

Appendix B
Americans With Disabilities Act (ADA) Section-504 Self-Evaluation

TOWN OF NORTH BROOKFIELD

HANDICAPPED ACCESSIBILITY STUDY AND TRANSITION PLAN

JANUARY 2001

TOWN OF NORTH BROOKFIELD HANDICAPPED ACCESSIBILITY STUDY AND TRANSITION PLAN

The following is a summary of the survey and transition plan presented by the North Brookfield Board of Selectmen.

The study was conducted using the Uniform Federal Accessibility Standards (UFAS) as allowed by 28 CFR 35.151, and the Americans with Disabilities Act Accessibility Guidelines (ADAAG) checklists as allowed under Title II of the ADA.

Recommendations for compliance with ADA Title II were prepared as part of the study. This will assist in establishing town policy for handicapped employment practices and handicapped access to town services and programs.

TOWN OF NORTH BROOKFIELD HANDICAPPED ACCESSIBILITY STUDY AND TRANSITION PLAN

The intent of this study is to examine all architectural features relating to handicapped accessibility of the North Brookfield municipal buildings and to determine corrective measures. Federal Guidelines as defined in the Americans with Disabilities Act (ADA) and Massachusetts Regulations as defined by the Massachusetts Architectural Access Board code (AAB) were used in assessing the deficiencies and needs in these buildings.

The state law (AAB) sets regulations for architectural accessibility that apply only to new construction and renovation occurring after its enactment in 1975. Under this statute, there is no legal obligation to provide accessibility if no work is performed.

The federal law (ADA), in contrast to the state law, mandates that qualified individuals with disabilities be provided equal access to public facilities and services. ADA therefore requires that the existing buildings provide for physically challenged users.

The term disability applies to a wide variety of physical impairments. Mobility problems relate to wheelchair users, the elderly, and people with disabling illnesses. Disabilities also include hearing, sight, and speech impairments and motor difficulty in the use of hands and arms. At all public buildings, accommodation must be made for town employees and for the general public.

It is important to remember that the Americans with Disabilities Act is essentially civil rights legislation. "Equal access" is intended to preclude discrimination against individuals with disabilities. In the application of ADA, disabled persons should be able to utilize buildings, facilities, and programs in the same manner as the rest of the public. As far as possible, access should be available without physical assistance or other special arrangements that would draw attention to their disabilities.

Specific Requirements

Parking, building entry, vertical and horizontal circulation, toilet facilities, and access to services are specified separately under ADA and AAB regulations. These regulations are not always consistent with one another. Where such variances occur, this study applies the more stringent condition.

General Accessibility: Buildings which serve the public and that are staffed by persons who may, potentially, be disabled must be accessible. This applies to most town facilities. However, buildings such as fire sub-stations need not be made handicapped accessible because they are not open to the general public and the staff, by their job definitions, may not be physically impaired. The Town of North Brookfield will take great administrative care to assure that these buildings do not provide for public meetings or business.

Entries: ADA requires that every building must have one accessible entry. Making an entry accessible includes providing an unobstructed path of travel to and into the building for wheelchair use. Modifications include widening doors to the prescribed 36", providing ramps that eliminate concrete steps at exterior landings, modifying metal thresholds under doors so they do not impede wheelchair use, and providing appropriate signage.

Door Handles: Virtually all doors in the buildings are currently equipped with knob type hardware. Doors must be operable with a "closed fist". Lever handles are therefore required for all rooms that are or may be used by staff and the public. Handles are available that attach to existing knob hardware but, while economical, they are of poor durability and may actually result in damage to the existing hardware mechanism. Replacement of knob type lock and latch sets with new hardware is recommended.

Employee Work Areas: Areas that are used only by employees as work areas must be designed and constructed so that individuals with disabilities can approach, enter, and exit the areas as required in ADAAG. The guidelines do not require that any areas used only by employees as work areas be constructed to permit maneuvering within the work area or equipped (i.e., with racks or shelves) to be accessible.

Toilet Rooms: Where possible, existing toilet rooms have been modified to provide for handicapped users. Where existing rooms cannot be modified, new facilities are proposed. Design requirements include a 5' diameter space to turn a wheelchair, grab bars, and toilet fixtures and accessories with heights and clearances to allow access.

Vertical Circulation: Vertical circulation relates to ramps, stairs, elevators, and lifts. The ideal method for handicapped access from one level to another is by ramp or elevator.

Ramps are proposed for access to concrete landings in front of exterior doors, access to major entries where steps are involved, and at other relatively minor floor level changes.

Elevators are proposed where the vertical distance involves traveling a full story.

Lifts are only recommended where the architectural constraints of the spaces preclude the construction of a ramp or elevator.

To comply with ADA regulations, "equal access to services" must be provided. In some situations this can be achieved administratively without the need for providing accessible vertical circulation. For example, if similar services are each provided on two floors of a building, only one floor need be accessible.

Signalization: Fire Alarm pull boxes must be furnished no more than 54" above the floor to allow activation from a wheelchair. Alarms must be both audible and visible to protect both hearing and sight impaired persons.

Double Doors Fire Doors: 30" wide doors are common in all town buildings. A 36" wide door is necessary for wheelchair access. This is particularly important when approaching the door from the "pull" side. This problem is exacerbated by high traffic volumes. The ideal solution involves removing and rebuilding each door frame assembly to provide a 36" door.

Stairs: Requirements for stairs include nosings that make a smooth transition into each riser and railings that have a rounded surface, no more than 2" in diameter and no more than 2'-10" above the nosing. The smooth transition at the nosing is required to prevent hooking a leg brace, crutch, or handicapped leg on a protruding part of a stair tread. Railing requirements provide a safe and secure grip. Modifications to all non-conforming stairs are recommended.

Cane Detectable Barriers and Signage: All elements that protrude from walls more than 4", such as coat racks, telephones, and drinking fountains, present potential hazards to blind persons. Extending such a protrusion to within 27" of the floor provides a cane-detectable object, alerting a blind person to an obstacle. Similarly, open spaces under stairs must be furnished with cane-detectable barriers to prevent the blind from walking into the underside of a stair. Elevator controls and exit/directional signs must be furnished in braille. Door knobs to hazardous areas such as boiler rooms must be given a textured surface to alert a blind person that such an area is unsafe. A knob may be given a knurled finish by wrapping it in textured tape.

Construction Approach

Major renovation work within the buildings should be scheduled to minimize disruption to town operations and potential safety hazards to staff and the public.

Major renovation work includes:

- Elevators, ramps, and lift installation
- Modifications to fire door assemblies
- Reconstruction of office/reception counters for wheelchair access
- Construction of new toilet rooms or modifications to existing toilet rooms involving relocation of walls and plumbing

Smaller scale work involves limited debris, noise, and fewer construction personnel.

Minor work includes:

- Replacement of door hardware
- Relocation of fire alarm pull boxes
- Securing loose carpeting
- Installation of cane-detectable barriers
- Modifications to signage, drinking fountains, and miscellaneous

items

- Minor work to modify handicapped accessible toilet rooms
- Exterior concrete ramps accommodating secondary entrances with limited vertical rises

BUILDINGS SURVEYED

TOWN HALL

HASTON FREE LIBRARY

HIGHWAY GARAGE

FIRE STATION

WASTEWATER TREATMENT PLANT

WATER FILTRATION PLANT

RECOMMENDATIONS FOR TOWN HALL

ENTRANCE

The Town Hall has a properly marked entrance that is a full 36" wide, with a concrete handicapped ramp. The ramp has metal railings at the proper heights. This entrance opens directly to the room where election voting occurs and public meetings are held.

ACCESS TO RESTROOMS

From this handicapped entrance there is easy access to a fully accessible restroom. The knob on the restroom door needs to be replaced with lever type hardware.

ACCESS TO SERVICES

From this entrance there is access to other town offices. The Tax Collector and the Town Clerk are the two public officials that have the most contact with the public. They both can serve handicapped residents from their entrances that open onto the rear hallway.

ITEMS REQUIRED THROUGHOUT

Although the exterior doors all have the proper lever-type hardware, most of the interior doors do not.

RECOMMENDATIONS FOR HASTON FREE LIBRARY

ENTRANCE

The entrance to the library is not accessible due to the large stone stairs.

ACCESS TO RESTROOMS

The library is not handicapped accessible at this time.

ACCESS TO SERVICES

While the building itself is not accessible, residents may phone in requests for services, and the staff may offer these services curbside.

ITEMS REQUIRED THROUGHOUT

At this time, the library has undergone a feasibility study, and the town is awaiting architectural plans to renovate the building and make it fully accessible.

RECOMMENDATIONS FOR HIGHWAY GARAGE

ENTRANCE

The Highway Department building is not accessible. A Highway Building Study Committee is currently reviewing a design for a new facility.

ACCESS TO RESTROOMS

The building is not accessible.

ACCESS TO SERVICES

There are no public services offered at this site.

ITEMS REQUIRED THROUGHOUT

This building will be demolished and a new building constructed within the next few years.

RECOMMENDATIONS FOR FIRE STATION

ENTRANCE

This building is not accessible. A Public Safety Building Study Committee is currently working on plans for a new facility.

ACCESS TO RESTROOMS

The building is not accessible.

ACCESS TO SERVICES

There are no services offered to the public at this site.

ITEMS REQUIRED THROUGHOUT

This building will be demolished and a new public safety complex built in the next few years.

TOWN OF NORTH BROOKFIELD AMERICANS WITH DISABILITIES ACT TITLE II COMPLIANCE STATEMENT

It is the policy of the Town of North Brookfield to comply with and enforce the provisions of Title II of the Americans with Disabilities Act as follows:

OVERVIEW

Title II of the Americans with Disabilities Act provides comprehensive civil rights protections for "qualified individuals with disabilities." Title II covers all state and local governments and any of their departments or agencies. It covers all activities, services, and programs as well as employment.

An "individual with a disability" is a person who:

- has a physical or mental impairment that substantially limits a "major life activity," or

- has a record of such an impairment, or
- is regarded as having such an impairment.

To be protected under the ADA an individual must have a substantial impairment, one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning, or working.

In compliance with the requirements of the ADA, the Town of North Brookfield:

- Shall not refuse to allow a person with a disability to participate in a service, program, or activity simply because the person has a disability.

- Shall provide programs and services in an integrated setting, unless separate or different measures are necessary to ensure equal opportunity.

- Shall not set unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to enjoy their services, programs, or activities, unless "necessary" for the provisions of the service, program, or activity.

- Shall make reasonable modification in policies, practices, and procedures that deny equal access to individuals with disabilities, unless a fundamental alteration in the program would result.

- Shall furnish auxiliary aids and services when necessary to ensure effective communication, unless an undue burden or fundamental alteration would result.

- May provide special benefits, beyond those required by the regulation, to individuals with disabilities.

- Shall not place special charges on individuals with disabilities to cover the costs of measures necessary to ensure nondiscriminatory treatment, such as making modifications required to provide program accessibility or providing qualified interpreters.

Shall operate programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

EMPLOYMENT POLICY

In compliance with Title II of the ADA, the Town of North Brookfield shall not discriminate in any employment practices, including: recruitment, pay, hiring, Firing, promotion, job assignments, training, leave, lay-off, benefits, and all other employment related activities.

The Town of North Brookfield shall not retaliate against an applicant or employee for asserting his rights under the ADA. The Town of North Brookfield shall not discriminate against an applicant or employee, whether disabled or not, because of the individual's family, business, social or other relationship or association with an individual with a disability. An individual with a disability must be qualified to perform the essential functions of the job with or without reasonable accommodation, in order to be protected by the ADA. This means that the applicant or employee must:

- satisfy job requirements for educational background, employment experience, skills, licenses, and any other qualification standards that are job related and
- be able to perform those tasks that are essential to the job, with or without reasonable accommodation.

The Town of North Brookfield shall provide any reasonable accommodation that permits an applicant or an employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. Reasonable accommodation may include:

- acquiring or modifying equipment or devices
- job restructuring
- part-time or modified work schedules
- reassignment to a vacant position
- adjusting or modifying examinations, training materials or policies
- providing readers and interpreters
- making the workplace readily accessible to and usable by people with disabilities.

The Town of North Brookfield may decline to provide a reasonable accommodation if doing so would cause an undue hardship. Undue hardship means that an accommodation would be unduly costly, extensive, substantial or disruptive, or would fundamentally alter the nature or operation of the municipality.

Fundamental Alteration/Undue Financial or Administrative Burden:

The determination and communication of a decision regarding fundamental alteration in the nature of a program or undue financial and administrative burden shall be made properly and expeditiously. The Administrative Assistant to the Board of Selectmen shall have responsibility for reviewing requests and complaints from the public regarding ADA compliance. Requests and complaints shall receive a response in writing within three (3) weeks.

Access to Public Meetings:

Individuals with mobility impairments shall be provided access to public meetings. The coordinator of each meeting and scheduler for Town facilities shall cooperate jointly to ensure that meetings are located in accessible facilities whenever necessary.

ADA GRIEVANCE POLICY - TOWN OF NORTH BROOKFIELD

For the General Public

EQUAL ACCESS TO FACILITIES AND ACTIVITIES

Maximum opportunity will be made available to receive citizen comments, complaints, and/or to resolve grievances or inquiries.

STEP 1:

The Town ADA Coordinator will be available to meet with citizens and employees during business hours.

When a complaint, grievance, request for program policy interpretation or clarification is received either in writing or through a meeting or telephone call, every effort will be made to create a record regarding the name, address, and telephone number of the person making the complaint, grievance, program policy interpretation or clarification. If the person desires to remain anonymous, he or she may.

A complaint, grievance, request for program policy interpretation or clarification will be responded to within ten working days (if the person making the complaint is identified) in a format that is sensitive to the needs of the recipient, (i.e. verbally, enlarged type face, etc).

Copies of the complaint, grievance, or request for program policy interpretation or clarification and response will be forwarded to the appropriate town agency (i.e. park commission, conservation commission). If the grievance is not resolved at this level it will be progressed to the next level.

STEP 2:

A written grievance will be submitted to the North Brookfield ADA Coordinator. Assistance in writing the grievance will be available to all individuals from the ADA Coordinator. All written grievances will be responded to within ten working days by the AdA Coordinator in a format that is sensitive to the needs of the recipient, (i.e. verbally, enlarged type face, etc.). If the grievance is not resolved at this level it will be progressed to the next level.

STEP 3:

If the grievance is not satisfactorily resolved, citizens will be informed of the opportunity to meet and speak with the Board of Selectmen, with whom local authority for final grievance resolution lies.

Facility Inventory

LOCATION: NORTH BROOKFIELD - TOWN PARK

ACTIVITY	EQUIPMENT	NOTES
Picnic Facilities	Benches	Located adjacent to accessible paths YES
		Access to Open Spaces YES
		Back YES and Arm Rests NO
		Adequate number YES
	Grills NA	Height of Cooking Surface
	Trash Cans	Located adjacent to accessible paths
		Located adjacent to accessible paths YES
		Located adjacent to accessible paths
Trails NA	Picnic Shelters NA	Located near accessible water fountains, trash can, restroom, parking, etc.
		Surface material
		Dimensions
		Rails
Swimming Facilities NA	Pools	Signage (for visually impaired)
		Entrance
		Location from accessible parking
	Beaches	Safety features i.e. warning for visually impaired
		Location from accessible path into water
		Handrails
		Location from accessible parking
		Shade provided
Play Areas (tot lots) NA	All Play Equipment i.e. swings, slides	Same experience provided to all
	Access Routes	Located adjacent to accessible paths
		Enough space between equipment for wheelchair
Game Areas: NA *ballfield *basketball *tennis	Access Routes	Located adjacent to accessible paths
		Berm cuts onto courts
	Equipment	Height
		Dimensions
		Spectator Seating
Boat Docks NA	Access Routes	Located adjacent to accessible paths
		Handrails
Fishing Facilities NA	Access Routes	Located adjacent to accessible paths
		Handrails
	Equipment	Arm Rests
		Bait Shelves
		Handrails
		Fish Cleaning Tables
Programming NA	Are special programs at your facilities accessible?	Learn-to-Swim
		Guided Hikes
		Interpretive Programs
Services and Technical Assistance NA	Information available in alternative formats i.e. for visually impaired	
	Process to request interpretive services (i.e. sign language interpreter) for meetings	

LOCATION

PARKING NO HANDICAP PARKING			
Total Spaces		Required Accessible Spaces	
Up to 25		1 space	
26-50		2 spaces	
51-75		3 spaces	
76-100		4 spaces	
101-150		5 spaces	
151-200		6 spaces	
201-300		7 spaces	
301-400		8 spaces	
401-500		9 spaces	
Specification for Accessible Spaces	Yes	No	Comments/Transition Notes
Accessible space located closest to accessible entrance		X	
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.		X	
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle		X	
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.		X	
Sign with international symbol of accessibility at each space or pair of spaces		X	
Sign minimum 5 ft, maximum 8 ft to top of sign		X	
Surface evenly paved or hard-packed (no cracks)		X	
Surface slope less than 1:20, 5%		X	
Curbcut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present	X		
Curbcut is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow		X	
RAMPS NA			
Specification	Yes	No	Comments/Transition Notes
Slope Maximum 1:12			
Minimum width 4 ft between handrails			
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface			
Handrails extend 12" beyond top and bottom			
Handgrip oval or round			
Handgrip smooth surface			
Handgrip diameter between 1 1/4" and 2"			
Clearance of 1 1/2" between wall and wall rail			
Non-slip surface			
Level platforms (4ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction			

LOCATION

SITE ACCESS, PATH OF TRAVEL, ENTRANCES			
Specification	Yes	No	Comments/Transition Notes
Site Access			
Accessible path of travel from passenger disembarking area and parking area to accessible entrance	X		
Disembarking area at accessible entrance	NA		
Surface evenly paved or hard-packed	X		
No ponding of water	X		
Path of Travel			
Path does not require the use of stairs		X	
Path is stable, firm and slip resistant		X	
3 ft wide minimum	X		
Slope maximum 1:20 (5%) and maximum cross pitch is 2% (1:50).	X		
Continuous common surface, no changes in level greater than $\frac{1}{2}$ inch	X		
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane	X		
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"	NA		
Curb on the pathway must have curb cuts at drives, parking and drop-offs	X		
Entrances NA			
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and <i>not</i> be the service entrance			
Level space extending 5 ft. from the door, interior and exterior of entrance doors			
Minimum 32" clear width opening (i.e. 36" door with standard hinge)			
At least 18" clear floor area on latch, pull side of door			
Door handle no higher than 48" and operable with a closed fist			
Vestibule is 4 ft plus the width of the door swinging into the space			
Entrance(s) on a level that makes elevators accessible			
Door mats less than $\frac{1}{2}$ " thick are securely fastened			
Door mats more than $\frac{1}{2}$ " thick are recessed			
Grates in path of travel have openings of $\frac{1}{2}$ " maximum			
Signs at non-accessible entrance(s) indicate direction to accessible entrance			
Emergency egress - alarms with flashing lights and audible signals, sufficiently lighted			

NOTES

LOCATION

STAIRS and DOORS NA			
Specification	Yes	No	Comments/Transition Notes
Stairs NA			
No open risers			
Nosings not projecting			
Treads no less than 11" wide			
Handrails on both sides			
Handrails 34"-38" above tread			
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)			
Handgrip oval or round			
Handgrip has a smooth surface			
Handgrip diameter between 1¼" and 1½"			
1½" clearance between wall and handrail			
Doors NA			
Minimum 32" clear opening			
At least 18" clear floor space on pull side of door			
Closing speed minimum 3 seconds to within 3" of the latch			
Maximum pressure 5 pounds interior doors			
Threshold maximum ½" high, beveled on both sides			
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)			
Hardware minimum 36", maximum 48" above the floor			
Clear, level floor space extends out 5 ft from both sides of the door			
Door adjacent to revolving door is accessible and unlocked			
Doors opening into hazardous area have hardware that is knurled or roughened			

NOTES

LOCATION

RESTROOMS - also see Doors and Vestibules NA			
Specification	Yes	No	Comments/Transition Notes
5 ft turning space measured 12" from the floor			
<i>At least one Sink:</i>			
Clear floor space of 30" by 48" to allow a forward approach			
Mounted without pedestal or legs, height 34" to top of rim			
Extends at least 22" from the wall			
Open knee space a minimum 19" deep, 30" width, and 27" high			
Cover exposed pipes with insulation			
Faucets operable with closed fist (lever or spring activated handle)			
<i>At least one Stall:</i>			
Accessible to person using wheelchair at 60" wide by 72" deep			
Stall door is 36" wide			
Stall door swings out			
Stall door is self closing			
Stall door has a pull latch			
Lock on stall door is operable with a closed fist, and 32" above the floor			
Coat hook is 54" high			
<i>Toilet</i>			
18" from center to nearest side wall			
42" minimum clear space from center to farthest wall or fixture			
Top of seat 17"-19" above the floor			
<i>Grab Bars</i>			
On back and side wall closest to toilet			
1½" diameter			
1½" clearance to wall			
Located 30" above and parallel to the floor			
Acid-etched or roughened surface			
42" long			
<i>Fixtures</i>			
Toilet paper dispenser is 24" above floor			
One mirror set a maximum 38" to bottom (if tilted, 42")			
Dispensers (towel, soap, etc) at least one of each a maximum 42" above the floor			

NOTES

LOCATION

FLOORS, DRINKING FOUNTAINS, TELEPHONES NA			
Specification	Yes	No	Comments/Transition Notes
Floors			
Non-slip surface			
Carpeting is high-density, low pile, non-absorbent, stretched taut, securely anchored			
Corridor width minimum is 3 ft			
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor			
Drinking Fountains			
Spouts no higher than 36" from floor to outlet			
Hand operated push button or level controls			
Spouts located near front with stream of water as parallel to front as possible			
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			
Telephones			
Highest operating part a maximum 54" above the floor			
Access within 12" of phone, 30" high by 30" wide			
Adjustable volume control on headset so identified			
SIGNS, SIGNALS, AND SWITCHES NA			
Specification	Yes	No	Comments/Transition Notes
Switches, Controls and Signs			
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc, must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			
Electrical outlets centered no lower than 18" above the floor			
Warning signals must be visual as well as audible			
Signs			
Mounting height must be 60" to centerline of the sign			
Within 18" of door jamb or recessed			
Letters and numbers at least 1 1/4" high			
Letters and numbers raised .03"			
Letters and numbers contrast with the background color			

NOTES

LOCATION

SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area NA			
Specification	Yes	No	Comments/Transition Notes
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			
Lifting device			
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool			
Non-slip surface			

LOCATION

SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use NA			
Specification	Yes	No	Comments/Transition Notes
Stalls 36" by 60" minimum, with a 36" door opening			
Floors are pitched to drain the stall at the corner farthest from entrance			
Floors are non-slip surface			
Controls operate by a single lever with a pressure balance mixing valve			
Controls are located on the center wall adjacent to the hinged seat			
Shower heads attached to a flexible metal hose			
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor			
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long			
Soap trays without handhold features unless they can support 250 pounds			
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar			
Grab bars are placed horizontally at 36" above the floor line			

LOCATION

PICNICKING NA			
Specification	Yes	No	Comments/Transition Notes
A minimum of 5% of the total tables must be accessible with clear space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access			
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide and 24" deep.			
Top of table no higher than 32" above ground			
Surface of the clear ground space under and around the table must be stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions			
Accessible tables, grills and fire rings must have clear ground space of at least 36" around the perimeter			

Facility Inventory

LOCATION: North Brookfield - TOWN COMMON

ACTIVITY	EQUIPMENT	NOTES
Picnic Facilities	Benches	Located adjacent to accessible paths YES
		Access to Open Spaces YES
		Back and Arm Rests BACK ONLY
		Adequate number YES
	Grills NA	Height of Cooking Surface
	Trash Cans	Located adjacent to accessible paths
		Located adjacent to accessible paths YES
Picnic Shelters NA		Located adjacent to accessible paths
	Lacated near accessible water fountains, trash can, restroom, parking, etc.	
Trails NA		Surface material
		Dimensions
		Rails
		Signage (for visually impaired)
Swimming Facilities NA	Pools	Entrance
		Lacation from accessible parking
		Safety features i.e. warning for visually impaired
	Beaches	Location fram accessible path into water
		Handrails
		Location from accessible parking
		Shade pravided
Play Areas (tot lots)	All Play Equipment i.e. swings, slides	Same experience provided ta all YES
		Located adjacent to accessible paths YES
	Access Routes	Enough space between equipment for wheelchair YES
Game Areas: *ballfield *basketball *tennis	Access Routes	Located adjacent to accessible paths YES
		Berm cuts onto courts NA GROUND LEVEL
	Equipment	Height OK
		Dimensions OK
		Spectator Seating OK
Baat Docks NA	Access Routes	Located adjacent to accessible paths
		Handrails
Fishing Facilities NA	Access Routes	Located adjacent to accessible paths
		Handrails
	Equipment	Arm Rests
		Bait Shelves
		Handrails
		Fish Cleaning Tables
Programming	Are special programs at your facilities accessible? YES	Learn-to-Swim NA
		Guided Hikes NA
		Interpretive Programs NA
Services and Technical Assistance	Infarmation available in alternative formats i.e. for visually impaired NA	
	Process to request interpretive services (i.e. sign language interpreter) for meetings NA	

LOCATION

PARKING NO SIGNAGE NOT RESERVED			
Total Spaces		Required Accessible Spaces	
Up to 25		1 space	
26-50		2 spaces	
51-75		3 spaces	
76-100		4 spaces	
101-150		5 spaces	
151-200		6 spaces	
201-300		7 spaces	
301-400		8 spaces	
401-500		9 spaces	
Specification for Accessible Spaces	Yes	No	Comments/Transition Notes
Accessible space located closest to accessible entrance	X		
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.	NA		
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle		X	
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.		X	
Sign with international symbol of accessibility at each space or pair of spaces		X	
Sign minimum 5 ft, maximum 8 ft to top of sign		X	
Surface evenly paved or hard-packed (no cracks)		X	
Surface slope less than 1:20, 5%	X		
Curbcut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present			
Curbcut is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow	X		NOT PAINTED
RAMPS NA			
Specification	Yes	No	Comments/Transition Notes
Slope Maximum 1:12			
Minimum width 4 ft between handrails			
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface			
Handrails extend 12" beyond top and bottom			
Handgrip oval or round			
Handgrip smooth surface			
Handgrip diameter between 1½" and 2"			
Clearance of 1½" between wall and wall rail			
Non-slip surface			
Level platforms (4ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction			

LOCATION

SITE ACCESS, PATH OF TRAVEL, ENTRANCES			
Specification	Yes	No	Comments/Transition Notes
Site Access			
Accessible path of travel from passenger disembarking area and parking area to accessible entrance	X		
Disembarking area at accessible entrance	X		
Surface evenly paved or hard-packed	X		
No ponding of water	X		
Path of Travel			
Path does not require the use of stairs		X	
Path is stable, firm and slip resistant	X		
3 ft wide minimum			
Slope maximum 1:20 (5%) and maximum cross pitch is 2% (1:50).	X		
Continuous common surface, no changes in level greater than $\frac{1}{2}$ inch	X		
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane	NA		
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"	NA		
Curb on the pathway must have curb cuts at drives, parking and drop-offs	X		
Entrances			
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and <i>not</i> be the service entrance		X	
Level space extending 5 ft. from the door, interior and exterior of entrance doors	NA		
Minimum 32" clear width opening (i.e. 36" door with standard hinge)	NA		
At least 18" clear floor area on latch, pull side of door	NA		
Door handle no higher than 48" and operable with a closed fist	NA		
Vestibule is 4 ft plus the width of the door swinging into the space	NA		
Entrance(s) on a level that makes elevators accessible	NA		
Door mats less than $\frac{1}{2}$ " thick are securely fastened	NA		
Door mats more than $\frac{1}{2}$ " thick are recessed	NA		
Grates in path of travel have openings of $\frac{1}{2}$ " maximum	NA		
Signs at non-accessible entrance(s) indicate direction to accessible entrance	NA		
Emergency egress - alarms with flashing lights and audible signals, sufficiently lighted	NA		

NOTES

LOCATION

STAIRS and DOORS NA			
Specification	Yes	No	Comments/Transition Notes
Stairs			
NA			
No open risers			
Nosings not projecting			
Treads no less than 11" wide			
Handrails on both sides			
Handrails 34"-38" above tread			
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)			
Handgrip oval or round			
Handgrip has a smooth surface			
Handgrip diameter between 1 $\frac{1}{4}$ " and 1 $\frac{1}{2}$ "			
1 $\frac{1}{2}$ " clearance between wall and handrail			
Doors			
NA			
Minimum 32" clear opening			
At least 18" clear floor space on pull side of door			
Closing speed minimum 3 seconds to within 3" of the latch			
Maximum pressure 5 pounds interior doors			
Threshold maximum $\frac{1}{2}$ " high, beveled on both sides			
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)			
Hardware minimum 36", maximum 48" above the floor			
Clear, level floor space extends out 5 ft from both sides of the door			
Door adjacent to revolving door is accessible and unlocked			
Doors opening into hazardous area have hardware that is knurled or roughened			

NOTES

LOCATION

RESTROOMS - also see Doors and Vestibules TWO PORTABLE UNITS			
Specification	Yes	No	Comments/Transition Notes
5 ft turning space measured 12" from the floor		X	NOT HANDICAP ACCESSABLE
<i>At least one Sink:</i>			
Clear floor space of 30" by 48" to allow a forward approach			
Mounted without pedestal or legs, height 34" to top of rim			
Extends at least 22" from the wall			
Open knee space a minimum 19" deep, 30" width, and 27" high			
Cover exposed pipes with insulation			
Faucets operable with closed fist (lever or spring activated handle)			
<i>At least one Stall:</i>			
Accessible to person using wheelchair at 60" wide by 72" deep			
Stall door is 36" wide			
Stall door swings out			
Stall door is self closing			
Stall door has a pull latch			
Lock on stall door is operable with a closed fist, and 32" above the floor			
Coat hook is 54" high			
<i>Toilet</i>			
18" from center to nearest side wall			
42" minimum clear space from center to farthest wall or fixture			
Top of seat 17"-19" above the floor			
<i>Grab Bars</i>			
On back and side wall closest to toilet			
1½" diameter			
1½" clearance to wall			
Located 30" above and parallel to the floor			
Acid-etched or roughened surface			
42" long			
<i>Fixtures</i>			
Toilet paper dispenser is 24" above floor			
One mirror set a maximum 38" to bottom (if tilted, 42")			
Dispensers (towel, soap, etc) at least one of each a maximum 42" above the floor			

NOTES

LOCATION

FLOORS, DRINKING FOUNTAINS, TELEPHONES NA			
Specification	Yes	No	Comments/Transition Notes
Floors			
NA			
Non-slip surface			
Carpeting is high-density, low pile, non-absorbent, stretched taut, securely anchored			
Corridor width minimum is 3 ft			
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor			
Drinking Fountains NA			
Spouts no higher than 36" from floor to outlet			
Hand operated push button or level controls			
Spouts located near front with stream of water as parallel to front as possible			
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			
Telephones			
NA			
Highest operating part a maximum 54" above the floor			
Access within 12" of phone, 30" high by 30" wide			
Adjustable volume control on headset so identified			
SIGNS, SIGNALS, AND SWITCHES			
NA			
Specification	Yes	No	Comments/Transition Notes
Switches, Controls and Signs			
NA			
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc, must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			
Electrical outlets centered no lower than 18" above the floor			
Warning signals must be visual as well as audible			
Signs			
NA			
Mounting height must be 60" to centerline of the sign			
Within 18" of door jamb or recessed			
Letters and numbers at least 1 1/4" high			
Letters and numbers raised .03"			
Letters and numbers contrast with the background color			

NOTES

LOCATION

SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area NA			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			
Lifting device			
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool			
Non-slip surface			

LOCATION

SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use NA			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Stalls 36" by 60" minimum, with a 36" door opening			
Floors are pitched to drain the stall at the corner farthest from entrance			
Floors are non-slip surface			
Controls operate by a single lever with a pressure balance mixing valve			
Controls are located on the center wall adjacent to the hinged seat			
Shower heads attached to a flexible metal hose			
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor			
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long			
Soap trays without handhold features unless they can support 250 pounds			
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar			
Grab bars are placed horizontally at 36" above the floor line			

LOCATION

PICNICKING			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
A minimum of 5% of the total tables must be accessible with clear space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access	X		
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide and 24" deep.	X		
Top of table no higher than 32" above ground	X		
Surface of the clear ground space under and around the table must be stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions	X		
Accessible tables, grills and fire rings must have clear ground space of at least 36" around the perimeter	NA		

Facility Inventory

LOCATION: North Brookfield, Lashaway Park - TOWN BEACH

ACTIVITY	EQUIPMENT	NOTES
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths YES
		Access to Open Spaces YES
		Back and Arm Rests NO
		Adequate number YES
	Grills NA	Height of Cooking Surface
	Trash Cans	Located adjacent to accessible paths
		Located adjacent to accessible paths YES
		Located adjacent to accessible paths
Trails	NA	Located near accessible water fountains, trash can, restroom, parking, etc.
		Surface material
		Dimensions
		Rails
		Signage (for visually impaired)
Swimming Facilities	Pools NA	Entrance
		Location from accessible parking
		Safety features i.e. warning for visually impaired
	Beaches	Location from accessible path into water YES
		Handrails NONE
		Location from accessible parking YES
Play Areas (tot lots)	All Play Equipment i.e. slides	Shade provided YES
	Access Routes	Same experience provided to all NO
		Located adjacent to accessible paths YES
Game Areas: NA *ballfield *basketball *tennis	Access Routes	Enough space between equipment for wheelchair YES
		Located adjacent to accessible paths
	Equipment	Berm cuts onto courts
		Height
		Dimensions
		Spectator Seating
Boat Docks NA	Access Routes	Located adjacent to accessible paths
		Handrails
Fishing Facilities NA	Access Routes	Located adjacent to accessible paths
		Handrails
	Equipment	Arm Rests
		Bait Shelves
		Handrails
		Fish Cleaning Tables
Programming	Are special programs at your facilities accessible?	Learn-to-Swim YES
		Guided Hikes NA
		Interpretive Programs NA
Services and Technical Assistance NA	Information available in alternative formats i.e. for visually impaired	
	Process to request interpretive services (i.e. sign language interpreter) for meetings	

LOCATION

PARKING			
Total Spaces		Required Accessible Spaces	
Up to 25		1 space YES	
26-50		2 spaces	
51-75		3 spaces	
76-100		4 spaces	
101-150		5 spaces	
151-200		6 spaces	
201-300		7 spaces	
301-400		8 spaces	
401-500		9 spaces	
Specification for Accessible Spaces	Yes	No	Comments/Transition Notes
Accessible space located closest to accessible entrance	X		
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.	NA		
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle	X		
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.	X		
Sign with international symbol of accessibility at each space or pair of spaces	X		
Sign minimum 5 ft, maximum 8 ft to top of sign	X		
Surface evenly paved or hard-packed (no cracks)	X		
Surface slope less than 1:20, 5%	X		
Curbside to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present	NA		
Curbside is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow	NA		
RAMPS			
Specification	Yes	No	Comments/Transition Notes
Slope Maximum 1:12	X		
Minimum width 4 ft between handrails			NO HANDRAILS
Handrails on both sides if ramp is longer than 6 ft		X	
Handrails at 34" and 19" from ramp surface		X	
Handrails extend 12" beyond top and bottom		X	
Handgrip oval or round		X	
Handgrip smooth surface		X	
Handgrip diameter between 1 1/4" and 2"		X	
Clearance of 1 1/2" between wall and wall rail		X	
Non-slip surface	X		
Level platforms (4ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction	X		TOP AND BOTTOM

LOCATION

SITE ACCESS, PATH OF TRAVEL, ENTRANCES			
Specification	Yes	No	Comments/Transition Notes
Site Access			
Accessible path of travel from passenger disembarking area and parking area to accessible entrance	X		
Disembarking area at accessible entrance	X		
Surface evenly paved or hard-packed		X	
No ponding of water	X		
Path of Travel			
Path does not require the use of stairs		X	
Path is stable, firm and slip resistant	X		
3 ft wide minimum	X		
Slope maximum 1:20 (5%) and maximum cross pitch is 2% (1:50).	X		
Continuous common surface, no changes in level greater than $\frac{1}{2}$ inch		X	
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane	X		
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"	NA		
Curb on the pathway must have curb cuts at drives, parking and drop-offs	NA		
Entrances			
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and <i>not</i> be the service entrance	NA		
Level space extending 5 ft. from the door, interior and exterior of entrance doors	NA		
Minimum 32" clear width opening (i.e. 36" door with standard hinge)	NA		
At least 18" clear floor area on latch, pull side of door	NA		
Door handle no higher than 48" and operable with a closed fist	NA		
Vestibule is 4 ft plus the width of the door swinging into the space	NA		
Entrance(s) on a level that makes elevators accessible	NA		
Door mats less than $\frac{1}{2}$ " thick are securely fastened	NA		
Door mats more than $\frac{1}{2}$ " thick are recessed	NA		
Grates in path of travel have openings of $\frac{1}{2}$ " maximum	NA		
Signs at non-accessible entrance(s) indicate direction to accessible entrance	NA		
Emergency egress - alarms with flashing lights and audible signals, sufficiently lighted	NA		

NOTES

LOCATION

STAIRS and DOORS			
Specification	Yes	No	Comments/Transition Notes
Stairs			
No open risers	X		
Nosings not projecting		X	
Treads no less than 11" wide	NA		
Handrails on both sides		X	
Handrails 34"-38" above tread		X	
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)		X	
Handgrip oval or round		X	
Handgrip has a smooth surface		X	
Handgrip diameter between 1 1/4" and 1 1/2"		X	
1 1/2" clearance between wall and handrail		X	
Doors NA			
Minimum 32" clear opening	NA		
At least 18" clear floor space on pull side of door	NA		
Closing speed minimum 3 seconds to within 3" of the latch	NA		
Maximum pressure 5 pounds interior doors	NA		
Threshold maximum 1/2" high, beveled on both sides	NA		
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)	NA		
Hardware minimum 36", maximum 48" above the floor	NA		
Clear, level floor space extends out 5 ft from both sides of the door	NA		
Door adjacent to revolving door is accessible and unlocked	NA		
Doors opening into hazardous areas have hardware that is knurled or roughened	NA		

NOTES

LOCATION

RESTROOMS - also see Daars and Vestibules			
Specification	Yes	No	Comments/Transition Notes
5 ft turning space measured 12" from the floor	X		PORTABLE FACILITY
<i>At least one Sink: NA</i>			
Clear floor space of 30" by 48" to allow a forward approach			
Mounted without pedestal or legs, height 34" to top of rim			
Extends at least 22" from the wall			
Open knee space a minimum 19" deep, 30" width, and 27" high			
Cover exposed pipes with insulation			
Faucets operable with closed fist (lever or spring activated handle)			
<i>At least one Stall: YES</i>			
Accessible to person using wheelchair at 60" wide by 72" deep	X		
Stall door is 36" wide	X		
Stall door swings out	X		
Stall door is self closing	X		
Stall door has a pull latch	X		
Lock on stall door is operable with a closed fist, and 32" above the floor	X		
Coat hook is 54" high			
<i>Toilet</i>			
18" from center to nearest side wall	X		
42" minimum clear space from center to farthest wall or fixture	X		
Top of seat 17"-19" above the floor	X		
<i>Grab Bars</i>			
On back and side wall closest to toilet	X		
1½" diameter	X		
1½" clearance to wall	X		
Located 30" above and parallel to the floor	X		
Acid-etched or roughened surface	X		
42" long	X		
<i>Fixtures</i>			
Toilet paper dispenser is 24" above floor	X		
One mirror set a maximum 38" to bottom (if tilted, 42")		X	
Dispensers (towel, soap, etc) at least one of each a maximum 42" above the floor		X	

NOTES

LOCATION

FLOORS, DRINKING FOUNTAINS, TELEPHONES			
Specification	Yes	No	Comments/Transition Notes
Floors NA			
Non-slip surface			
Carpeting is high-density, low pile, non-absorbent, stretched taut, securely anchored			
Corridor width minimum is 3 ft			
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor			
Drinking Fountains NA			
Spouts no higher than 36" from floor to outlet			
Hand operated push button or level controls			
Spouts located near front with stream of water as parallel to front as possible			
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			
Telephones NA			
Highest operating port a maximum 54" above the floor			
Access within 12" of phone, 30" high by 30" wide			
Adjustable volume control on headset so identified			
SIGNS, SIGNALS, AND SWITCHES			
Specification	Yes	No	Comments/Transition Notes
Switches, Controls and Signs NA			
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc, must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			
Electrical outlets centered no lower than 18" above the floor			
Warning signals must be visual as well as audible			
Signs			
Mounting height must be 60" to centerline of the sign			
Within 18" of door jamb or recessed			
Letters and numbers at least 1 1/4" high			
Letters and numbers raised .03"			
Letters and numbers contrast with the background color			

NOTES

LOCATION**SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area NA**

<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			
Lifting device			
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool			
Non-slip surface			

LOCATION**SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use NA**

<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Stalls 36" by 60" minimum, with a 36" door opening			
Floors are pitched to drain the stall at the corner farthest from entrance			
Floors are non-slip surface			
Controls operate by a single lever with a pressure balance mixing valve			
Controls are located on the center wall adjacent to the hinged seat			
Shower heads attached to a flexible metal hose			
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor			
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long			
Soap trays without handhold features unless they can support 250 pounds			
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar			
Grab bars are placed horizontally at 36" above the floor line			

LOCATION**PICNICKING**

<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
A minimum of 5% of the total tables must be accessible with clear space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access	X		
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide and 24" deep.	X		
Top of table no higher than 32" above ground	X		
Surface of the clear ground space under and around the table must be stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions	X		
Accessible tables, grills and fire rings must have clear ground space of at least 36" around the perimeter	X		

Facility Inventory

LOCATION: NORTH BROOKFIELD SCHOOL RECREATION AREAS

ACTIVITY	EQUIPMENT	NOTES
Picnic Facilities NA	Tables & Benches	Located adjacent to accessible paths
		Access to Open Spaces
		Back and Arm Rests
		Adequate number
	Grills	Height of Cooking Surface
	Trash Cans	Located adjacent to accessible paths
		Located adjacent to accessible paths
		Located near accessible water fountains, trash can, restroom, parking, etc.
Trails NA		Surface material
		Dimensions
		Rails
		Signage (for visually impaired)
Swimming Facilities NA	Pools	Entrance
		Location from accessible parking
		Safety features i.e. warning for visually impaired
	Beaches	Location from accessible path into water
		Handrails
		Location from accessible parking
Play Areas (tot lots)	All Play Equipment i.e. swings, slides	Same experience provided to all YES
	Access Routes	Located adjacent to accessible paths YES
		Enough space between equipment for wheelchair YES
Game Areas: *ballfield *basketball *tennis	Access Routes	Located adjacent to accessible paths YES
		Berm cuts onto courts YES
	Equipment	Height OK
		Dimensions OK
		Spectator Seating YES BUT INADEQUATE
Boat Docks NA	Access Routes	Located adjacent to accessible paths
		Handrails
Fishing Facilities NA	Access Routes	Located adjacent to accessible paths
		Handrails
	Equipment	Arm Rests
		Bait Shelves
		Handrails
		Fish Cleaning Tables
Programming	Are special programs at your facilities accessible?	Learn-to-Swim NA
		Guided Hikes NA
		Interpretive Programs YES
Services and Technical Assistance NA	Information available in alternative formats i.e. for visually impaired	
	Process to request interpretive services (i.e. sign language interpreter) for meetings	

LOCATION

PARKING Fully compliant			
Total Spaces	Required Accessible Spaces		
Up to 25	1 space		
26-50	2 spaces		
51-75	3 spaces		
76-100	4 spaces		
101-150	5 spaces		
151-200	6 spaces		
201-300	7 spaces		
301-400	8 spaces		
401-500	9 spaces		
Specification for Accessible Spaces	Yes	No	Comments/Transition Notes
Accessible space located closest to accessible entrance	X		
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.	X		
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle	X		
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.	X		
Sign with international symbol of accessibility at each space or pair of spaces	X		
Sign minimum 5 ft, maximum 8 ft to top of sign	X		
Surface evenly paved or hard-packed (no cracks)	X		
Surface slope less than 1:20, 5%	X		
Curbside to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present	X		
Curbside is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow	X		
RAMPS NA			
Specification	Yes	No	Comments/Transition Notes
Slope Maximum 1:12			
Minimum width 4 ft between handrails			
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface			
Handrails extend 12" beyond top and bottom			
Handgrip oval or round			
Handgrip smooth surface			
Handgrip diameter between 1½" and 2"			
Clearance of 1½" between wall and wall rail			
Non-slip surface			
Level platforms (4ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction			

LOCATION

SITE ACCESS, PATH OF TRAVEL, ENTRANCES			
Specification	Yes	No	Comments/Transition Notes
Site Access			
Accessible path of travel from passenger disembarking area and parking area to accessible entrance	X		
Disembarking area at accessible entrance	X		
Surface evenly paved or hard-packed	X		
No ponding of water	X		
Path of Travel			
Path does not require the use of stairs		X	
Path is stable, firm and slip resistant	X		
3 ft wide minimum	X		
Slope maximum 1:20 (5%) and maximum cross pitch is 2% (1:50).	X		
Continuous common surface, no changes in level greater than $\frac{1}{2}$ inch	X		
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane	NA		
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"	NA		
Curb on the pathway must have curb cuts at drives, parking and drop-offs	NA		
Entrances NA			
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and <i>not</i> be the service entrance			
Level space extending 5 ft. from the door, interior and exterior of entrance doors			
Minimum 32" clear width opening (i.e. 36" door with standard hinge)			
At least 18" clear floor area on latch, pull side of door			
Door handle no higher than 48" and operable with a closed fist			
Vestibule is 4 ft plus the width of the door swinging into the space			
Entrance(s) on a level that makes elevators accessible			
Door mats less than $\frac{1}{2}$ " thick are securely fastened			
Door mats more than $\frac{1}{2}$ " thick are recessed			
Grates in path of travel have openings of $\frac{1}{2}$ " maximum			
Signs at non-accessible entrance(s) indicate direction to accessible entrance			
Emergency egress - alarms with flashing lights and audible signals, sufficiently lighted			

NOTES

LOCATION

STAIRS and DOORS NA			
Specification	Yes	No	Comments/Transition Notes
Stairs			
No open risers			
Nosings not projecting			
Treads no less than 11" wide			
Handrails on both sides			
Handrails 34"-38" above tread			
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)			
Handgrip oval or round			
Handgrip has a smooth surface			
Handgrip diameter between 1 $\frac{1}{4}$ " and 1 $\frac{1}{2}$ "			
1 $\frac{1}{2}$ " clearance between wall and handrail			
Doors			
Minimum 32" clear opening			
At least 18" clear floor space on pull side of door			
Closing speed minimum 3 seconds to within 3" of the latch			
Maximum pressure 5 pounds interior doors			
Threshold maximum $\frac{1}{2}$ " high, beveled on both sides			
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)			
Hardware minimum 36", maximum 48" above the floor			
Clear, level floor space extends out 5 ft from both sides of the door			
Door adjacent to revolving door is accessible and unlocked			
Doors opening into hazardous area have hardware that is knurled or roughened			

NOTES

LOCATION

RESTROOMS - also see Daars and Vestibules NA			
Specification	Yes	No	Comments/Transition Notes
5 ft turning space measured 12" from the floor			
<i>At least one Sink:</i>			
Clear floor space of 30" by 48" to allow a forward approach			
Mounted without pedestal or legs, height 34" to top of rim			
Extends at least 22" from the wall			
Open knee space a minimum 19" deep, 30" width, and 27" high			
Cover exposed pipes with insulation			
Faucets operable with closed fist (lever or spring activated handle)			
<i>At least one Stall:</i>			
Accessible to person using wheelchair at 60" wide by 72" deep			
Stall door is 36" wide			
Stall door swings out			
Stall door is self closing			
Stall door has a pull latch			
Lock on stall door is operable with a closed fist, and 32" above the floor			
Coat hook is 54" high			
<i>Toilet</i>			
18" from center to nearest side wall			
42" minimum clear space from center to farthest wall or fixture			
Top of seat 17"-19" above the floor			
<i>Grab Bars</i>			
On back and side wall closest to toilet			
1 1/4" diameter			
1 1/2" clearance to wall			
Located 30" above and parallel to the floor			
Acid-etched or roughened surface			
42" long			
<i>Fixtures</i>			
Toilet paper dispenser is 24" above floor			
One mirror set a maximum 38" to bottom (if tilted, 42")			
Dispensers (towel, soap, etc) at least one of each a maximum 42" above the floor			

NOTES

LOCATION

FLOORS, DRINKING FOUNTAINS, TELEPHONES NA			
Specification	Yes	No	Comments/Transition Notes
Floors			
Non-slip surface			
Carpeting is high-density, low pile, non-absorbent, stretched taut, securely anchored			
Corridor width minimum is 3 ft			
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor			
Drinking Fountains			
Spouts no higher than 36" from floor to outlet			
Hand operated push button or level controls			
Spouts located near front with stream of water as parallel to front as possible			
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			
Telephones			
Highest operating part a maximum 54" above the floor			
Access within 12" of phone, 30" high by 30" wide			
Adjustable volume control on headset so identified			
SIGNS, SIGNALS, AND SWITCHES			
Specification	Yes	No	Comments/Transition Notes
Switches, Controls and Signs			
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc, must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			
Electrical outlets centered no lower than 18" above the floor			
Warning signals must be visual as well as audible			
Signs			
Mounting height must be 60" to centerline of the sign			
Within 18" of door jamb or recessed			
Letters and numbers at least 1 1/4" high			
Letters and numbers raised .03"			
Letters and numbers contrast with the background color			

NOTES

LOCATION

SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area NA			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			
Lifting device			
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool			
Non-slip surface			

LOCATION

SHOWER ROOMS - Showers must accommodate bath wheel-in and transfer use NA			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Stalls 36" by 60" minimum, with a 36" door opening			
Floors are pitched to drain the stall at the corner farthest from entrance			
Floors are non-slip surface			
Controls operate by a single lever with a pressure balance mixing valve			
Controls are located on the center wall adjacent to the hinged seat			
Shower heads attached to a flexible metal hose			
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor			
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long			
Soap trays without handhold features unless they can support 250 pounds			
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar			
Grab bars are placed horizontally at 36" above the floor line			

LOCATION

PICNICKING NA			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
A minimum of 5% of the total tables must be accessible with clear space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access			
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide and 24" deep.			
Top of table no higher than 32" above ground			
Surface of the clear ground space under and around the table must be stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions			
Accessible tables, grills and fire rings must have clear ground space of at least 36" around the perimeter			

