

Town Hall



Town of East Longmeadow ADA Transition Plan

July 2025



Institute for Human Centered Design

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Background

Year Built: 1893, 1969

Year Renovated: 2013-2016

East Longmeadow Town Hall is located at 60 Center Square and is a two-story building. A parking lot is provided north of the building.

The building has two (2) largely accessible entrances, and one (1) inaccessible entrance. There is also an additional exit near the Town clerk's office. There are two (2) sets of stairs between the first and the second floor.

Areas surveyed include all of the Town offices that are open to members of the public (including the Town clerk's office, the Town manager's office, the health department, the building department, the planning department, the department of public works and the tax collector's office). Additionally, one (1) set of men's and women's toilet rooms were surveyed.

Key Accessibility Issues

Exterior Access Routes

Accessibility issues include routes with excessive running slopes and level changes, and routes that are not maintained in operable working condition. Additionally, there is a lack of an accessible route to a picnic table.

Curb Ramp

Accessibility issues include curb ramps with excessive running and cross slopes and curb ramps that lack a flush transition from the curb ramp to the street.

Parking

Accessibility issues include an access aisle that is narrower than allowed, and excessive stopes at accessible parking spaces and an access aisle.

Vertical Circulation

Accessibility issues include lack of an accessible route to the second floor. The Town could either install a Limited Use Limited

Application (LULA) elevators or have staff members from the upstairs offices meet with the public in an accessible location.

Ramps

Accessibility issues include lack of compliant handrails, a ramp that is narrower than allowed, and a ramp with a running slope that is steeper than allowed, and a ramp lacking compliant edge protection.

Signage

Accessibility issues include lack of signage with the International Symbol of Accessibility (ISA) at accessible entrance doors, lack of directional signage at inaccessible entrance doors, lack of tactile signs at exit doors, lack of directional signs at inaccessible exit doors, lack of an illuminated sign with the International Symbol of Accessibility (ISA) at accessible exit doors, lack of designation signage with raised characters and braille, signage that lacks a non-glare finish, directional signage that has a text size that is smaller than allowed, and designation signs that are not properly located.

Toilet Rooms

Accessibility issues include mirrors located higher than allowed, side grab bars mounted improperly, hooks located higher than allowed, a toilet flush control not located on the open (transfer) side of the toilet, lack of door pulls on each side of the accessible toilet compartment, and dispensers that act as protruding objects.

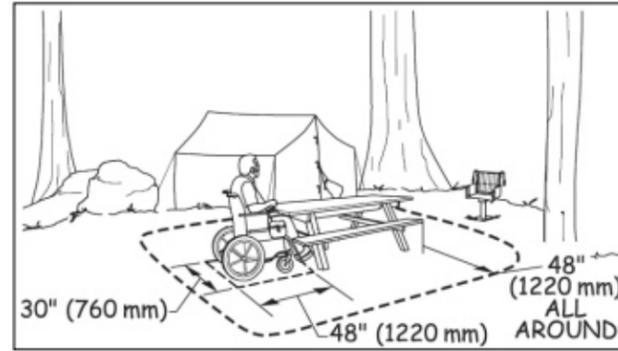
Additional Accessibility Issues

- Stairs lack compliant handrails.
- Three (3) service counters lack a portion that is 36" high max.
- Lack of a drinking fountain for seated users on the first floor.
- By the Town clerk's office, there is a level change that is greater than allowed.
- Items such as drop boxes, trash containers and book donation bins are not located within reach range or lack clear floor space.

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 ensuring that the directory is accurate.
- Recommend providing a contrasting color strip at each stair tread on the stair so that each tread is readily apparent when viewed in descent or ascent. Recommendation applies to all stairs.
- Recommend repainting the automatic door opener push button in three (3) locations.
- Emergency pull cords are tied in the toilet rooms. This may make it difficult for someone who has fallen to reach them. IHCD recommends ensuring that the pull cords extend down to 12" above the finished floor.
- Recommend providing comfortable reclining seats with a back, armrests, lumbar, tension and height adjustments in the mother's room.
- Recommend updating the informational sign on the door to the public stair that lists Town departments.
- Recommend repairing the change in level at the clerk's office drop box or providing a barrier at the edge to ensure anyone using the drop box doesn't trip/fall over the edge onto the ramp.
- Recommend providing a detectable warning at the end of the curb ramp near the accessible parking spaces.
- Recommend providing a stable, firm and slip-resistant surface that is 48" clear on all sides of at least one accessible picnic table that is located on an accessible route in each distinct area where picnic tables are provided in a manner that is substantially similar to what is shown in the following image.



- At all accessible parking spaces, recommend replacing the identification sign with one that includes the text "Accessible" parking instead of "Handicapped" parking.
- Recommend providing some benches near the building department entrance with armrests to help assist people who have difficulty lifting from and lowering onto the bench.

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">Approach and Entrance</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">Exterior Access Route</div>												
1	Egress Near Town Clerk	1		Exterior Access Route	Exterior		Running slope > 1:20 (5.00%) Level changes > 1/4"	13.8% 1"	Further study will be needed to determine whether it is technically feasible to bring the ramp into full compliance with the ADA Standards. Alter change in level to be 1/4" high max.	1	-	-
2	Building Department Employee Egress Walkway	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	1.75"	Alter change in level to be 1/4" high max.	1	-	-
3	East Side of the Building	Ext.		Exterior Access Route	Exterior		Running slope > 1:20 (5.00%)	12.5%	Reduce running slope to be no steeper than 1:20 (5.00%) or provide a compliant ramp with a slope no greater than 1:12 (8.33%).	1	-	-
4	Parking Lot, Near Accessible Parking Spaces	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.	1	-	-
5	Route by Book Donation Bin	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%)	7.9%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Route by the Parking Lot	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.	1	-	-
7	Route From Northeast Parking Lot	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	.5%	Alter change in level to be 1/4" high max.	1	-	-
8	Route From Stepped Entrance	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.	1	-	-
9	Route Towards Locked Door	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%)	4.5%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	-
10	Towards Entrance Near Building Department	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%)	8.2%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
11	Towards Entrance Near Building Department	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	1"	Alter change in level to be 1/4" high max.	1	-	-
12	Towards Entrance Near Building Department	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition. Surface is uneven.	1	-	-
13	Towards Street	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.	1	-	-
Curb Ramp												
14	Curb Ramp Near A&E Styles	Ext.		Curb Ramp	N/A		Running slope is > 1:12 (8.33%)	10.3%	Reduce running slope to be no steeper than 1:12 (8.33%).	1	-	-
15	Parking Lot, Near Accessible Parking Spaces	Ext.		Curb Ramp	N/A		Running slope is > 1:12 (8.33%)	9.1%	Reduce running slope to be no steeper than 1:12 (8.33%).	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
16	Parking Lot, Near Accessible Parking Spaces	Ext.		Curb Ramp	N/A		Transition from curb ramp to street not flush	-	Ensure transition from curb ramp to street is flush or free of changes in level.	1	-	-
17	Parking Lot, Near Accessible Parking Spaces	Ext.		Curb Ramp	Parallel		Cross slope > 1:50 (2.00%) (MAAB)	4.5% landing	Reduce cross slope at curb ramp to be no steeper than 1:50 (2.00%).	1	-	-
Off-Street Parking Lot or Garage												
18	Parking Lot	Ext.		Off-Street Parking Lot or Garage	Visitor		Running or cross slope at space > 1:50 (2.00%) Access aisle < 96" wide at van space Running or cross slope at access aisle > 1:50 (2.00%)	3.5% run 91.5" 5.0%	Reduce running or cross slope to be no steeper than 1:50 (2.00%). Provide a marked access aisle that is at least 96" wide. Reduce running or cross slope to be no steeper than 1:50 (2.00%).	1	-	-
Exterior Ramp												
19	Route by the Parking Lot	Ext.		Exterior Ramp	N/A		Ramp < 48" wide Handrails not continuous where required Edge protection < 4" high	46.5" - -	Widen ramp so that the clear width is 48" min. Provide continuous handrails. 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	-	-
Exterior Stair												
20	Entrance Near Public Stairs	1		Exterior Stair	N/A		Bottom handrail extends < 12" + one tread Cross section of handrail is not compliant Handrail is not continuous where required Handrails do not return properly	- - -	Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight. Provide handrails with 1 1/4" - 2" circular cross sections. Provide continuous handrails. Ensure that handrail extensions return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent stair flight.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Entrance												
21	Entrance Near Public Stairs	1		Entrance	Other		Directional sign to accessible entrance not provided Hardware not compliant	- -	Provide a directional sign indicating the location of the nearest accessible entrance. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	743 1650	\$1K - \$5K
											2393	
22	Entrance Near Building Department	Ext.		Entrance	Secondary Entrance		International Symbol of Accessibility not provided	-	Provide a sign with the International Symbol of Accessibility (ISA).	1	743	\$500 - \$1K
											743	
23	Main Entrance	Ext.		Entrance	Main Entrance		International Symbol of Accessibility not provided	-	Provide a sign with the International Symbol of Accessibility (ISA).	1	743	\$500 - \$1K
											743	
24	Main Entrance	Ext.		Entrance	Main Entrance		Automatic door opener not operable Clear floor space at opener not provided	Not working 4.3%	Repair or replace the door opener. Provide a 30" x 48" clear floor space at automatic door opener. Ensure that this area is sloped no more than 1:50 (2.00%).	1	-	-
Access to Goods and Services												
Means of Egress												
25	Egress Near Building Department	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48"- 60" above the finished floor located on the right side of the rightmost door. Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	413 330	\$500 - \$1K
											743	

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
26	Egress Near Public Stairs	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the right side of the double doors. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	413 413	\$500 - \$1K
											826	
27	Egress Near Town Clerk	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door. If the slope outside of the door cannot be fixed, provide a directional sign indicating the location of the nearest accessible emergency exit.	1	413 413	\$500 - \$1K
											826	
28	Main Egress	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the right side of double doors.	1	413	\$1 - \$500
											413	
29	Town Hall to Egress	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign 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 (ISA).	1	413 330	\$500 - \$1K
											743	
Interior Access Route												
30	Main Entrance to Town Hall Offices	1		Interior Access Route	N/A		Running slope > 1:20 (5.00%)	7.8%	Provide compliant ramp handrails with 1 1/4" - 2" circular cross sections on each wall.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
31	Men's Toilet Room	1		Interior Access Route	N/A		Obstructed by protruding objects	8.5"	Remove the shelf out of the clear floor space required at the toilet. It can be relocated to another part of the room, however if it is located higher than 27" it would most likely be considered a protruding object and need a cane-detectable barrier underneath, such as a fixed trash can or railing located 27" max. above the finished floor.	1	1320	\$1K - \$5K
											1320	
32	Stairs to Department of Public Works	1		Interior Access Route	N/A		Accessible vertical route not provided	-	The Town could either install a Limited Use Limited Application (LULA) elevators or have staff members from the upstairs offices meet with the public in an accessible location.	1	-	-
33	Towards Town Clerk	1		Interior Access Route	N/A		Level changes > 1/4" Running slope > 1:20 (5.00%)	2" 6.3%	Alter change in level to be 1/4" high max. Further study will be needed to determine whether it is technically feasible to bring the route into full compliance with the ADA Standards.	1	-	-
Doors, Doorways, & Gates												
34	Men's Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Relocate the trash container to ensure that 18" min. clear is provided on the latch side of the door.	1	-	-
35	Town Clerk/ Collector/ Treasurer	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided		Relocate the trash and recycling bins that are located in the door maneuvering clearance. Ensure that there is 18" clear on the latch side of the door.	1	Labor	Labor

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
36	Women's Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	9 lbs	Ensure that door opening pressure is monitored and kept in compliance at all doors by maintenance staff every 6 months.	1	Labor	Labor
Ramps												
37	Ramp to Second Floor Access	1		Ramps	Interior		Running slope >1:12 (8.33%)	10.3%	Further study will be needed to determine whether it is technically feasible to bring the ramp into full compliance with the ADA Standards.	1	-	-
Stairways												
38	Stairs to Department of Public Works	1		Stairways	Interior		Bottom handrail extends < 12" and one tread Handrails lack a compliant cross section Handrails not continuous where required Handrails do not return properly	- - - -	Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight, unless it would pose a hazard. Provide handrails with 1 1/4" - 2" circular cross sections. Provide continuous handrails. Ensure that handrail extensions return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent stair flight.	1	-	-
39	Stairway to Offices the Public Can Make Appointments to See	1		Stairways	Interior		Handrail height < 34" or > 38" Bottom handrail extends < 12" and one tread Handrails lack a compliant cross section	31" - -	Alter so the handrails are 34"- 38" high above the floor. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight. Provide handrails with 1 1/4" - 2" circular cross sections.	1	-	-
Signage												
40	Building and Planning Departments	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Location of tactile sign not compliant	- - -	Provide text with raised characters duplicated in braille on the sign. Braille must be located below the corresponding text; if the text is multi-lined, then braille must be located below the entire text. If there are multiple blocks of text on a sign, then braille should be placed below logical blocks of raised characters. Locate sign alongside the door on the latch side.	1	413	\$1 - \$500
											413	

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
41	Corridor	1		Signage	Directional		Text size noncompliant on sign	.25"	Ensure that character size on the sign complies with the Character Height Table 703.5.5 in the 2010 ADA Standards.	1	413	\$1 - \$500
42	Main Entrance to Town Hall Offices	1		Signage	Informational		Non-glare finish and contrast not provided on sign	-	Written information on glass can be obscured by reflection and glare, and may not provide sufficient contrast to its background. This diminishes legibility and readability. Recommend printing on a matte surface in immediate proximity to the glass or mounted on the glass, or providing a solid background behind the text at the door, and printing the text in a color that contrasts with that background.	1	413	\$1 - \$500
43	Mother's Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Location of tactile sign not compliant		Provide text with raised characters duplicated in braille on the sign. Locate sign alongside the door on the latch side.	1	413	\$1 - \$500
44	Town Clerk/ Collector/ Treasurer	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Location of tactile sign not compliant		Provide text with raised characters duplicated in braille on the sign. Locate sign alongside the door on the latch side.	1	413	\$1 - \$500
45	Town Manager and Health Department	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Location of tactile sign not compliant		Provide text with raised characters duplicated in braille on the sign. Locate sign alongside the door on the latch side.	1	413	\$1 - \$500

413

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
46	Women's Toilet Room and Men's Toilet Room	1		Signage	Designation		Raised characters < 48" or > 60" above ground	65.5"	Mount the sign so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor.	2	Labor	Labor
Service Counter												
47	Planning Department Counter	1		Service Counter	N/A		Counter > 36" high	44"	Provide a counter that is 36" max. above the ground or finished floor.	1	1888	\$1K - \$5K
											1888	
48	Town Manager and Health Department	1		Service Counter	N/A		Counter > 36" high	43.5"	Provide a counter that is 36" max. above the ground or finished floor.	1	1888	\$1K - \$5K
											1888	
49	Department of Public Works Counter	2		Service Counter	N/A		Counter > 36" high	41.75"	Provide a counter that is 36" max. above the ground or finished floor.	1	1888	\$1K - \$5K
											1888	
Operable Parts / Reach Range												
50	Mother's Room	1		Operable Parts / Reach Range	Clothes Rod/Hooks		Reach < 15" or > 48"(forward/side approach)	73"	Provide a hook no higher than 48" above the finished floor.	1	124	\$1 - \$500
											124	

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
51	Near Employee Toilet Room	1		Operable Parts / Reach Range	Defibrillator		Reach < 15" or > 48"(forward/side approach)	49"	Relocate the defibrillator so that controls are between 15"- 48" above the finished floor. /Ensure that staff is available to assist visitors who need assistance.	1	825	\$500 - \$1K
52	Planning Department Counter	1		Operable Parts / Reach Range	Bell		Side reach over an obstruction > 34" high	43"	Relocate the bell to the accessible lower counter and ensure that staff understand that the bell should stay in this location so that it is located within reach range.	1	Labor	Labor
53	Town Hall to Egress	1		Operable Parts / Reach Range	Equipment		Not compliant	Not maintained	The automatic door opener button has to be held down, and it is loose. Ensure that it is maintained in operable working condition.	1	-	-
54	Clerks Office Drop Box	Ext.		Operable Parts / Reach Range	Drop Box		Clear floor space is not provided	3.6%	Ensure that drop box is located to have a 30" x 48" clear floor space that is sloped no more than 1:50 (2.00%) in all directions.	1	-	-
55	Main Entrance - Top Drop Box	Ext.		Operable Parts / Reach Range	Drop Box		Reach < 15" or > 48"(forward/side approach)	57.5"	Relocate drop box so that controls are between 15"- 48" above the finished floor.	1	-	-

825

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
56	Next to Accessible Parking Spaces	Ext.		Operable Parts / Reach Range	Trash/Recycling		Clear floor space is not provided	3.3%	Relocate bins to a level surface that is sloped no greater than 1:50 (2.00%).	1	-	-
57	Route by Book Donation Bin	Ext.		Operable Parts / Reach Range	Equipment		Clear floor space is not provided Reach < 15" or > 48"(forward/side approach)	2.8%, 6.9% 56.5"	Ensure that staff is available to assist visitors who need assistance.	1	-	-
<div style="background-color: #e0e0e0; padding: 5px;">Picnic Tables</div>												
58	Near Parking Lot	Ext.		Picnic Tables	N/A		Picnic table not on an accessible route	-	Ensure that the picnic table is connected to an accessible route.	1	Labor	Labor
<div style="background-color: #e0e0e0; padding: 5px;">Toilet & Bathing Rooms</div>												
<div style="background-color: #e0e0e0; padding: 5px;">Lavatory</div>												
59	Women's Toilet Room	1		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	49.5"	Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	Labor	Labor

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Single-User Toilet												
60	Men's Toilet Room	1		Single-User Toilet	N/A		Side grab bar < 54" from back wall	52.5"	Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall and extending 54" min. from the rear wall.	1	1320	\$1K - \$5K
											1320	
61	Men's Toilet Room	1		Single-User Toilet	N/A		Hook located > 54" high	70"	Locate the coat hook no higher than 48" above the finished floor.	1	124	\$1 - \$500
											124	
Toilet Compartment												
62	Women's Toilet Room	1		Toilet Compartment	Accessible Compartment		Door has inadequate maneuvering clearance	9"	Ensure that trash can is kept out of the door maneuvering clearance. Ensure that there is 18" min. clear on the latch side of the door.	1	Labor	Labor
63	Women's Toilet Room	1		Toilet Compartment	Accessible Compartment		Flush control not on open side	-	Provide the flush control on the open side of the toilet (transfer side).	1	1650	\$1K - \$5K
											1650	
64	Women's Toilet Room	1		Toilet Compartment	Accessible Compartment		Coat hook > 48" (2010 ADA) Door pull not provided	62.5" -	Locate the coat hook no higher than 48" above the finished floor. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	124 116	\$1 - \$500
											240	

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Dispensers												
65	Women's Toilet Room	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	10"	Provide a cane-detectable barrier such as a fixed trash can or railing located 27" max. above the finished floor.	1	Labor	Labor
Additional Access												
Drinking Fountains												
66	Outside Town Clerk	1		Drinking Fountains	High		No drinking fountain provided for seated users	-	Provide an additional drinking fountain for seated users.	1	6647	\$5K - \$10K
											6647	
Best Practice												
67	Directory	1							Recommend ensuring that the directory is accurate.	1	-	-
68	Entrance Near Public Stairs	1							Recommend providing a contrasting color strip at each stair tread on the stair so that each tread is readily apparent when viewed in descent or ascent. Recommendation applies to all stairs.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
69	Main Entrance Interior Automatic Door Opener	1							Recommend repainting the automatic door opener push button.	1	-	-
70	Main Entrance Interior Automatic Door Opener to Offices	1							Recommend repainting the automatic door opener push button.	1	-	-
71	Men's Toilet Room and Women's Toilet Rooms	1							Emergency pull cords are tied in the toilet rooms. This may make it difficult for someone who has fallen to reach them. IHCD recommends ensuring that the pull cords extend down to 12" above the finished floor.	2	-	-
72	Mother's Room	1							Recommend providing comfortable reclining seats with a back, armrests, lumbar, tension and height adjustments.	1	-	-
73	Public Stairs	1							Recommend updating the informational sign on the door that lists Town departments.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
74	Clerks Office Drop Box	Ext.							Recommend repairing the change in level at the drop box or providing a barrier at the edge to ensure anyone using the drop box doesn't trip/fall over the edge onto the ramp.	1	-	-
75	Curb Ramp Near Accessible Parking Spaces	Ext.							Recommend providing a detectable warning at the end of the curb ramp.	1	-	-
76	Entrance Near Building Department	Ext.						1"	Recommend repainting the automatic door opener push button.		-	-
77	Near Parking Lot	Ext.						-	Recommend providing a stable, firm and slip-resistant surface that is 48" clear on all sides of at least one accessible picnic table that is located on an accessible route in each distinct area where picnic tables are provided.	1	-	-
78	Parking Lot	Ext.							At all accessible parking spaces, recommend replacing the identification sign with one that includes the text "Accessible" parking instead of "Handicapped" parking.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
79	Towards Entrance Near Building Department	Ext.							Recommend providing some benches with armrests to help assist people who have difficulty lifting from and lowering onto the bench.	1	-	-