment WCAG 2.1 AA 2.4.6 Headings and Labels

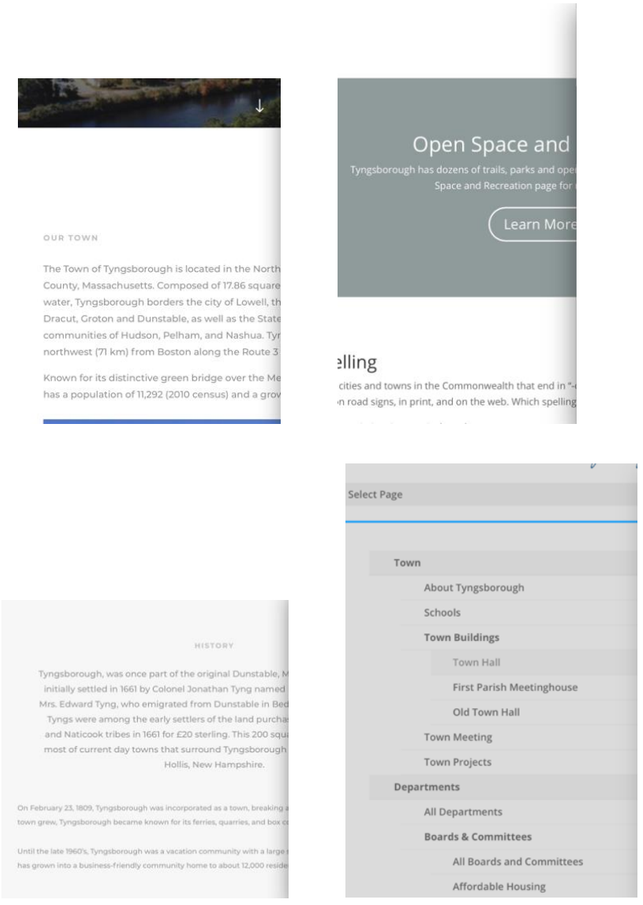
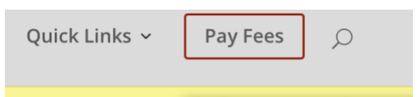
				Headings are utilized for site navigation, so heading level tags should be reserved for organizing main content. There should generally only be one heading level 1, and heading levels should be structured in sequential order with no skipped heading ranks (unless closing a subsection, for instance). Ensure that headings that are contained within other h-tags follow an accurate header hierarchy. Ensure that headings are not being used just to format the style of text. Heading tags should be kept independent of other lines of, as it makes it nonfunctional for users navigating with headings and does not follow best practices for clean coding. Heading names should be descriptive and unique (i.e.no repetition of heading names on the same page). Design Note For reference, please read https://www.w3.org/WAI/tutorials/pagestructure/headings/	
3		Menu Bar	Inaccessible Main Menu	**Background** For all user interface components, notification of changes in states must be available to user agents including assistive technologies. This is especially important for the users who are blind or have low vision who rely on screen readers to navigate web content. For example, when expandable menus collapse or expand, there should be a notification available for all sensory modalities. All functionality of the website must be operable through a keyboard interface **Current** With voice over on Safari, the main items in the menu bar are not read as a dropdown menu. It says “link Town 3”. Where “3” is read for every downward arrow next to the items that have it. The dropdown lists in the menu bar can only be accessed by hovering the mouse over it. More than half the content present	Low -Vision, Blind WCAG 2.1 AA 2.4.4 Link Purpose (In Context)

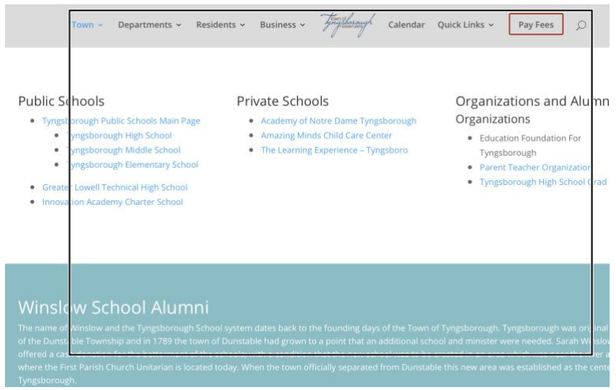
				becomes inaccessible to users who rely solely on keyboard navigation, voice over or jaws. With chrome, it's read as "link Town" and the 3 is not read for any of the items in the menu bar but all other issues noted in safari are present in chrome as well. **Recommendation** The downward arrows are used to communicate that the buttons contain dropdown list boxes. The buttons' roles must be programmatically defined and notify screen reader users that the buttons can be expanded to access a list of elements. It is not necessary for a screen reader to recognize the down arrow. Ensure that the special characters are ignored by screen reader and provide accessible names to communicate the information the symbols are communicating if any.	
4	 	General Content	External Link	**Background** When activating a link, it leads to changes in context, changes that are made must be predictable to users. Changes in context can confuse users who do not easily perceive the change or are easily distracted by changes including users with low vision or users with some brain-based functional limitations. **Current** Some links on the page such as Pay Fees and Online Permitting to name a few open up on a new tab without informing the user and takes them to another website. This makes it difficult for people who are blind or low vision to know which webpage they are on. **Recommendation** It is best practice to not have links open in a new window without informing the user as this can cause confusion for screen reader users especially when they are unaware of the change. Where this cannot be avoided ensure that users are informed prior to opening the new window. For example, having a discernable aria label will read 'Pay Fees opens in new window' rather than just opening up a new window without any notification.	Blind, Low-Vision, Brain-Based Functional Limitations WCAG 2.1 AA 3.2.1 On focus

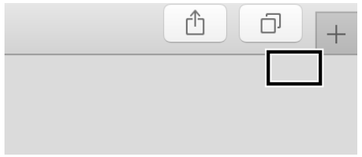
				Additionally, the site structure should adhere to web conventions such as main navigations for internal use, as to match a typical user's mental model, and prevent unprompted or unexpected actions. **Design Notes:** Consider using common icons for external links: **Engineering Notes:** Ensure all external links or icons are properly labeled to give context to screen reader users: <i class="external-link" aria-label="External Link" />	
5		Online Permitting	Inconsistent page structure I New Logo	**Background** Navigational mechanisms repeated on multiple webpages must be consistent each time, unless a change is initiated by the user. Use of consistent presentation and layout helps users who interact with repeated content within a set of webpages and need to locate specific information or functionality more than once. When users interact with repeated content across webpages, they are able to predict the location of the content they are looking for and find it more quickly when they encounter it again with consistent navigational components. Users with low vision who use screen magnification to display a small portion of the screen at a time often use visual cues and page boundaries to quickly locate repeated content. Presenting repeated content in the same order is also	Low-Vision, Blind, Brain Based, 65+ WCAG 2.1 AA 3.2.3 Consistent Navigation

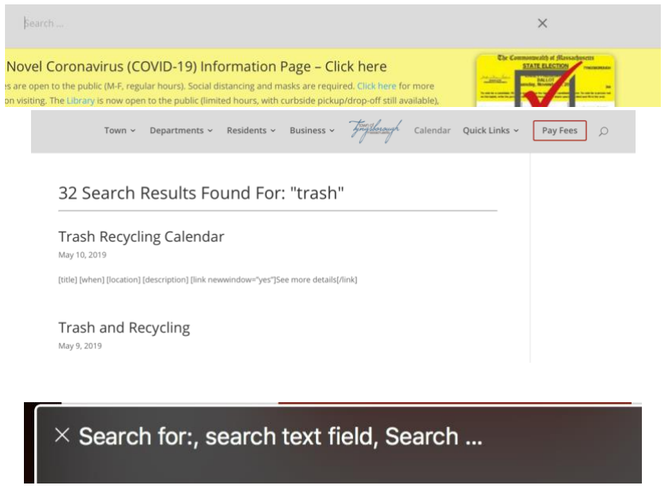
				important for sighted users who use spatial memory or visual cues within the design to locate repeated content. **Current** The Logo on the “Main” website and the “Online Permitting” page have two different logos. This could cause confusion to all users. **Recommendation** Maintain consistency with the Logo on all pages. It is very important that users are given a link to go back to the original Tyngsborough website home page from the ‘Online Permitting’ link by identifying the same logo to go back to the main home page.	
6	Trash and Recycling May 9, 2019 Health Home Curbside Pickup Organic Waste Hazardous Materials How Do I Dispose of... Trash & Recycling Calendar Contact Us Tyngsborough Recycling and Trash The Tyngsborough Board of Health is committed to serving residents by providing resources to manage... Recycling IQ Update- October 2020 Oct 23, 2020 | Town News In July of 2020, the Town of Tyngsborough began the Recycling IQ Curbside Education Awareness Program sponsored by a Recycling IQ Grant from the Massachusetts Department of Environmental Protection. The grant provides funding to municipalities to undertake enhanced... Site Information May 4, 2019 Site Disclaimer Site Accessibility Privacy About & Credits Site Feedback Email Alerts Site Information Thank you for visiting the new Town of Tyngsborough website, refreshed in Spring 2019. Please note that this is a preview version of the website. The...	General Content	Keyboard Accessibility	**Background** When navigating with a keyboard it should be visually apparent which element on the screen has visual focus. Visual focus with keyboard navigation is extremely important for a wide range of users including, but not limited to, users with Low-Vision who may be navigating with a screen reader, older adults and non-native technology users, users with dexterity limitations who cannot rely on the use of a mouse or trackpad to access web content. All page functionality should be available using a keyboard, unless the functionality cannot be accomplished in any known way using a keyboard. This ensures that all users have equal access to all information and functionality in the website. **Current** Without Voice Over, the keyboard navigation is inaccessible on all pages. **Recommendation** Ensure all content receives keyboard input and that the focus indicator, the screen reader audio, and the actual element that has keyboard focus are all in sync.	Low -Vision, Blind WCAG 2.1 AA 2.1.1 Keyboard

7	  	General Content	Insufficient Color Contrast	**Background** All text elements and images of text must have sufficient contrast between text in the foreground and background colors. Text that is too close in luminance (brightness) to the background can be hard to read for user with low vision. **Current** On several pages there is insufficient contrast between text in the foreground and background colors. Following are some of the examples: On the 'Senior center' page the blue button with 'about the center' has a contrast ratio of 1:9:1 On the 'trash and recycling page' the Blue text on white has a ratio of 2:7:1 On the 'homepage ' the Blue text on yellow background has a ratio of 2:4:1 On 'About Tyngsborough' The text 'Our town' has a ratio of 1:8:1 The text below 'our town' has a ratio of 3:1:1, 17px and The text 'Open space' has a ratio of 2:9:1 The title 'History' has a ratio of 1:7:1 The Text below 'History' has a ratio of 3:1:1 The drop down list from 'Select Page' for example the 'Town meeting' has a ratio of 4:1:1 – 14px **Recommendation** Ensure all text elements have at least 4.5:1 contrast for regular text and 3:1 for large text. IHCD recommends the Paciello Group's Color Contrast Analyzer: https://developer.paciellogroup.com/resources/contrastanalyser/	Low-Vision, Brain-Based Functional Limitations, 65+ WCAG 2.1 AA 1.4.3 Contrast Minimum

					
8		Search	Inaccessible Search Function	**Background** There must be more than one way available to locate a webpage to make it possible for users to locate content in a manner that best meets their needs. Some users may find one technique easier or more comprehensible than others. Search tool lets users locate content, without needing to understand or navigate through the structure of the website. This can be a quicker or easier way to find content, particularly on large sites. For example, users with visual impairments sometimes find it easier to navigate to the correct part of the site by using the search function, rather than scrolling through a large navigation bar using a screen magnifier or screen reader.	Blind, Low-Vision WCAG 2.1 AA 2.4.4 Link Purpose (In Context)







Current

The Search functionality presents several issues as follows:

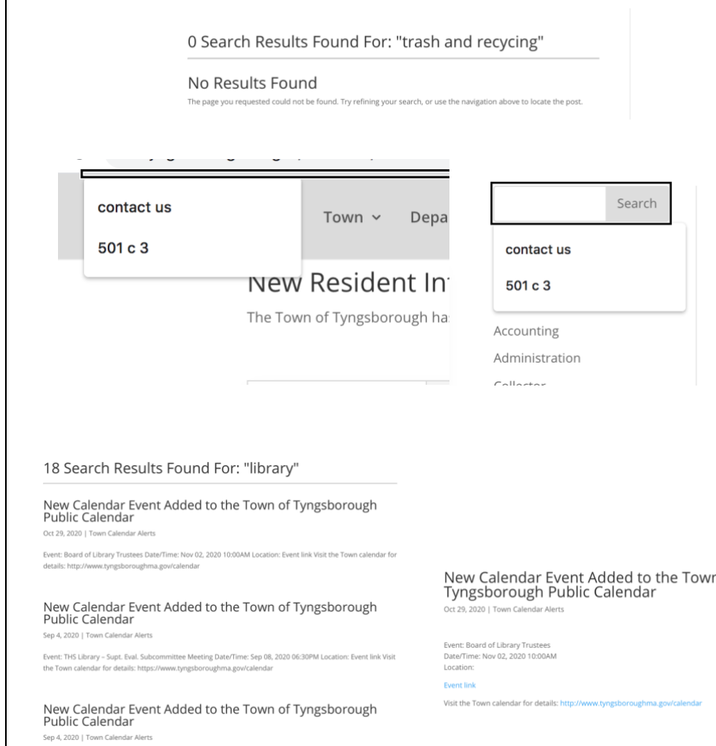
- On Safari, with Voice Over, after pay fees it reads as “end of navigation” with a large focus indicator as show in image and then reads from the search icon as “U, text element, search field, M”
- The Search icon isn’t bold, the contrast is very poor
- Search bar cannot be accessed through keyboard navigation only when enter is pressed, takes user to search results.
- In the Search results, the decorative line is also read.
- When the user searches for library the search content does not show a link to the library but instead shows links to the “Pubic Calendar”, refer image.

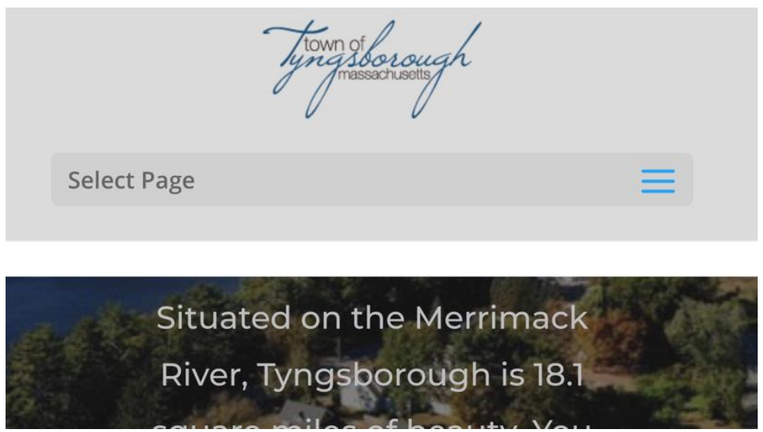
- In google chrome, the search on the menu bar pops up a small drop down with Contact us 501 C 3 while navigating with the keyboard and for read all It also reads Contact us after saying “search, search text field, contact us”

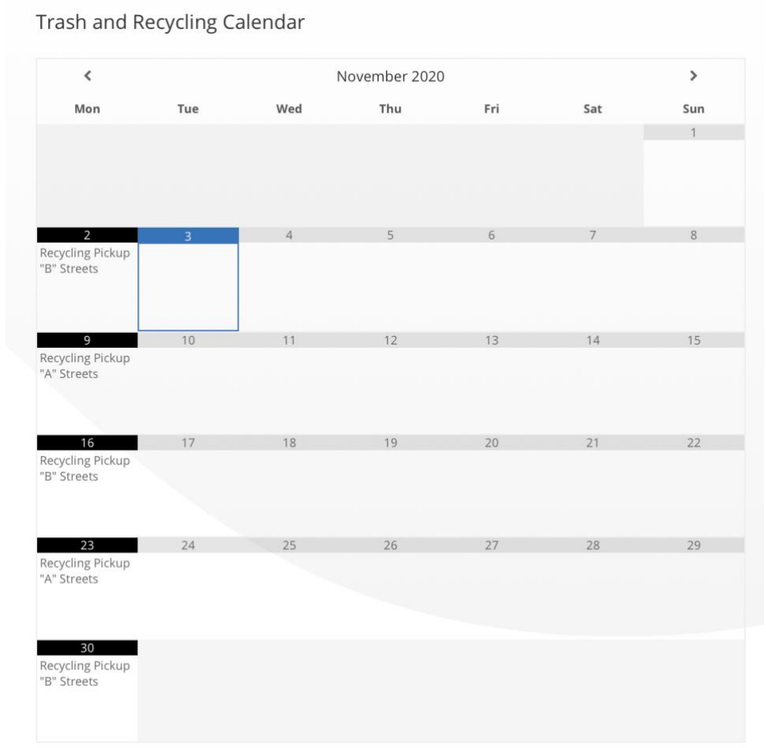
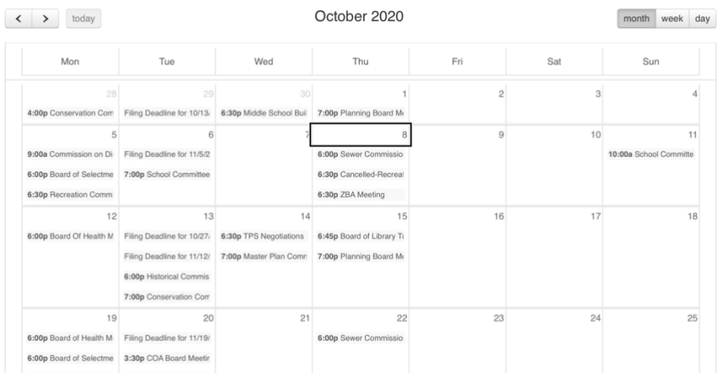
Recommendation

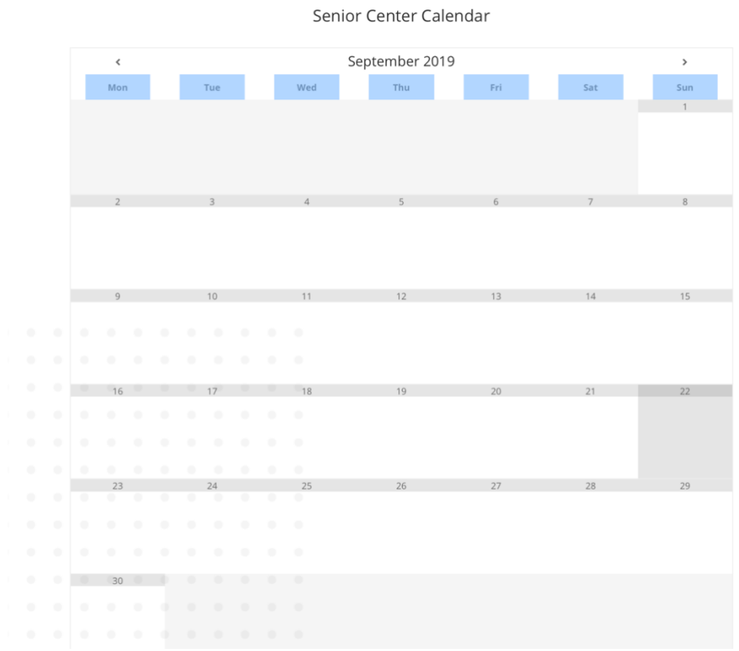
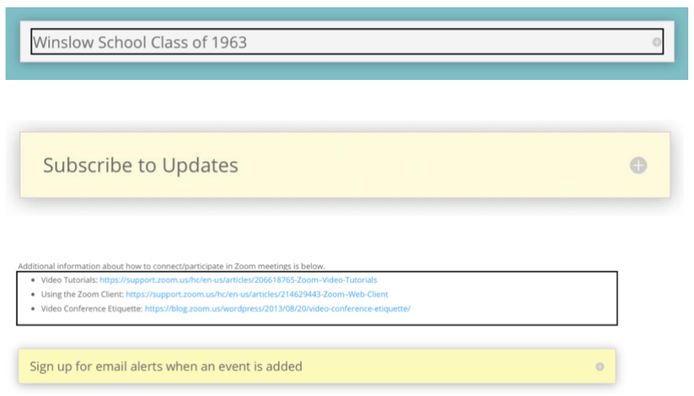
Ensure that the button clearly signifies its purpose by providing appropriate accessible name. Consider using aria-label or aria-labelledby attributes. The search functionality should work across browsers and screen readers.

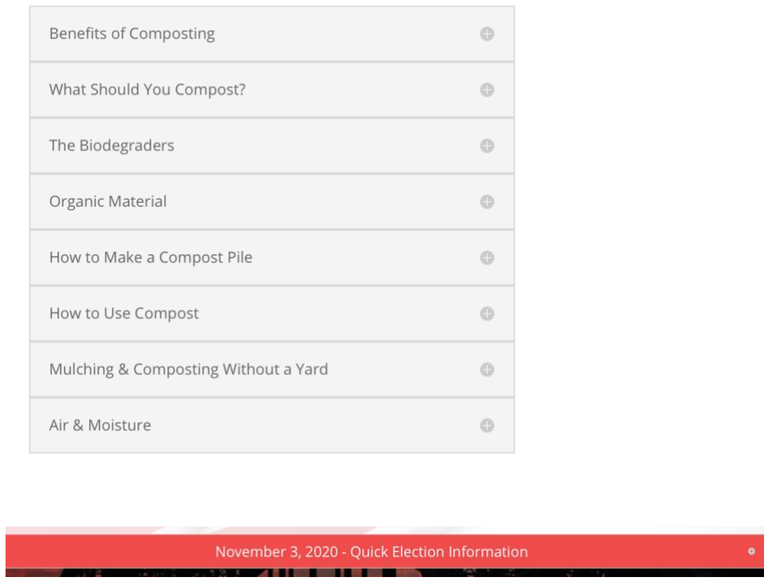
Ensure that the search tool doesn’t suggest or provide irrelevant content to the users.



9		Menu Bar	Non-Intuitive Title	**Background** Titles must be intuitive and familiar. Focusable elements must receive focus in logical and intuitive way that preserves its meaning and operability. **Current** When the page is zoomed to 150% the format of the menu bar changes, which is good but having a title such as select page may confuse users. Also, users can interact with these items only by clicking on the blue horizontal line icon shown in image which is a very small selection area and not easy intuitive. **Recommendation** A common title to use would be Main Menu. Consider making the selectable area larger to include the hamburger menu and text label to account for users' typical interactions.	Dexterity Impairments, Low-Vision, Brain-Based Functional Limitations WCAG 2.1 AA 2.4.4 Link Purpose 2.4.7 Focus Visible

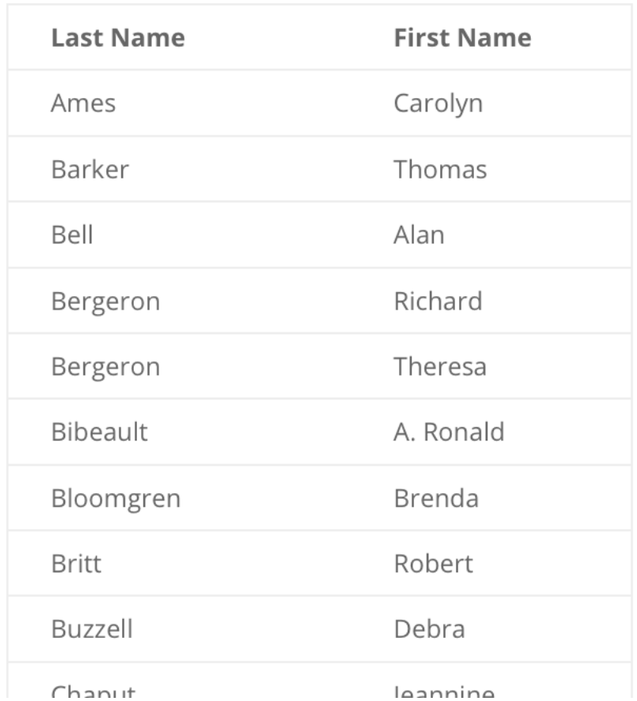
10		Trash & recycling	Missing ARIA Roles and States	**Background** Name and role of an element must be programmatically determined to let screen reader users define the element and know how to interact with it. For all user interface components, notification of changes in states must be available to user agents including assistive technologies. This is especially important for the users who are blind or have low vision who rely on screen readers to navigate web content. For example, when expandable menus collapse or expand, there should be a notification available for all sensory modalities. **Current** In the Trash and Recycling Calendar, November 2020 gets repeated multiple times due to the table format, making it frustrating to users to navigate. The recycling pick up information provided in the calendar is not announced as clickable or expandable and is available to users only if they hover over with a mouse making it inaccessible to users relying on assistive technology. **Recommendation** Ensure all user interface components are provided proper name, role and states to give an equal experience in understandability and interactivity for assistive tech users. Appropriate ARIA attributes and states can be used to give users the information they need about the clickable elements and all the content associated with them.	Dexterity Impairments, Low-Vision, Brain-Based Functional Limitations WCAG 2.1 AA 4.1.2 Name, Role, Value
11		Calendar	Inaccessible Calendar Content	**Background** When the sequence in which content is presented affects its meaning, a correct reading sequence must be programmatically determined so that the order is preserved when it is rendered through different assistive technologies such as screen readers. **Current** Each box in the calendar is split into further columns and rows and it does not inform date or day as it reads the calendar. September 2019 gets repeated multiple times while being read and days such as Monday and Sunday get read only as “Mon” and “Sun.” **Recommendation**	Blind, Low-Vision WCAG 2.1 AA 1.3.2 Meaningful Sequence

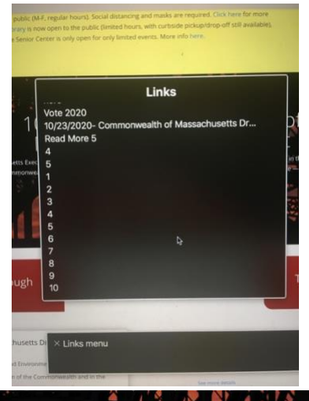
				Ensure that the data cells in the calendar widget are identified accurately with the context required to understand them and all the content being presented. Aria-label/aria-labelledby is one technique that can be used here.	
12		General Content	Missing Aria States	**Background** Name and role of an element must be programmatically determined to let screen reader users define the element and know how to interact with it. For all user interface components, notification of changes in states must be available to user agents including assistive technologies. This is especially important for the users who are blind or have low vision who rely on screen readers to navigate web content. For example, when expandable menus collapse or expand, there should be a notification available for all sensory modalities. **Current** All the items on the website designed as expandable drop down menus are read as headings and repeated twice without informing the user that they can be expanded. Only sighted users are aware that they are expandable. For example: For the first image shown it reads as ‘heading level 2 2 items Winslow School class of 1963’ then shifts focus to the plus symbol and then reads ‘Winslow School class of 1963’ again.	Dexterity Impairments, Low-Vision, Brain-Based Functional Limitations WCAG 2.1 AA 4.1.2 Name, Role, Value

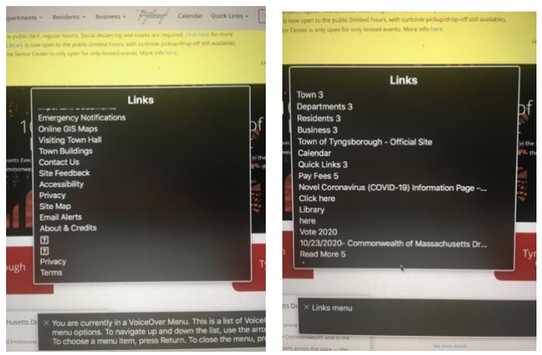
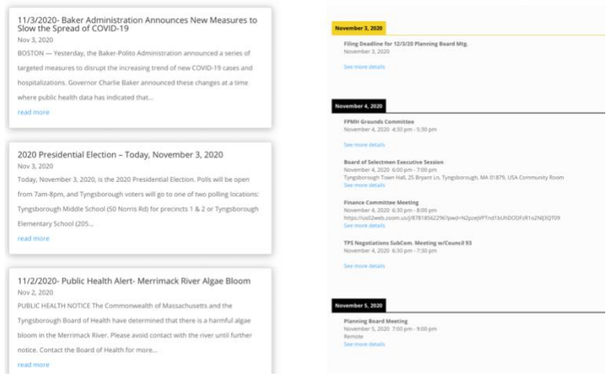


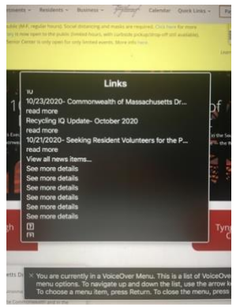
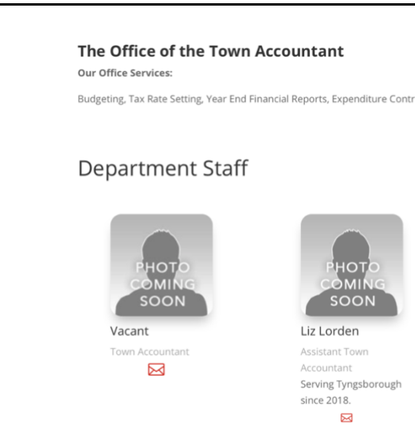
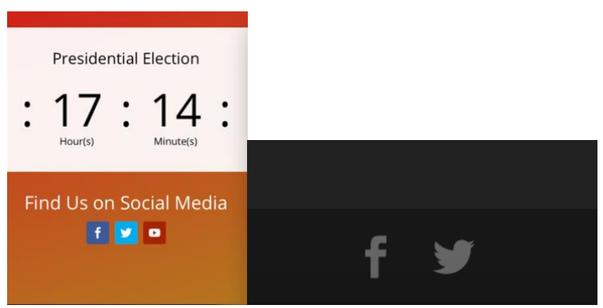
Recommendation

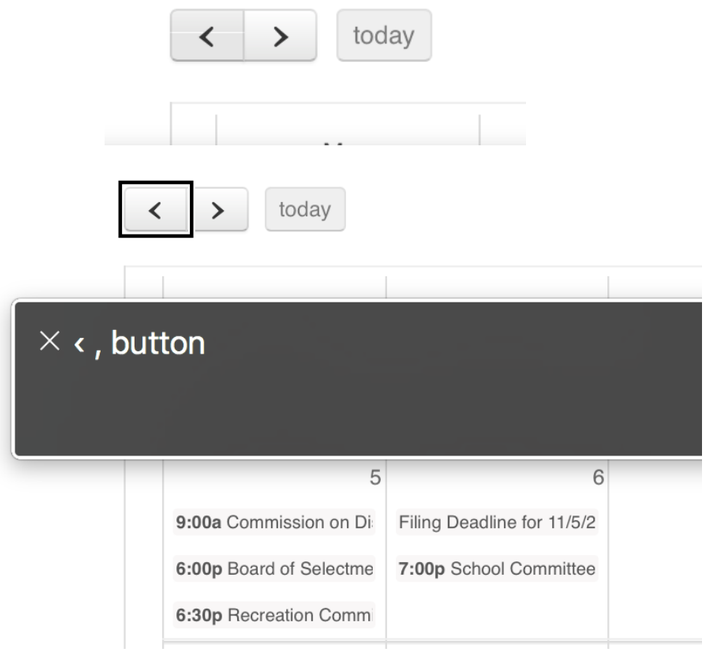
Ensure all user interface components are provided proper name, role and states to give an equal experience in understandability and interactivity for assistive tech users. This can be done using ari-haspopup and aria-expanded states to indicate whether regions of the content are expandable/collapsible, and to expose whether a region is currently expanded or collapsed.

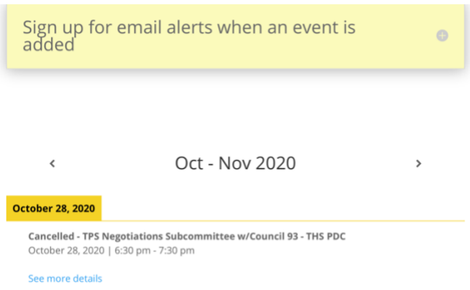
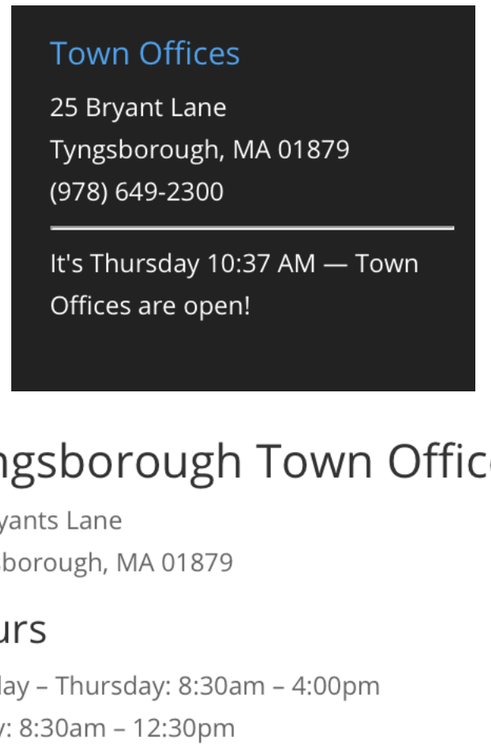
13		Schools	Table read incorrectly	**Background** All tables must be labelled correctly to easily understand the information presented. Users who have brain-based disabilities and rely on assistive technology such as voice over, it would be difficult for them to remember what each column and row represents for lengthy or complicated tables. **Current** The Winslow School Alumni list reads as “row 2 of 87 / column 1 of 2 Ames/ column 2 of 2 Carolyn”. As users navigate through the large number of data cells, it can be difficult for many users to contextualize the information and recall what each denotes. **Recommendation** It needs to read as, Row 2 of 87/ column 1 of 2 Last Name Ames Column 2 of 2 First Name Carolyn.	Blind, Low-Vision WCAG 2.1 AA 1.3.2 Meaningful Sequence

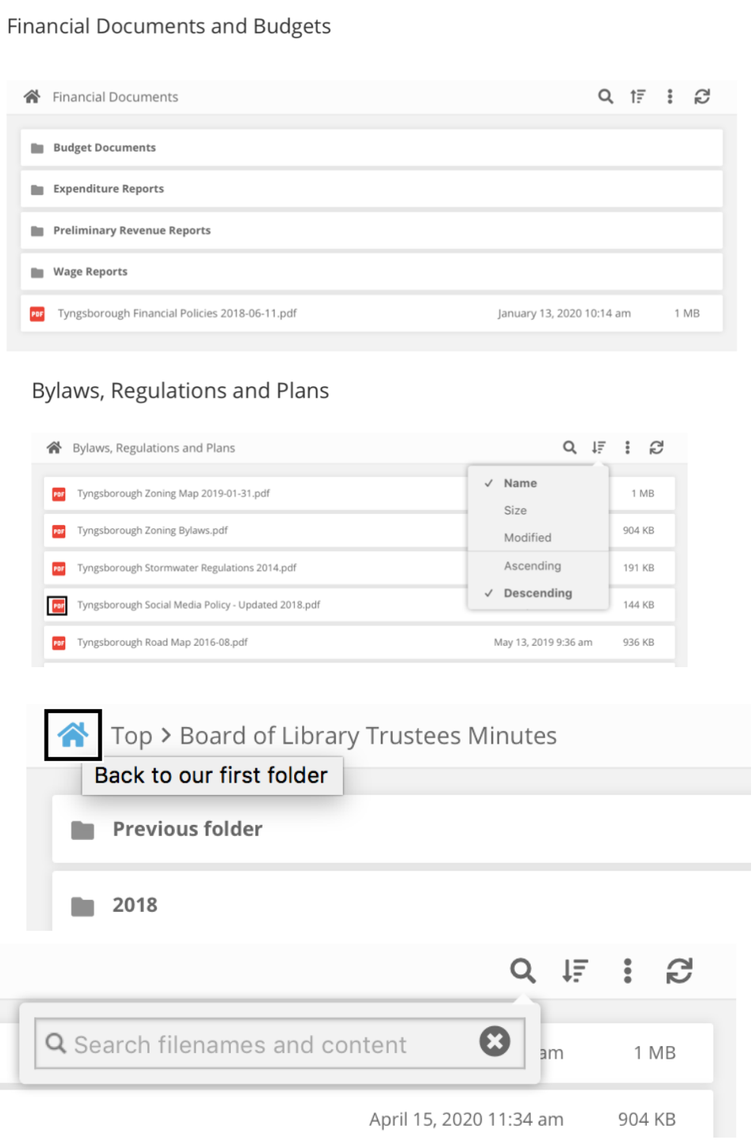
14	$15.00 – Orange Sticker Sectional couch ($15/piece) | Couch/chair (upholstered) | Love seat Table (large) | Desk | Bureau/side boards Toilet | Entertainment center | Windows Wood file cabinets | Bath tubs | Wood (50 lb. Bundle) Doors (wood) | Mattress/box spring (1 item) | Tub enclosures Head boards | Sink | Vanity/cabinet Carpeting (50 lbs bundle) 3 feet length No charge (Pink sticker) Wood chairs | Coffee tables | End tables Children's toys (under 50 lbs) | Bicycles | Plastic lawn furniture Mirrors | Crib mattress $5.00 (Pink sticker) Extra Bag of trash	Trash and Recycling	Info and Relationships	**Background** All tables must be labelled correctly to easily understand the information presented. Users who have brain-based disabilities and rely on assistive technology such as voice over, it would be difficult for them to remember what each column and row represents for lengthy or complicated tables. **Current** Under "Trash and Recycling," the section which categorizes items under different stickers is presented in a table format when the information presented doesn't require it. **Recommendation** The items that are currently listed as a table should be listed as regular list items. Tables can be difficult to navigate for assistive technology users and should only be used to present content where there isn't a better alternative and easier to access format.	Blind, Low-Vision WCAG 2.1 AA 1.3.2 Meaningful Sequence
15	 	Home Page	Inaccessible Carousel	**Background** Users navigating a webpage with a screen reader rely on descriptive link text to understand the purpose and function of the content. When link texts are unspecific, screen reader users are unable to find the information they are searching for. Link text of each link should be purposeful so that users can decide whether they want to follow the link. Whenever possible, a page must provide link text that identifies the purpose of the link without needing additional context. Many screen reader users navigate by pulling up a list of links on a webpage. Descriptive link text is extremely important to users who navigate with this list of links. **Current** On the home page, the carousel is inaccessible for screen reader users. The carousel controls and associated images read as stand-alone numbers, such as, '1, 2, 3, 4, 5' providing no description of the controls or the content associated with each. The next and previous icons are also read out as numbers. **Recommendation**	Blind, Low-Vision WCAG 2.1 AA 2.4.4 Link Purpose (In Context)

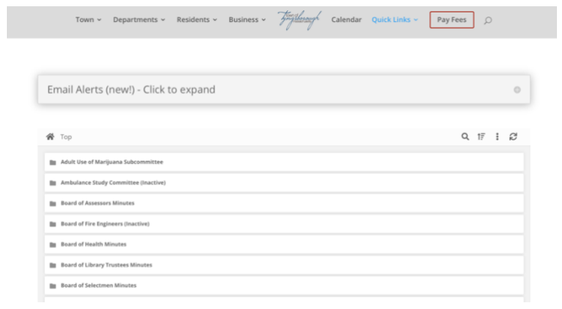
				The carousel on the home page is among the first interactive elements on the website. It needs to be identified as a carousel with X items, and each item on the carousel controls should have a short description of the content presented. The clickable carousel controls can be given aria-label attributes to provide this additional context. The “Next” and “Previous” buttons need appropriate aria-label attributes as well, to identify them and contextualize the carousel as a whole.	
16	 	General Content	Insufficient Link Text	**Background** Users navigating a web page with a screen reader rely on descriptive link text to understand the purpose and function of a link. Many screen reader users use a shortcut to display a list of links to navigate a website efficiently. When link titles are unspecific, users cannot identify which link to select to find the information they are searching for, often leading to confusion and a frustrating user experience. **Current** The website on numerous pages has links which are labelled as ‘read more, here or see more details’ to name a few. When a user pulls up a link list as shown in the image, having insufficient descriptions makes it near impossible to distinguish the purpose of linked labelled identically with different webpages. **Recommendation** Provide descriptive link text such as ‘read more on 2020 Presidential Election’ or ‘See more details on November 5, 2020 Planning board meeting’. This helps the user know the distinctive purpose of each link. Refer: https://www.w3.org/WAI/WCAG21/Understanding/link-purpose-in-context.html#techniques https://webaim.org/techniques/hypertext/link_text	Blind, Low-Vision WCAG 2.1 AA 2.4.4 Link Purpose (In Context)

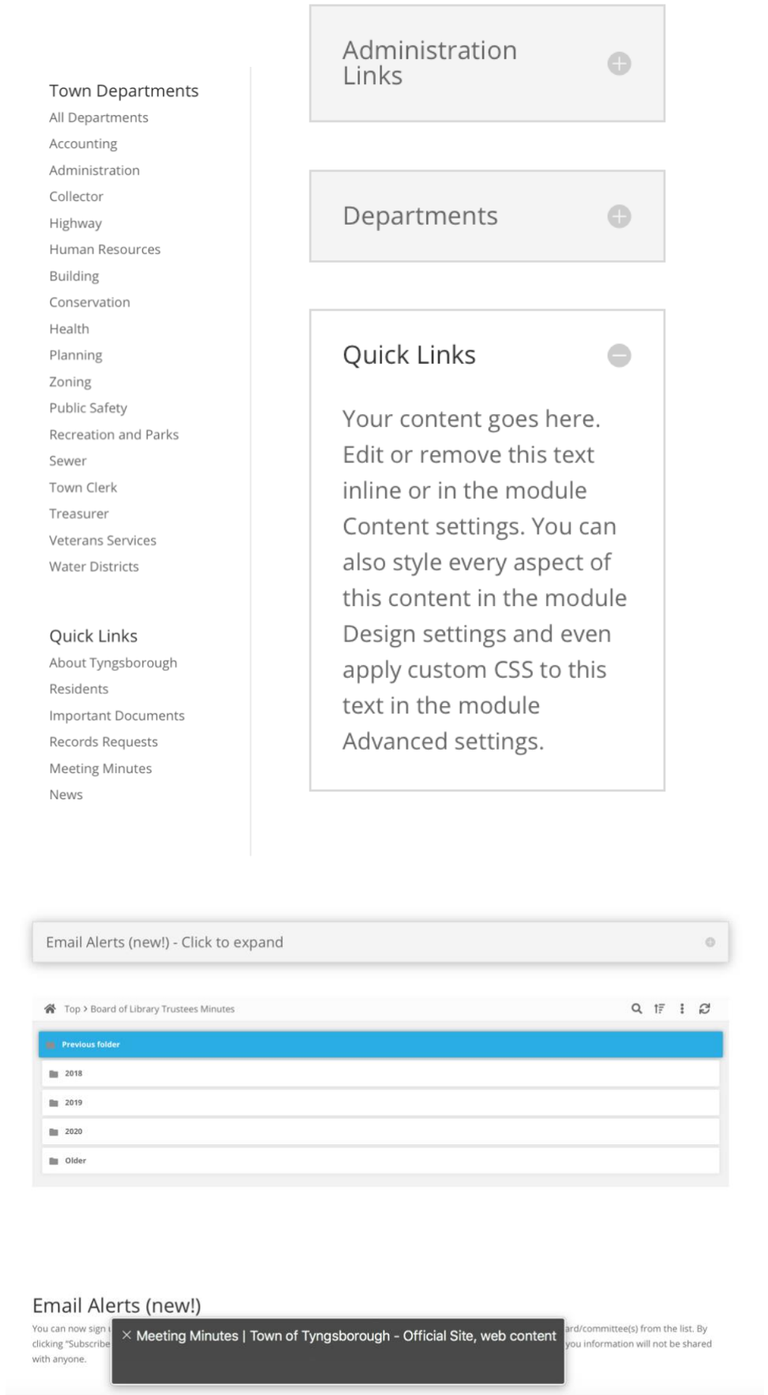
	 				
17		Accounting	Indiscernible Accessible Name – Email Icon	**Background** Screen reader users rely on descriptive link text or ARIA labels to understand the function of an element or a link. All links must have discernable text to give context to screen reader users. **Current** On the ‘Accounting’ page the red envelopes below each of the department staff are currently not announced to the users as a link. **Recommendation** Use ARIA labels to appropriately label the icon.	Blind, Low-Vision WCAG 2.1 AA 2.4.4 Link Purpose (In Context)
18		Footer	Missing Link Purpose	**Background** Users navigating a web page with a screen reader rely on descriptive link text to understand the purpose and function of a link. Many screen reader users use a shortcut to display a list of links to navigate a website efficiently. When link titles are unspecific, users cannot identify which link to select to find the information they are searching for, often leading to confusion and a frustrating user experience. **Current** The first image on the left from the homepage has the social media links linked properly but on the second image, at the footer of the webpage the social media links have poor contrast and are not linked at all.	Blind, Low-Vision WCAG 2.1 AA 2.4.4 Link Purpose (In Context)

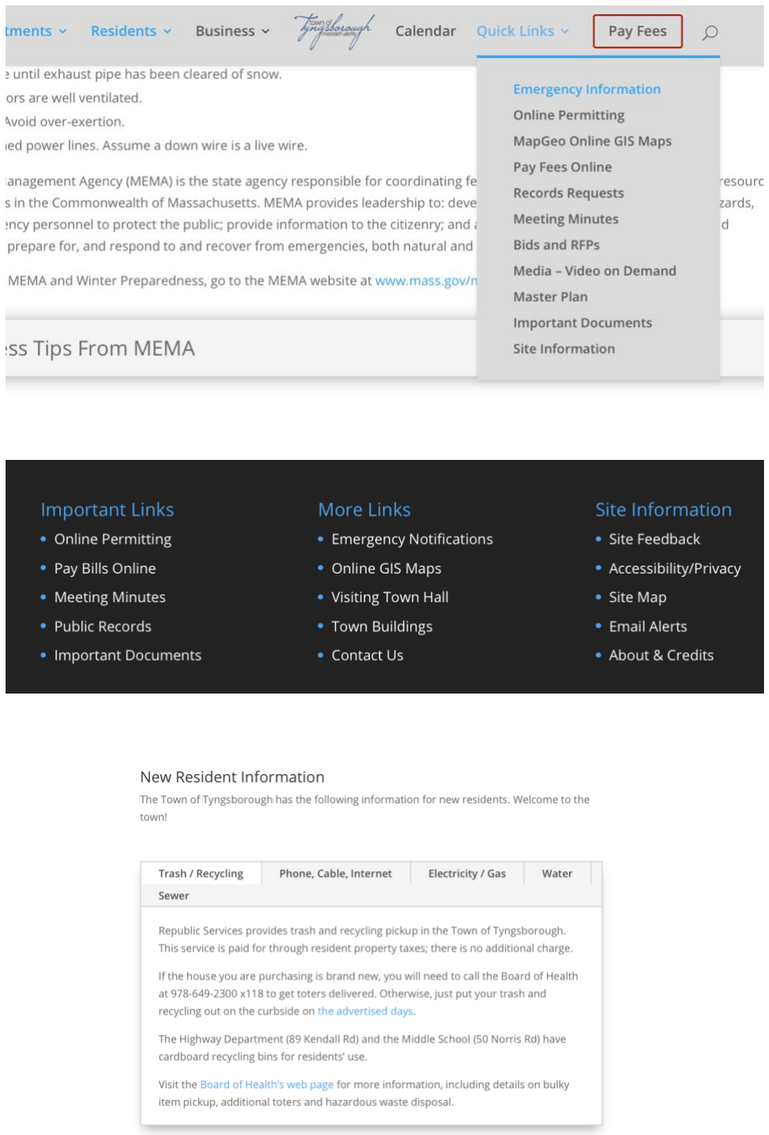
				Recommendation Provide accurate aria labels to provide context about where the link leads, for example, “Tyngsborough Facebook page, opens in a new tab. “	
19		Calendar	Missing ARIA Label	**Background** Users navigating a webpage with a screen reader rely on descriptive link text to understand the purpose and function of the content. When link texts are unspecific, screen reader users are unable to find the information they are searching for. Link text of each link should be purposeful so that users can decide whether they want to follow the link. Whenever possible, a page must provide link text that identifies the purpose of the link without needing additional context. Many screen reader users navigate by pulling up a list of links on a webpage. Descriptive link text is extremely important to users who navigate with this list of links. **Current** In the Calendar, the ‘Today’ button does not load the correct content; it just refreshes the page. The labels for the arrows to indicate previous and next are labelled incorrectly and reads as “single left/ right pointing arrow quotation mark.” **Recommendation** Ensure that the buttons are labelled by providing appropriate accessible name. This can be done by providing ARIA labels.	Blind, Low-Vision WCAG 2.1 AA 4.1.2 Name, Role, Value
20		Calendar	Loss of Content with Zoom – 150%	**Background** Content should not be cut off or hidden on a webpage or while using the zoom feature on a webpage. Website content that is only partially visible could be confusing for older, non-native technology users, users with low vision and/or users with some brain-based conditions. **Current** The layout changes when user zooms in to 150% and the content format for the calendar changes with loss of content as shown in the pictures on the left. The text size in the calendar widget is not responsive.	65+, Low-Vision, Brain-Based WCAG 2.1 AA 1.4.10 Reflow

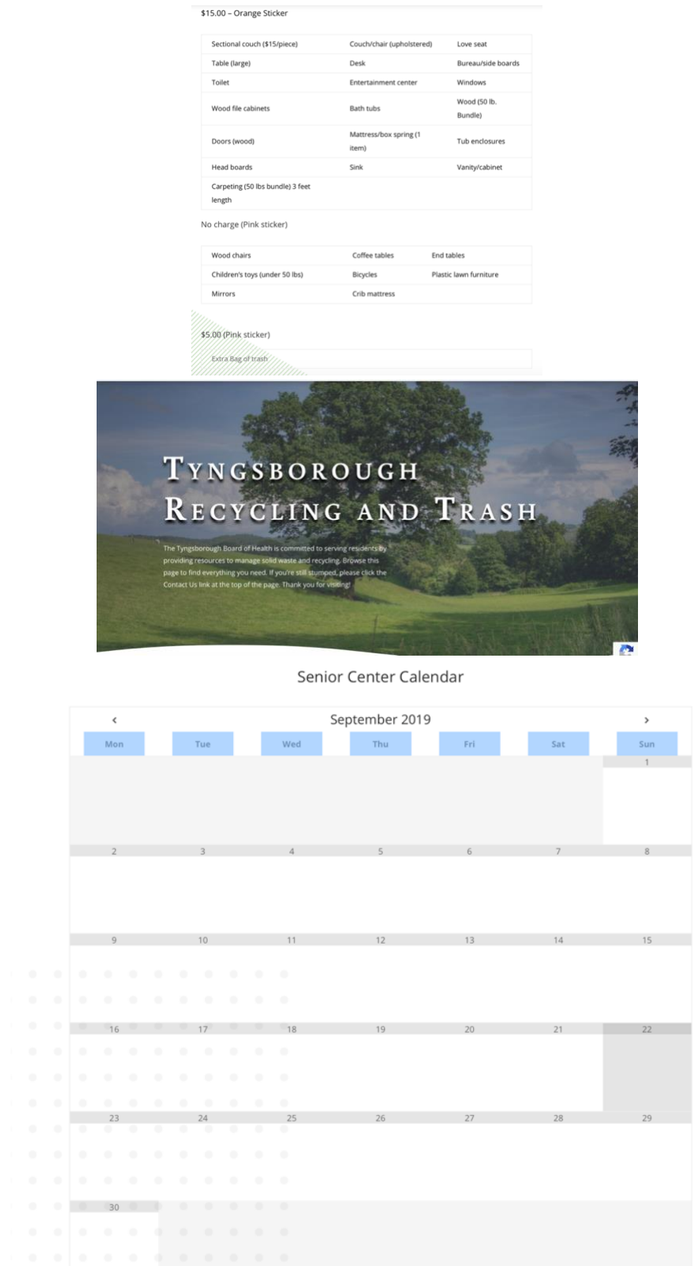
				**Recommendation** Ensure that the container is reformatted and CSS appropriately changed to allow content to be viewed at any level of zoom or window size.	
21		Footer	Lack of Information	**Background** Providing important information such as working hours on the footer makes it possible for users to locate content in a manner that best meets their needs without having to navigate through multiple pages. This can be a quicker or easier way to find content, particularly on large sites. **Current** The information provided in the footer of the website about town offices is not as helpful as the information in the 'Visiting Town Hall' page, where the working hours and time are specified and indicated as 'Monday -Thursday: 8:30am – 4:00pm / Friday 8:30am-12:00pm' as opposed to 'it's Thursday 10:37am – Town offices are open!' **Recommendation** Provide both — the weekly timings — and the current time and status of the town offices in the footer so that the information is easy to access for all users.	All Users WCAG 2.1 AA 2.4.5 Multiple Ways

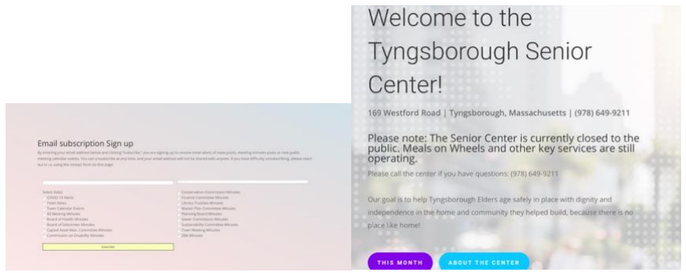
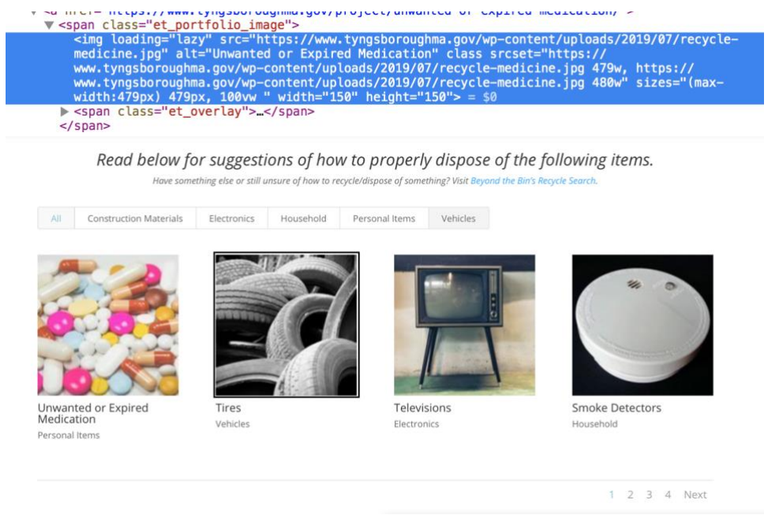
22		General Content	Inaccessible Widgets	**Background** Name and role of an element must be programmatically determined to let screen reader users define the element and know how to interact with it. For all user interface components, notification of changes in states must be available to user agents including assistive technologies. This is especially important for the users who are blind or have low vision who rely on screen readers to navigate web content. For example, when expandable menus collapse or expand, there should be a notification available for all sensory modalities. **Current** On Safari, the search icon isn't identified and users cannot interact with the dropdown search bar after it expands. The home button, Bylaws link and the refresh button don't really do anything and just refreshes the list. On chrome, the search icon is identified as collapsed link, when a user tries to look up an item it doesn't do anything. It's also not possible to use the close button in the search bar after it's expanded. **Recommendation** Ensure that the button clearly signifies its purpose by providing appropriate accessible name and functions correctly. This can be done by providing ARIA labels.	Low-Vision, Blind WCAG 2.1 AA 4.1.2 Name, Role, Value

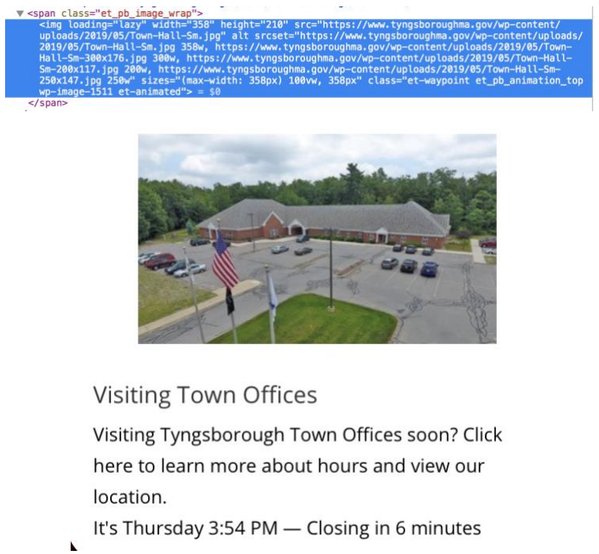
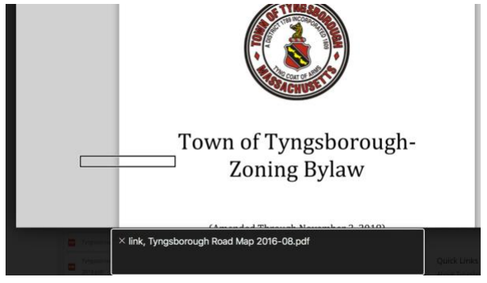
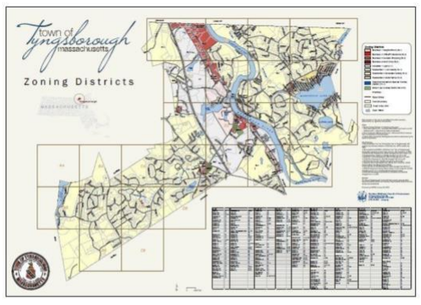
	 Town Departments Residents Business Calendar Quick Links Pay Fees Email Alerts (new!) - Click to expand Top Adult Use of Marijuana Subcommittee Ambulance Study Committee (Inactive) Board of Assessors Minutes Board of Fire Engineers (Inactive) Board of Health Minutes Board of Library Trustees Minutes Board of Selectmen Minutes				

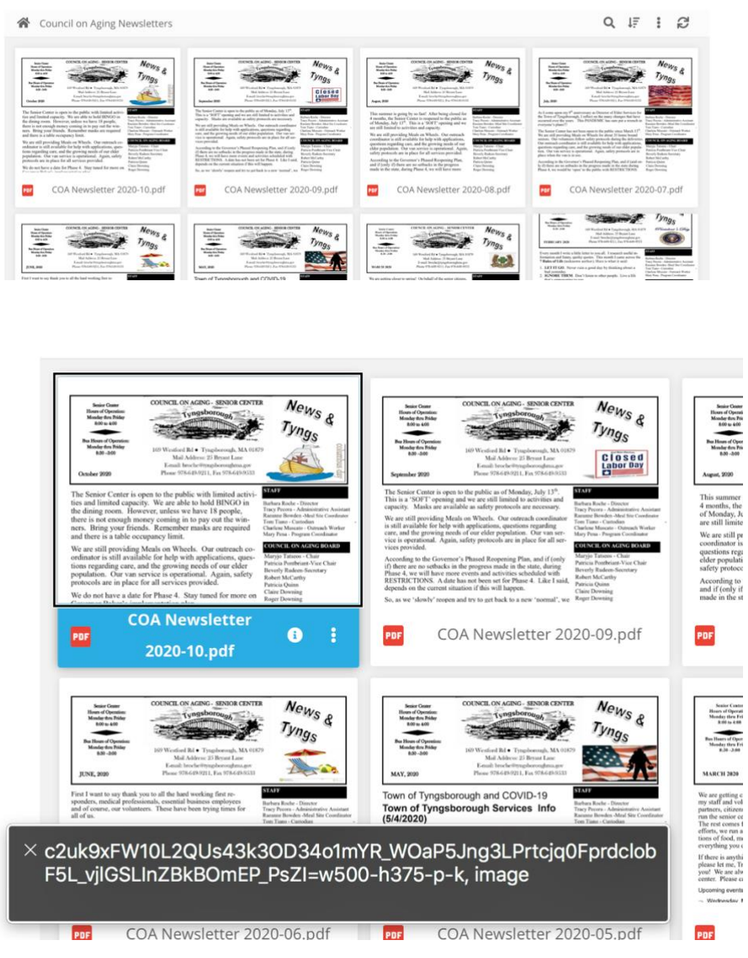
23		Info New Residents I Meeting Minutes (Footer) Quick Links Important Documents	Redundant Links Inconsistent Format	**Background** Users navigating a webpage with a screen reader rely on descriptive link text to understand the purpose and function of the content. Link text of each link should be purposeful so that users can decide whether they want to follow the link. **Current** On the page 'Info New Residents' there are two menu bars with one formatted as a long list of items and the other a collapsible list with no information. Similarly, on the 'Meeting Minutes' page at the top and bottom of the page email alerts are provided twice with the same information with one designed as a collapsible item and the other a long list. The menu items listed on the right of the image shown under Town Departments and quick links are designed as expandable items on some pages and on some they aren't. The lists force users through the entire list to navigate from one heading to the next making it difficult especially for users with dexterity impairments. **Recommendation** Eliminate all redundant links on the website. Make the sidebar consistent with a collapsible approach using the appropriate ARIA attributes and avoid replicating menus and other navigational elements with the same information multiple times on the same webpage. Make it consistent with a collapsible approach across the site for easy navigation and an intuitive experience.	All Users WCAG 2.1 AA 2.4.4 Link Purpose (In Context)

24		General Content	Inconsistency in Label Name	**Background** Where possible the purpose of each link or button must be clear from the link text without its context. It is a best practice for links with the same destination to have consistent descriptions and for links with different purposes to have different visual portrayals. **Current** For multiple pages the link titles are labelled differently even though they lead to the same page. The Menu bar on the top of the webpage and in the footer have them as different titles. For example: 'Emergency Information and 'Emergency Notifications' 'Public Library' vs 'Library' 'Pay Fees' vs 'Pay Bills Online' All the above examples listed lead to the same page but having different titles creates confusion. **Recommendation** Ensure a single link title is used for each page and label them the same everywhere else on the website to ensure consistency and ease to navigate the site in a logical and intuitive manner.	All users WCAG 2.1 AA 3.2.4 Consistent Identification 2.4.4 Link Purpose (In Context) 2.4.6 Headings and Labels

25		General Content	Overprinting Text on Image Backgrounds	**Background** All text and icon elements must avoid overprints on pictures which make it hard to focus on the texts for users with Low-Vision or brain-based disability. **Current** On multiple pages, there is text overprinted on images with insufficient contrast between the text and the image's background. This makes it hard for Low-vision and brain-based users to focus and read the content with ease. Some Examples: On the 'Trash and recycling' page the text on the image is hard to read as shown in the image in the left with the varied color contrast at different points of the image. There is a faint grid overlay on the calendar that causes a visual distraction from the content on screen. Especially for users with low vision navigating with a screen magnifier and seeing only small portions of the screen at a time, the distraction is frustrating. **Recommendation** Provide a solid background with a single color and ensure all text elements have at least 4.5:1 contrast for small text and 3:1 for large text. Avoid gradients and breaks in the background that make readability difficult. IHCD recommends the Paciello Group's Color Contrast Analyzer: https://developer.paciellogroup.com/resources/contrastanalyser/	Low-Vision, Brain-Based Functional Limitations, 65+ WCAG 2.1 AA 1.4.3 Contrast Minimum

	 10/21/2020- Seeking Resident Volunteers for the Public Safety Building Study Committee Oct 21, 2020 The Town of Tyngsborough is seeking qualified residents to serve on the Public Safety Building Study Committee. The Committee shall consist of three citizens representatives along with two members of the Board of Selectmen, the Police and Fire Chiefs, a representative... read more *View all news items...* Subscribe to Updates				
26		General Content	Missing Proper Alternative Text and Image Descriptions	**Background** All images must have alternative text to convey their purpose and meaning to screen reader users. Providing concise and accurate alternative text is essential to making images accessible to users with visual or certain brain-based disabilities. **Current** The alt text provided for the images currently do not provide users with the description of what is displayed in the image but instead provides what it's labelled as. For example: The image on the left showing pills has an alternative text for the image as 'unwanted or expired medication' which is what the label has and that is not the purpose of alt text. Similarly, the image used for the Tyngsborough town office has the entire website linked with the image instead of a description of what is shown in the image. **Recommendation** Ensure that every <img> element has alternative text. The alternative text must be a description of the image shown and not the title. For Example: 'Unwanted or	Low-Vision, Blind WCAG 2.1 AA 1.1.1 Non-Text Content

				Expired Medication' the alternative text must be "many pills of different colors, shapes and sizes". Decorative images should have null alt text to signify to screen reader users that they are not missing important contextual information. Resources: https://webaim.org/techniques/alttext/ https://www.w3.org/TR/UNDERSTANDING-WCAG20/text-equiv.html	
27	  Zoning Map Use the map to identify areas of potential development.	Documents	Inaccessible PDF	**Background** Downloadable resources must be made accessible. If only one format of the file is made available, it must be accessible. Accessible alternatives should be made available for any inaccessible documents shared on the website. This is especially crucial for forms and documents that serve as the only or primary way for residents to obtain information about the Town and to take necessary action. **Current** Many PDFs are inaccessible to screen reader-dependent users and users with low vision, including image PDFs of text. **Recommendation** PDFs and other resource documents should be made accessible. This includes following WCAG guidelines for color contrast, image labels, and most importantly using rich text as opposed to images of text. Provide alternative way to access documents and forms that are not yet accessible, such as providing plain text versions of PDFs that have not yet been made following PDF accessibility techniques. **Design Notes**	

				Refer to resources for PDF accessibility techniques: https://www.w3.org/TR/WCAG-TECHS/pdf.html And please review Adobe's Accessibility Training: https://www.adobe.com/accessibility/products/acrobat/training.html	
28		Senior center	Indiscernible Name	**Background** Name and role of an element must be programmatically determined to let screen reader users define the element and know how to interact with it. For all user interface components, notification of changes in states must be available to user agents including assistive technologies. This is especially important for the users who are blind or have low vision who rely on screen readers to navigate web content. For example, when expandable menus collapse or expand, there should be a notification available for all sensory modalities. **Current** On Chrome, the thumbnail images for the PDFs lack alternative text and the search function is labelled as collapsible but when expanded the user cannot close it and would have to refresh using the last icon show to go back to the original state. On Safari, the alternative text for the PDF image is an indiscernible long list of alphabets and the search button receives no focus making it inaccessible. On both Chrome and Safari, the 'more actions' icon can be expanded but the user cannot interact further to change the format to List view using only keyboard navigation. The Home button reads as "back to first folder" but just refreshes the page when it's clicked. **Recommendation** Ensure that the search button clearly signifies its purpose by providing appropriate accessible name and functions correctly. Ensure accurate use of ARIA attributes to make the button accessible across all platforms. Provide appropriate alt text for the thumbnail images so that users know what file they are interacting with and can independently access the information they are looking for. They should also be made aware of the file format and be notified if it downloads automatically upon selection.	Low-Vision, Blind WCAG 2.1 AA 4.1.2 Name, Role, Value
