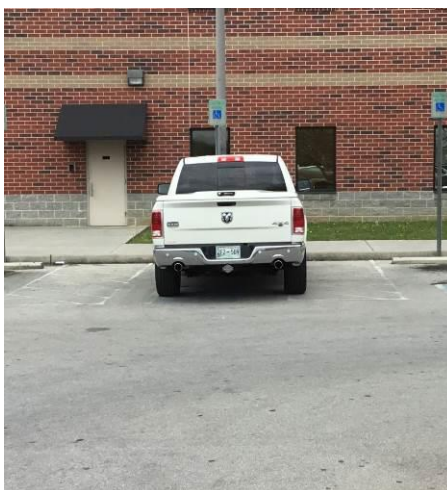


BLOUNT COUNTY, TENNESSEE

Americans with Disabilities Act Self-Evaluation and Transition Plan



FINAL VERSION

APRIL 2019

Prepared by:



Project No. 1811.0018.00

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List of Abbreviations/Acronyms

AA – Affirmative Action
AASHTO – American Association of State Highway and Transportation Officials
ABA – Architectural Barriers Act of 1968
ADA – Americans with Disabilities Act of 1990
ADASAD – 2010 Americans with Disabilities Act Standards for Accessible Design
CDBG – Community Development Block Grant
BEOP – Comprehensive Emergency Management Plan
CFR – Code of Federal Regulations
D.A.R.E. – Drug Abuse Resistance Education
DOJ – U.S. Department of Justice
DOT – U.S. Department of Transportation
EEOC – Equal Employment Opportunity Commission
EMS – Emergency Medical Services
FHWA – U.S. DOT Federal Highway Administration
FTA – U.S. DOT Federal Transit Administration
G.E.D. – General Educational Development or General Educational Diploma
GIS – Geographic Information System
HR – Human Resources Department
HTML - Hyper Text Markup Language
ISA – International Symbol of Accessibility
IT – Information Technology
NCA – National Center on Accessibility
OTRB – Over-the-Road Buses
PDF – Portable Document Format
PROWAG – 2011 Proposed Accessibility Guidelines for Pedestrian Facilities within Public Right-of-Way
RA – Rehabilitation Act of 1973
ROW – Right-of-Way
SETP – Self-Evaluation and Transition Plan
TDD – Telecommunications Devices for Deaf Persons
TDOT – Tennessee Department of Transportation
TTY – Teletypewriter
UFAS – Uniform Federal Accessibility Standards

Executive Summary

The Americans with Disabilities Act (ADA) is a comprehensive Federal civil rights statute enacted in 1990. Comprised of five major parts, or “titles”, the ADA’s stated purpose was to provide a “clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities”. It is estimated by the U.S. Census Bureau that over 50 million U.S. residents have a disability, and over 50% of senior citizens age 65 or older have a disability. Title II requires that all public entities with 50 or more employees perform a self-evaluation, prepare a transition plan, make the transition plan available for three years, publish a notice of non-discrimination, designate an ADA Coordinator, and develop a formal complaint form and grievance procedure.

Blount County has made several efforts over the years to improve accessibility, including the completion of this Self-Evaluation and Transition Plan (SETP). Blount County has completed a self-evaluation of all county facilities, programs, and procedures and prepared a Transition Plan that outlines the necessary steps to be fully compliant with the requirements of Title II of the ADA. The county will strive to ensure that all residents and visitors are able to access all services, programs, and activities, and will promptly investigate any formal grievance filed according to the grievance procedures outlined. Additionally, the county will strive to include annual budgetary allotments to make required improvements that will eventually make the various facilities fully accessible, with emphasis given to the improvements that most impact the ability of persons with disabilities to access facilities or programs. Where access cannot be attained, an alternate means to offer the same opportunities to persons with disabilities will be provided.

In performing this self-evaluation, areas open to the public and employee common-use areas were assessed at the following county facilities identified by Blount County as having programs/services provided:

County Facilities (Owned, Leased, or Hosting Programs)

- Blount County Courthouse
- Animal Shelter
- Blount County Justice Center
- Operations Center
- Health Department
- Probation
- Library
- Recovery Court
- Soil Conservation

- Thompson-Brown House
- Everett Recreation Center
- Everett Senior Center
- Polling Places

County Parks

- Eagleton Park
- Everett Park
- Louisville Point Park
- Singleton Park
- Richard Williams Park

Areas of these facilities evaluated generally included parking lots, walks, park amenities, and areas within buildings that are not restricted to employees, such as restrooms, meeting spaces, reception areas, and hallways. Some buildings or areas of certain buildings have infrequent public access and were evaluated under the same guidelines. Typical employee common-use areas evaluated included break rooms, employee restrooms, locker rooms, conference rooms, etc. Spaces dedicated as employee work areas are exempt from the self-evaluation process, but that does not obviate the need of the county to ensure full accessibility is provided to employees with disabilities, consistent with the requirements of Title I of the ADA.

In addition to county facilities, the self-evaluation reviewed existing county policies and procedures within each department. The focus of this review began with distribution of a questionnaire to each department, followed by interviews or other data gathering if needed to better understand the responses or the operation of each department. Key items reviewed within each department included ADA-specific training of employees, past interaction and accommodation of persons with disabilities, review of publications produced by each department, and staff suggestions to help them accommodate persons with disabilities. Following this review, recommendations were made to improve accessibility of programs for each department.

It is the goal of Blount County to make facilities for all services, programs, and activities fully accessible within 5 years, though this will be largely dependent on a number of economic factors and future changes to the ADA Standards for Accessible Design (ADASAD) or other unforeseen requirements that would necessitate additional improvements to county facilities. The county has committed to provide training for staff on the requirements of the ADA and make accommodations for employees with disabilities, many of which can be done without costly architectural renovations. The Transition Plan will be reviewed and updated periodically to ensure the county is fully compliant with ADASAD standards.

The results of the self-evaluation identified a number of architectural barriers at county facilities. The estimated cost to correct these deficiencies is over \$900,000. The degree to which these barriers limited accessibility and their priority for corrective action was subjectively categorized as “high”, “medium”, or “low”. “High” priority included barriers that effectively prohibited access to a service or program or present a safety hazard. “Medium” priority included barriers that either partially prohibited access or made it quite difficult. “Low” priority barriers typically do not limit access but are not compliant with standards. The improvements will be categorized into a 5-year phasing program to spread out the cost for implementation out and address the most serious deficiencies at the most used county facilities. The actual implementation schedule, budgeting, and prioritization is up to the administration and is likely to be impacted by complaints, new regulations and requirements, and availability of funding. Note that these costs are to resolve accessibility issues by making architectural improvements and in many instances, there are procedural or other modifications that can be made to provide equal access to county programs and some modifications are not required until renovations are completed. These modifications are noted within this report.

1.0 Introduction and Overview

1.1 Introduction

The [Americans with Disabilities Act of 1990](#) (ADA), enacted on July 26, 1990, is a Federal civil rights statute, under the jurisdiction of the United States Department of Justice (DOJ), which provides civil rights protection to qualified individuals with disabilities in the areas of employment, public accommodations, state and local government services, transportation, and telecommunications. The law states its purpose is “to provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities”. Similar protections are provided by [Section 504 of the Rehabilitation Act of 1973](#). The ADA was signed into law by President George Bush on July 26, 1990, extending civil rights protections to individuals with physical or mental disabilities in the following areas:

1. **Title I** – Employment (all Title II employers and employers with 15 or more employees)
2. **Title II** – Public Services (state and local government, including public school districts and public transportation)
3. **Title III** – Public Accommodations and Services operated by Private Entities
4. **Title IV** – Telecommunications
5. **Title V** – Miscellaneous

Blount County is located in east-central Tennessee (Figure 1) with a population of approximately 128,670 (2016 estimate) and contains a total land area of 567 square miles. It is classified as a “public entity” pursuant to Title II of the ADA. The county is also required to comply with Title I, which requires state and local government entities to practice nondiscrimination in all parts of the employment process.

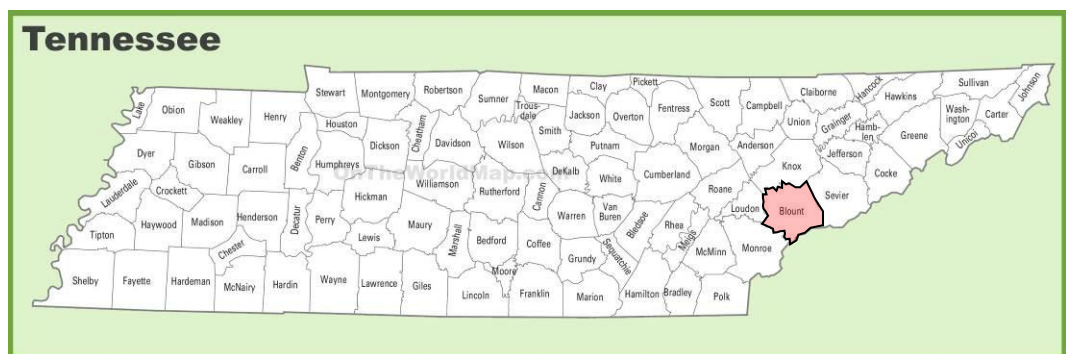


Figure 1 – Blount County Location Map

1.2 Purpose

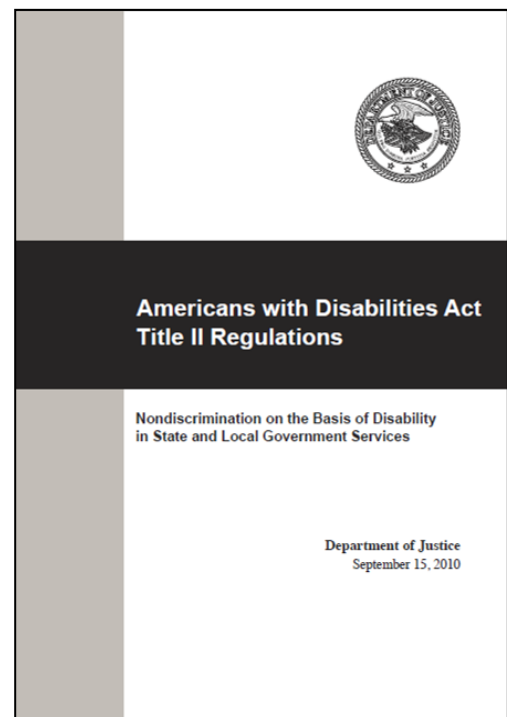
The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal government. It is divided into 50 titles that represent broad areas subject to Federal regulation. Each volume of the CFR is updated once each calendar year and is issued on a quarterly basis.

Relative to the ADA on July 26, 1990, the DOJ issued rules implementing Title II, which is codified at [28 CFR Part 35](#), which applies to Blount County. Title II requires state and local governments to make their programs

and services accessible to persons with disabilities. This requirement extends not only to physical access at government facilities, programs, and events, but also to policy changes that state and local governmental entities must make to ensure that all people with disabilities can take part in, and benefit from, the programs and services of state and local governments.

The ADA regulations [ref. U.S. DOJ, [28 CFR Part 35, Subpart A, 35.105 and 35.150\(a\) and \(d\)](#)] require state and local governments to conduct a self-evaluation of their programs and services to identify barriers to access. One of the fundamental reasons for performing the self-evaluation is to identify potential problems before they occur, so that discrimination complaints won't be necessary. By identifying the policies, programs, services, and activities that do not comply, the county can take action to remove those barriers to ensure that the county is not discriminating against individuals with disabilities. Title II of the ADA stipulates that Blount County is required to perform six administrative responsibilities:

1. Publicize the name and contact information of the designated ADA Coordinator responsible to oversee compliance [\[28 CFR 35.107 \(a\)\]](#)
2. Administer and write a self-evaluation of the programmatic barriers in services offered by the local government and provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments [\[28 CFR 35.105\]](#)
3. Publicize and inform applicants, participants, and beneficiaries of the county's policy of nondiscrimination on the basis of disability related to county services, programs, and activities [\[28 CFR 35.106\]](#)
4. Establish a complaint/grievance procedure to respond to complaints of noncompliance from the public [\[28 CFR 35.107 \(b\)\]](#)
5. Develop a transition plan if structural changes are necessary for achieving program accessibility [\[28 CFR 35.150 \(a\) and \(d\)\]](#)
6. Retain the self-evaluation and provide it for public inspection for three years [\[28 CFR 35.105 \(c\)\]](#)



The county is committed to complying with the tenets of Title II of the ADA of 1990, and other Federal and state statutes and regulations intended to make county-owned and operated facilities, programs, services, and activities accessible to persons with disabilities. This ADA Self-Evaluation and Transition Plan (SETP) establishes a new benchmark for compliance with ADA and identifies a plan to remove barriers.

1.3 Transition Plan Overview

Blount County became aware of the need to be in full compliance with the requirements of the ADA by the Tennessee Department of Transportation (TDOT) to remain eligible for federal funding. The county responded by contracting DLZ National, Inc. to assist in preparing a SETP in early 2018.

A work plan to assess county-owned and operated facilities, programs, policies, services, and activities for compliance with ADA was initiated to complete the ADA SETP. This work plan included:

- Facility audit (interior and exterior spaces)
- Self-evaluation of county programs, services and activities
- Facilitate designating an ADA Coordinator
- Develop grievance procedures
- Outreach to advocacy groups and the general public
- Prioritize facilities improvements for accessibility
- Develop written transition plan
- Adoption of the transition plan

Facility audits were performed only in those areas open to the public for this project, along with employee common-use areas. Other areas within county-owned facilities that are not accessible to the public must also be accessible for employees with disabilities as a requirement of Title I. Accessibility in employee work areas will be assessed on a case-by-case basis based on the needs of the individual and nature of their disability. The county is committed to ensuring that all workspaces are accessible pursuant to the requirements of each job and making the necessary modifications when needed. In addition, the various facilities utilized by the county as polling places were evaluated. The evaluation of polling places was limited only to those areas used by voters, including parking, accessible routes, facility entrance, circulation area to the polling area, and the polling area. Other portions of these polling facilities, unless owned by Blount County, were not evaluated. County pedestrian facilities within the public county right-of-way (ROW) were noted by the county as being either non-existent or under a maintenance agreement with incorporated areas. The county is largely rural outside of several incorporated areas, including Maryville (the county seat), Alcoa, Louisville, Friendsville, Rockford, Walland, Seymour, and Townsend.

A public involvement process was incorporated to assist in the development of this SETP and provide an opportunity for obtaining input. These recommendations are intended to serve as the transition plan and framework for implementation. All the recommendations in this plan for structural or programmatic solutions to facilitate the opportunity of access to all individuals are subject to review, revision, and approval of the County Commission and appropriation of funding to implement the improvements.

This transition plan is an on-going, dynamic document that will need periodic review and updating. In particular, additional evaluations will be required when updates are made to the ADA or supporting statutes or when existing accessibility guidelines change or new guidelines are established. In its efforts to maintain compliance, the county has several mechanisms in place to provide for an ongoing update of the transition plan:

- Designated ADA Coordinator is empowered with oversight responsibility for implementation of the requirements of the ADA.
- Implementation activities will be part of the county's annual Capital Improvement Plan.

1.4 Legislative Background & Framework

For more than 40 years, Blount County has been subject to many of the non-discrimination provisions contained in the ADA. Significant precursory legislation to the ADA includes the [Architectural Barriers Act of 1968](#) (ABA) and [Section 504 of the Rehabilitation Act of 1973](#) (RA).

Congress' first significant effort to address discrimination on the basis of disability was its enactment of the ABA, which provided that all buildings constructed, altered, leased, or financed by the U.S. Government shall be accessible to, and usable by, individuals with physical disabilities.

Section 504 of the Rehabilitation Act states: “No otherwise qualified individual with a disability in the United States shall, solely by reason of his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive Agency”. It also requires Federal agencies to provide accessible programs and facilities.

The ADA was modeled after Section 504. The ADA applies to state and local government entities, public accommodations, public transportation, and commercial establishments. The key points of understanding for ADA are:

- The ADA is fundamentally civil rights legislation. This legislation protects the rights of people with disabilities in employment, transportation, public accommodation, and access to services offered to the public.
- The ADA addresses facility access and access to programs and services. Buildings are required to be accessible and the activities that are offered inside and outside those buildings also must be accessible.
- Outdoor recreation standards as they relate to ADA for a variety of facilities were included in the 2010 ADA Standards for Accessible Design (ADASAD). Standards for amusement rides, boating and fishing facilities, exercise machines and equipment, golf and miniature golf facilities, play areas, and swimming/wading pools and spas went into effect on March 15, 2012 for all new or altered facilities.

The primary focus of this report is to assess the compliance of Blount County facilities, programs, policies, services, and activities related to Title II of the ADA. Title II of the ADA was effective on January 26, 1992.

Governmental entities must ensure effective communication, including the provision of necessary auxiliary aids and services, so that individuals with disabilities can participate in civic functions. Public entities are not required to take actions that would result in undue financial and administrative burdens. However, they are required to make reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination, unless they can demonstrate that doing so would fundamentally alter the nature of the service, program, or activity being provided.

One important way to ensure that Title II's requirements are being met in communities of all sizes is through self-evaluation, which is required by the ADA regulations. Self-evaluation enables local governments to pinpoint the facilities, programs, and services that must be modified or relocated to ensure that local governments are complying with Title II requirements of the ADA. A public entity that employs 50 or more employees must retain its self-evaluation for a minimum of three (3) years.

1.5 Facility Access versus Program Access

The ADA addresses two types of accessibility:

- Facility accessibility
- Program accessibility

Facility accessibility requires that a building or structure be physically accessible. Individuals with disabilities cannot be provided access to programs, services, and activities if a building is inaccessible. Program accessibility includes facility accessibility, but also means that a person with a qualified disability receives the

same benefits from a program or service and has an equal opportunity to participate as any other participant. The ADA requires all county programs, but not all county buildings, to be accessible. The regulation implementing Title II, 28 CFR Part 35 (as amended September 15, 2010) contain two “safe harbor” provisions. Under the first “safe harbor” provision, elements of existing facilities that already comply with either the 1991 ADA Standards or Uniform Federal Accessibility Standards (UFAS) are not required to comply with the 2010 ADA Standards unless they were altered on or after March 15, 2012. Under the second “safe harbor” provision elements comprising a path of travel to an altered primary function area are not required to comply with the 2010 ADA Standard merely as the result of an alteration to a primary function area, provided those elements comply with the 1991 ADA Standard or UFAS.

There is some flexibility with regard to program accessibility. Not every building (or each part of every building) needs to be accessible. Structural modifications are required only when there is no alternative available for providing program access.

The county is required to provide program access, which means that programs, services, and activities when viewed in their entirety, are readily accessible to and usable by individuals with disabilities. When choosing a method of providing program access, the county will give priority to the one that results in the most integrated setting appropriate to encourage interaction among all users, including individuals with disabilities. In accordance with Title II program accessibility requirements, the county is required to:

- Provide equal access to programs, services, and activities as provided to other members of the community. [[28 CFR 35.130\(a\)-\(b\)\(1\) \(vii\)](#)]
- Provide programs, services and activities in an integrated setting, unless separate or different measures are necessary to ensure equal opportunity. [[28 CFR 35.130\(b\)\(2\); \(d\)](#)]
- Absorb any costs necessary to ensure nondiscriminatory treatment, such as making modifications required to provide program accessibility or providing qualified interpreters. [[28 CFR 35.130\(f\)](#)]
- Allow a person with a disability to participate in a program, service or activity regardless of disability. [[28 CFR 35.130\(g\)](#)]
- Eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to enjoy programs, services or activities unless necessary for the provisions of the program, service or activity. [[28 CFR 35.130\(b\)\(8\)](#)]
- Modify policies, practices, or procedures that deny equal access to individuals with disabilities [[28 CFR 35.130\(b\)\(7\)](#)]
- Furnish auxiliary aids and services when necessary to ensure effective communication. [[28 CFR 35.160\(b\)\(1\)-\(2\)](#)]
- Provide appropriate signage and structural communication to inform and alert individuals with visual, mobility, and hearing disabilities. [[28 CFR 35.163](#)]
- Eliminate physical barriers to programs, services, and activities by remodeling existing facilities, constructing new facilities, or moving programs, services or activities to an accessible location. [[28 CFR 35.150\(b\)\(1\)](#)]
- Ensure that newly constructed or altered buildings and facilities are free of physical and communication barriers that restrict accessibility of people with disabilities. [[28 CFR 35.151](#)]

1.6 Undue Burden

The county does not have to take any action that it can demonstrate would result in a fundamental alteration in the nature of a program or activity, would create a hazardous condition for other people, or would represent an undue financial and administrative burden. A fundamental alteration is a change to such a

degree that the original program, service, or activity is no longer the same. For example, assume that a community sponsors college-level classes that may be used toward a college degree. To be eligible to enroll, an individual must have either a high school diploma or a General Educational Development certificate ("G.E.D"). If someone lacks a diploma or G.E.D. because of a cognitive disability, it is unlikely that the community would have to alter the requirement to provide equal access. Modifying the rule would change the class from college level to something less than college level and would fundamentally alter the original nature of the class.

The determination that an undue financial burden would result must be based on an evaluation of all resources available for use in a program. For example, if a barrier removal action is judged unduly burdensome, the county must consider other options for providing access that would ensure that individuals with disabilities receive the benefits and services of the program or activity.

1.7 ADA Self-Evaluation and Transition Plan Requirements

The purpose of this ADA SETP is to document the county's review of access to facilities, programs, services, and activities by individuals with disabilities in order to determine if there are any discriminatory or potentially discriminatory practices, policies, or procedures.

In accordance with the Title II requirements for self-evaluation, Blount County:

- 1) Identified all the public entity's programs, activities, and services. [\[28 CFR 35.105\(a\)\]](#)
- 2) Reviewed all the policies and practices that govern the administration of the county's programs, activities, and services. [\[28 CFR 35.105\(a\)\]](#)

If structural changes are identified to provide program accessibility as part of the self-evaluation, the ADA identifies specific elements to be included in the transition plan. At a minimum, the elements of the transition plan are:

- 1) A list of the physical barriers in the county's facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities. [\[28 CFR 35.150 \(d\)\(3\)\(i\)\]](#)
- 2) A detailed outline of the methods to be utilized to remove these barriers and make the facilities accessible. [\[28 CFR 35.150 \(d\)\(3\)\(ii\)\]](#)
- 3) The schedule for taking the necessary steps to achieve compliance with Title II of the ADA. If the time period for achieving compliance is longer than one year, the plan should identify the interim steps that will be taken during each year of the transition period. [\[28 CFR 35.150 \(d\)\(3\)\(iii\)\]](#)
- 4) The name of the official responsible for the plan's implementation. [\[28 CFR 35.150 \(d\)\(3\)\(iv\)\]](#)

1.8 Self-Evaluation and Transition Plan Process

A work plan and method to assess county-owned and operated facilities, programs, policies, services, and activities for compliance with the ADA was implemented to complete the ADA SETP. This work plan included:

- Facility audits (interior and exterior)
- Self-evaluation of county programs, services, and activities
- Public outreach to advocacy groups
- Facilitate designating an ADA Coordinator
- Develop grievance procedures

- Identify required/suggested training for county staff
- Prioritize facilities improvements for accessibility
- Develop transition plan
- Public involvement
- Adoption

Recommendations are intended to serve as the transition plan and framework for implementation. All the recommendations in this plan for structural or programmatic solutions to facilitate the opportunity of access to all individuals are subject to review, revision, and approval of the Commission.

1.9 Facility Audit

In 2018, audits of building and facility interiors and exterior site features were performed. These audits included only in those areas of each facility that are open to the public and employee common-use areas. This review identified physical and architectural barriers and provided recommendations to comply with Federal accessibility requirements.

Photographs of architectural and site conditions at the time of the inspection for all building amenities were taken for the record. The specific site and architectural improvements recommended to remove barriers and improve accessibility are listed in the appendices.

A key function of county government in the State of Tennessee lies with the County Election Commission for conducting all elections. As such, the Administrator of Elections is responsible for reviewing all polling locations to ensure that they meet accessibility requirements, most of which are not housed in county facilities. DLZ inspected polling places as part of this self-evaluation, which included several county-owned facilities but also numerous facilities not under the control of the county. Facilities not owned by the county that are used as polling places include a large number of schools, several churches, and other municipal buildings, which are scattered around the county. Recommendations for future action are included in Section 3.7.

The locations of county facilities and parks (by number) are shown on the next page on Figure 2.

1.10 County Administration and Departments

There are several distinct departments that provide county services, programs, and activities that are available to the public. The level of interaction of each Department is classified as extensive (high numbers daily), regular (variable but generally low numbers daily to weekly), limited (generally weekly or less), or none. These Departments and descriptions of their functions and types and regularity of interaction with the public are:

- **Accounting & Budgeting (341 Court St.)** – The Blount County Accounting & Budgeting Department has regular interaction and is responsible for maintaining the system of fiscal procedure, control, and centralized accounting for all county departments, including Blount County Schools and Highway Department.
- **Animal Center (233 Currie Ave.)** – The Blount County Animal Center mission is to serve the community through innovative approaches to sheltering, adopting, and spaying and neutering of animals, and to educate the public on responsible pet ownership and animal welfare. The Blount County Animal Center has extensive public interaction and is an open intake facility that serves all unincorporated Blount

County and the city of Louisville. They accept all animals that are stray or owner surrendered from all parts of Blount County outside of Maryville and Alcoa. The county's Animal Control agency also operates out of the facility. The animals brought into the facility are available to be reclaimed, adopted, or transported to a rescue that the animal center has a working relationship with. They also provide animal food to those in need, which is donated by local businesses that donate their broken bags of food.

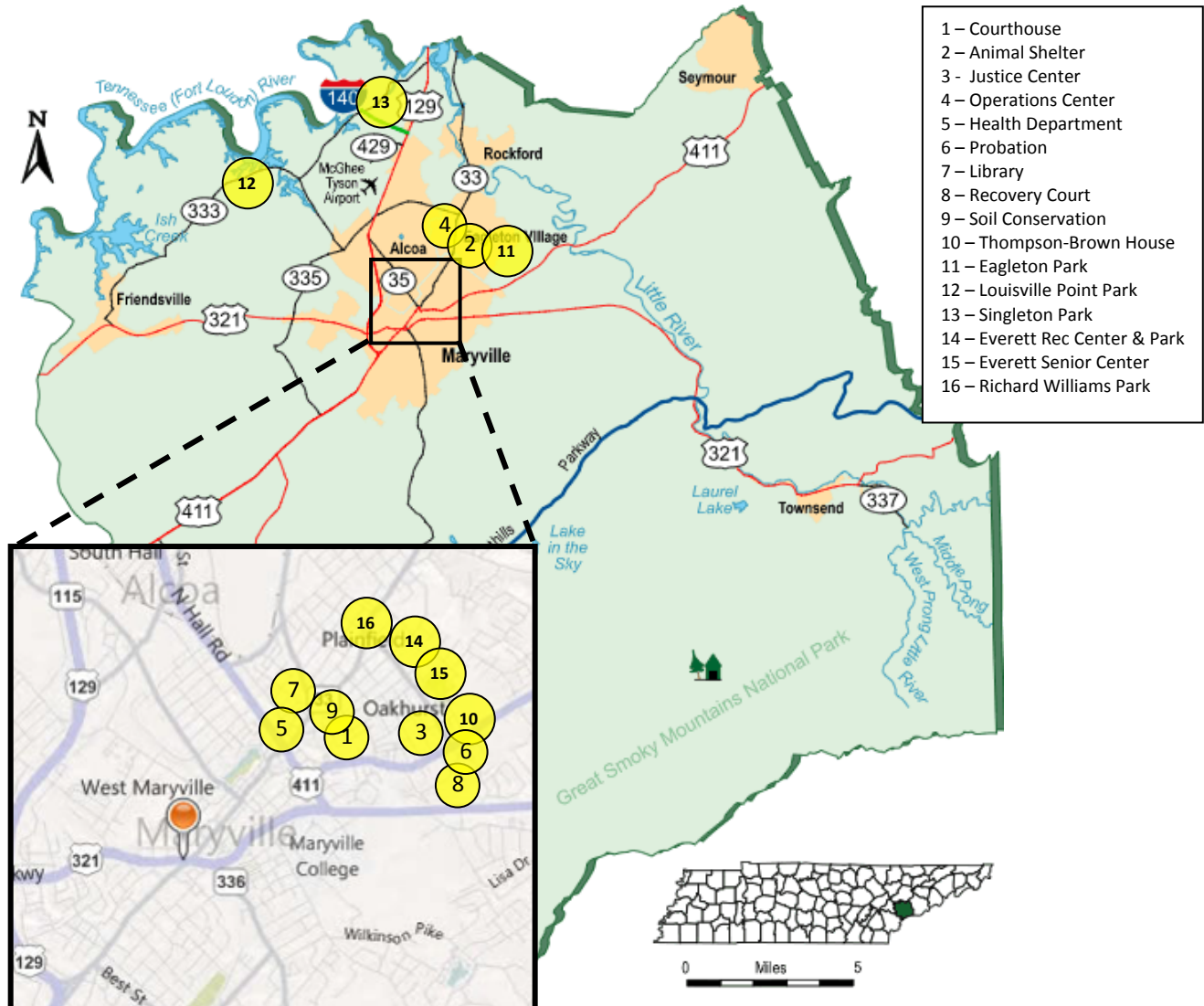


Figure 2. Blount County facility locations.

- **Circuit Court Clerk (926 E. Lamar Alexander Parkway)** – Provides services to assist citizens dealing with Circuit, General Sessions Criminal, Traffic, General Sessions Civil, Order of Protections, Juvenile, and Jury. They also provide information to the public about the schedule of the various courts and the Local Rules of Court. They have extensive interaction with the public.
- **Clerk & Master's Office (930 E. Lamar Alexander Parkway)** – The Blount County Clerk and Master is custodian of court records for three courts: Chancery Court, Equity Division of Circuit Court and Domestic Relations Division and the Probate Division of General Sessions Court. This involves the filing and maintenance of various types of lawsuits (i.e., divorce, land disputes, workers' compensation,

conservatorships, adoptions/name changes, contract/debt disputes and the administration of probate estates and maintenance of the Chancery Court docket, including the setting of motions, pretrial matters, and docket sounding. In addition, the Blount County Clerk and Master's office is also responsible for the filing of delinquent tax suits filed by Blount County, the City of Maryville, and the City of Alcoa. This involves the collection of the delinquent taxes and if necessary, the auction of property as a result of non-payment. They have extensive interaction with the public.

- **County Clerk (345 Court St.)** – The County Clerk's office has extensive public interaction and is most likely best known for motor vehicle registration and licensing. The office presently handles over 211,000 motor vehicle transactions per year. In addition, the office now prints titles for the State of Tennessee Department of Revenue, expediting the titling process for Blount County residents. The county clerk serves as clerk of the county legislative body. The clerk is responsible for sending required public notices and keeping the minutes of the county legislative body meetings. In addition, the Clerk's office issues marriage licenses, serves as secretary to the Beer Board and issues permits to sell beer in unincorporated areas of the county, issues business licenses, maintains records of the notaries public in the county, and is a license agent for the Tennessee Wildlife Resources Agency for boat registration.
- **Development Services (1221 McArthur Rd.)** – The Department of Development Services enforces the commercial and residential regulations of the 2012 edition of the International Code Council through the plan review and inspection processes. This department has regular interaction with the public and accepts applications for all construction permits and Board of Construction Appeals, collects fees, issues permits, schedules inspections, maintains permit record files, and issues occupancy certificates.
- **District Attorney General (942 E. Lamar Alexander Parkway)** – The mission of the District Attorney General's Office is to fairly and vigorously prosecute all criminal cases arising in Blount County, to provide legal support to victims and law enforcement agencies investigating crimes in or related to Blount County, and to keep the public and appropriate officials advised as to the activities of the criminal justice system. They have regular interaction with the public.
- **Election Commission (383 Court St.)** – It is the mission of the Blount County Election Commission to ensure the integrity of every vote cast in Blount County by administering election law and procedures equally and fairly to all, by providing the most efficient, accurate and secure election process possible, and, in all our endeavors, exceeding the expectations of the voters, taxpayers and citizens of Blount County in accountability and competence. They have extensive interaction with the public.
- **Emergency Management (341 Court St.)** – Blount County Emergency Management Agency is responsible for assisting the response to emergencies in Blount County, having extensive interaction during emergencies but otherwise is limited. The agency assists first responders with any assets they have available. When an emergency exceeds local first responders' capabilities, the mayor or the emergency management director at the mayor's request may formally request additional assistance from other jurisdictions, from the state (Tennessee Emergency Management Agency) and from the federal government (Federal Emergency Management Agency). Staff work with law enforcement, fire and rescue agencies for planning. They also assist different departments in writing, requesting, and managing grants and they assist first responders in obtaining necessary training. They also work with administrators at Blount County, Maryville, and Alcoa school systems, as well as Blount Memorial Hospital, in implementing their different safety initiatives.
- **General Services (389 Court St.)** – General Services is primarily responsible for providing supportive services to the various departments in Blount County. They are responsible for providing the infrastructure that allows them to provide efficient and effective services for citizens. It is their job to

provide maintenance and custodial services, ensure risk is properly managed, and correctly archive important county documents. General Services also includes the Archives (located at 1229 McArthur Rd.). The Archives receive and process both non-current, permanent records and temporary records created by Blount County Government from 1795 to present for as long as materials are needed. The Archives provide information on court records, demography, genealogy, and history of Blount County. The Archives provides public access to all holdings, unless records are deemed confidential by law. It provides local government a source material to court offices, genealogists, the legal profession, historians, and the general public. Interaction with the public is limited.

- **Health Department (301 McGhee St.)** – The mission of the Blount County Health Department is to protect and promote the health of Blount County citizens and visitors to Blount County. The department's main functions include assuring services by promoting the development of services outreach and assistance to services, assessment to determine health status, health resources, and health problems, and policy development which leads to protection and promotion of health. They have extensive interaction with the public.
- **Highway Department (1227 McArthur Road)** – The Blount County Highway Department is dedicated to enhancing the quality of life in Blount County. They make every effort to maximize the efficient, effective use of resources in the support, maintenance and upkeep of county infrastructure. They are committed to the safety of citizens and providing the highest level of service to the community that budgets allow. They have limited interaction with the public.
- **Human Resources (397 Court St.)** – The Human Resources Department provides a service to all county employees, department heads, and elected officials by assisting through every stage from recruiting to retirement. The Human Resources Department is responsible for administering a variety of programs and services for the county including, but not limited to, employee and retiree benefits, classification and compensation, and policy administration. They have regular interaction with the public.
- **Information Technology (337 Court St.)** – Blount County Information Technology (IT) provides service for the offices that comprise Blount County Government. The department administers the infrastructure and network across multiple physical locations. There is very little interaction with the public.
- **Mayor (341 Court St)** – The Mayor serves as the Chief Fiscal Officer for the county, in addition to representing the county at many functions and presentations. Other duties include Budget Committee Chairman, making nominations and appointments of persons to certain committees, and making recommendations to the Blount County Commission. The Mayor has extensive public interaction.
- **Probation (1006 E. Lamar Alexander Parkway)** – The Blount County Probation Department works with the Judicial System and the community to create a safer society. They are committed to provide services to members of the community whom have committed misdemeanor violations and have been ordered to probation as an alternative sentence to jail. Provides resources to probationers such as domestic violence classes, driving schools, drug treatment, and DUI schools. They have extensive interaction with the public.
- **Property Assessor (351 Court St.)** – The assessor is required by the Tennessee Constitution to list and value all property subject to ad valorem taxation on an assessment roll each year. The "ad valorem" basis for taxation means that all property should be taxed "according to value" which is the definition of ad valorem. The assessed value is a percentage of "fair market value" or "use value" as prescribed by law. The Blount County Assessor's office must appraise and assess approximately 60,000 parcels of property. All public service properties are assessed by the State Assessed Properties Division (formerly Public Service Commission). Interaction with the public is regular.

- **Public Defender (419 High St.)** – The Public Defender's office was created to provide representation so that people accused of a crime or juvenile delinquent offenses will have an attorney when they could not otherwise afford one. The Public Defender's office handles only cases in which a citizen is at risk of being placed in custody. The Public Defender's office can represent citizens only after being appointed to do so by a Blount County court. They have limited interaction with the public.
- **Public Library (508 North Cusick St.)** – The Blount County Public Library empowers residents to think, act, and aspire by providing opportunities to connect to the community, participate in life-long learning, and explore the world at large. Library staff have extensive interaction with the public.
- **Purchasing (385 Court St.)** – The Purchasing Department is the central buying agency for Blount County Government. The Department contracts for and purchases all supplies, materials, equipment, and contractual services required by each and every office or department of Blount County Government, including Highway and School Departments. The Purchasing Department receives requisitions for purchase, issues purchase orders, solicits bids, receives and disposes of surplus property (real and personal), provides an office supply store, and is in charge of the central mailroom. The Purchasing Agent supervises a full-time staff of three. This department has limited public interaction.
- **Recovery Court (1008 E. Lamar Alexander Parkway)** – The Mission of the Blount County Recovery Court Program is to provide intensive substance abuse treatment with frequent supervisory contact from the court, treatment, case management, and supervision officers for adult non-violent offenders as an alternative to extended incarceration in the local jail, to break the cycle of recidivism and enhance public safety. The Blount County Recovery Court team meets weekly to discuss the progress of the individuals participating in the program and has extensive public interaction.
- **Register of Deeds (349 Court St.)** – The Register of Deeds records a variety of documents for the public, including warranty deeds, trust deeds, modifications, easements, etc. Interaction with the public is regular.
- **Sheriff (940 E. Lamar Alexander Parkway)** – The men and women of the Blount County Sheriff's Office are committed to the protection of life and property among the citizens of the county, and are committed to providing law enforcement, corrections, and criminal justice services through a partnership with the community that builds trust, reduces crime, creates a safe environment, and enhances the quality of life. They continually seek innovative ways to inspire deputies to continue to uphold their mission. Employees in the Sheriff's Department have extensive public interaction.
- **Soil Conservation (221 Court St.)** – The vision of Soil Conservation is for Blount County to be a productive agricultural and growing urban community in harmony with a quality environment. The Blount County Soil Conservation District's vision has evolved from over sixty years of experience in working with land users in protecting and conserving the soil and water resources of Blount County. Our guiding philosophy is simple: to protect, conserve, and provide for the wise use of soil and water resources to serve the needs of today as well as those of tomorrow. Public interaction is regular.
- **Trustee (347 Court St.)** – The Blount County Trustee manages a professional business office that collects and accounts for almost \$200 million annually in state, federal, and local funds used to operate Blount County Government. Blount County Property Tax is one of the primary sources of revenue and is collected annually by the Trustee's Office. The Trustee also manages the investment of temporarily idle funds and supervises the cash flow for Blount County Government. Public interaction is regular.
- **Veteran Affairs (305 Court St.)** – The Blount County Veterans Affairs Office provides accredited representation to Veterans and their family members with VA benefits and assistance in filing the

necessary forms as required by the Department of Veterans Affairs. They have regular interaction with the public.

1.11 Department Self-Evaluation

As part of this self-evaluation, DLZ provided a questionnaire to the ADA Coordinator in order to better understand the operation and services offered by various county departments regarding ADA compliance. An example, a blank questionnaire is in Appendix B. Responses were used to compile the information in this SETP. Policies, programs, activities, and services were evaluated, and in the case where policies are not currently in place, this report provides recommendations for the implementation of corrective actions to comply with the ADA. Refer to Section 3.18 Department Self-Evaluation - Findings & Recommendations.

1.12 Public Outreach

Public outreach began by publishing a notice in the local newspaper (The Daily Times) to solicit input from the public about barriers or perceived barriers that might exist to access or use of county facilities. Notices were also sent by U.S. mail to several local and regional disability advocacy groups (see *Appendix C*). The public comment period was open from April 10 to May 5, 2018. An online survey was also provided, with a direct link to the survey provided on the county website home page. No public comments were received.

Following completion of the draft SETP, it was made available for public review. It was placed at the following locations in Blount County:

- Mayor's Office, Blount County Courthouse, 341 Court Street, Maryville, TN
- Blount County Public Library, 508 North Cusick Street
- County web site in PDF Format

A notice was also placed on the County's website (www.blounttn.org/1488/ADA-Final-Public-Review). The public review version of the Blount County Self-Evaluation and Transition Plan was available from March 15 to March 29, 2019. No comments were provided to the County during the public comment period. This final plan was formally accepted and adopted by the County Commission. Public outreach information can be found in Appendix D.

2.0 Definitions

The words, phrases and definitions summarized below are included in the ADA. Refer to the ADA 28 CFR 35.104 for full definitions. A list of common terms and definitions are included below.

2010 Standards: the 2010 Standards for Accessible Design (SAD), which consist of the 2004 ADA Accessibility Guidelines (ADAAG) and requirements contained in 35.151.

Access Board: an independent Federal agency devoted to accessibility for people with disabilities. The [Access Board](#) developed the accessibility guidelines for the ADA and provides technical assistance and training on these guidelines.

Accessible: refers to a site, facility, work environment, service, or program that is easy to approach, enter, operate, participate in, and/or use safely and with dignity by a person with a disability.

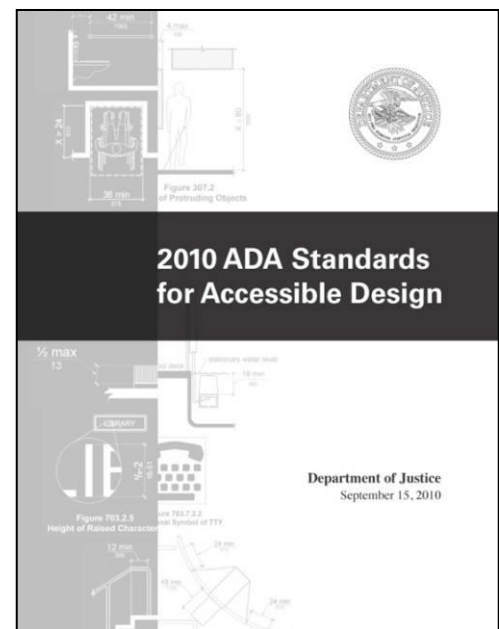
Affirmative Action (AA): a set of positive steps that employers use to promote equal employment opportunity and to eliminate discrimination. It includes expanded outreach, recruitment, mentoring, training, management development and other programs designed to help employers hire, retain and advance qualified workers from diverse backgrounds, including persons with disabilities. Affirmative action means inclusion, not exclusion. Affirmative action does not mean quotas and is not mandated by the ADA.

Alteration: a change to a facility in the public right-of-way that affects or could affect pedestrian access, circulation, or use. Alterations include, but are not limited to, resurfacing, rehabilitation, reconstruction, historic restoration, or changes or rearrangement of structural parts or elements of a facility.

Americans with Disabilities Act (ADA): a comprehensive, Federal civil rights law that prohibits discrimination against people with disabilities in employment, state and local government programs and activities, public accommodations, transportation, and telecommunications.

ADA Standards for Accessible Design (ADASAD): consist of the 2004 ADAAG and requirements contained in 35.151 with scoping and technical requirements (dated September 15, 2010) to be applied during the design, construction, and alteration of buildings and facilities covered by Titles II and III of the ADA to the extent required by regulations issued by Federal agencies, including the DOJ and the Department of Transportation (DOT).

Auxiliary Aids and Services: under Titles II and III of the ADA, includes a wide range of services and devices that promote effective communication or allows access to goods and services. Examples of auxiliary aids and services for individuals who are deaf or hard of hearing include qualified interpreters, note takers, computer-aided transcription services, written materials, telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDDs), videotext displays, and exchange of written notes. Examples for individuals with vision impairments include qualified readers, taped texts, audio recordings, Braille materials, large print materials, and assistance



in locating items. Examples for individuals with speech impairments include TDDs, computer terminals, speech synthesizers, and communication boards.

Civil Rights Act of 1991: Federal law that capped compensatory and punitive damages under Title I of the ADA for intentional job discrimination. The law also amended the ADA's definition of an employee, adding "with respect to employment in a foreign country, such term includes an individual who is a citizen of the United States."

Complaint: a written statement, alleging violation of the ADA, which contains the complainant's name and address and describes the county's alleged discriminatory action in sufficient detail to inform them of the nature and date of the alleged violation. It shall be signed by the complainant or by someone authorized to do so on his or her behalf. Complaints filed on behalf of classes or third parties shall describe or identify (by name, if possible) the alleged victims of discrimination.

Covered Entity: under the ADA, "covered entity" is an entity that must comply with the law. Under Title I, covered entities include employers, employment agencies, labor organizations, or joint labor-management committees. Under Title II, covered entities include state and local government instrumentalities, the National Railroad Passenger Corporation, and other commuter authorities, and public transportation systems. Under Title III, covered entities include public accommodations such as restaurants, hotels, grocery stores, retail stores, etc., as well as privately owned transportation systems.

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

Curb Ramp: a ramp that cuts through or is built up to the curb. Curb ramps can be perpendicular or parallel, or a combination of parallel and perpendicular ramps.

Direct Threat: a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

Disability: with respect to an individual, means: a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

Discrimination on the basis of disability: means to:

- Limit, segregate, or classify a citizen in a way that may adversely affect opportunities or status because of the person's disability;
- Limit, segregate, or classify a participant in a program or activity offered to the public in a way that may adversely affect opportunities or status because of the participant's disability;
- Participate in a contract that could subject a qualified citizen with a disability to discrimination;
- Use any standards, criteria, or methods of administration that have the effect of discriminating on the basis of disability;
- Deny equal benefits because of a disability;
- Fail to make reasonable accommodations to known physical or mental limitations of an otherwise qualified individual unless it can be shown that the accommodation would impose an undue burden on the county's operations;
- Use selection criteria that exclude otherwise qualified people with disabilities from participating in the programs or activities offered to the public; and
- Fail to use tests, including eligibility tests, in a manner that ensures that the test results accurately reflect the qualified applicant's skills or aptitude to participate in a program or activity.

Employer: a person engaged in an industry affecting commerce who has 15 or more employees for each working day in each of 20 or more calendar weeks in the current or preceding calendar year, and any agent

of such person, except that, for two years following the effective date of this subchapter, an employer means a person engaged in an industry affecting commerce who has 25 or more employees for each working day in each of 20 or more calendar weeks in the current or preceding year, and any agent of such person.

Exceptions: The term "employer" does not include the United States, a corporation wholly owned by the government of the United States, or an Indian tribe; or a bona fide private membership club (other than a labor organization) that is exempt from taxation under section 501(c) of Title 26 [the Internal Revenue Code of 1986].

Equal Employment Opportunity Commission (EEOC): the Federal agency charged with enforcing Title I of the ADA.

Essential Job Functions: the fundamental job duties of the employment position that the individual with a disability holds or desires. The term "essential functions" does not include marginal functions of the position.

Equal Employment Opportunity: an opportunity to attain the same level of performance or to enjoy equal benefits and privileges of employment as are available to an average similarly-situated employee without a disability.

Existing Facility: refers to buildings that were constructed before the ADA went into effect. A public building constructed before the effective date of Title II does not have to be fully accessible unless the removal of barriers, including structural ones, is readily achievable.

Facility: all or any portion of buildings, structures, improvements, elements, and pedestrian or vehicular routes located in the public right-of-way.

Grade Break: the line where two surface planes with different grades meet.

Historic Properties: those properties that are listed or eligible for listing in the National Register of Historic Places or properties designated as historic under State or local law.

Job Analysis: a formal process in which information about a specific job or occupation is collected and analyzed.

Job Description: a detailed summary, usually written, of the major components of a job. A typical job description consists of six major components: essential job functions, knowledge and critical skills, physical demands, environmental factors, the roles of the ADA and other Federal laws such as the Occupational Safety Health Act, and any explanatory information that may be necessary to clarify job duties or responsibilities.

Job Related and Consistent with Business Necessity: standard used to determine whether a qualification standard or employment policy concerns an essential aspect of the job and is required to meet the needs of the business.

Light Duty: generally, "light duty" refers to temporary or permanent work that is physically or mentally less demanding than normal job duties. Some employers use the term "light duty" to mean simply excusing an employee from performing those job functions that s/he is unable to perform because of an impairment. "Light duty" also may consist of particular positions with duties that are less physically or mentally demanding created specifically for the purpose of providing alternative work for employees who are unable to perform some or all of their normal duties. Further, an employer may refer to any position that is sedentary or is less physically or mentally demanding as "light duty". The term is often associated with workers compensation programs.

Major Life Activity: term used in the ADA definition of disability. It refers to activities that an average person can perform with little or no difficulty, such as walking, seeing, speaking, hearing, breathing, learning,

performing manual tasks, caring for oneself, and working. These are examples only. Other activities such as sitting, standing, lifting, or reading are also major life activities.

Marginal Job Functions: functions that are not considered essential to a job. Employers must consider removing marginal job functions as an accommodation under the ADA, but do not have to remove essential functions as an accommodation.

Medical Examination: a procedure or test that seeks information about an individual's physical or mental impairments or health. The following factors should be considered to determine whether a test (or procedure) is a medical examination: (1) whether the test is administered by a health care professional; (2) whether the test is interpreted by a health care professional; (3) whether the test is designed to reveal an impairment or physical or mental health; (4) whether the test is invasive; (5) whether the test measures an employee's performance of a task or measures his/her physiological responses to performing the task ; (6) whether the test normally is given in a medical setting; and, (7) whether medical equipment is used. In many cases, a combination of factors will be relevant in determining whether a test or procedure is a medical examination. In other cases, one factor may be enough to determine that a test or procedure is medical.

Mitigating Measures: medical treatment or devices that lessen the effects of an impairment, such as medication, a prosthesis, or a hearing aid. When determining whether a person has a disability under the ADA, the effect of mitigating measures is to be considered.

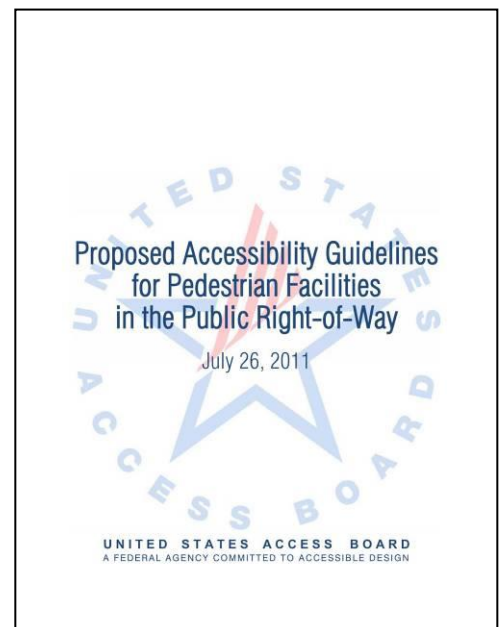
Pedestrian Access Route (PAR): a continuous and unobstructed path of travel provided for pedestrians with disabilities within or coinciding with a pedestrian circulation path.

Pedestrian Circulation Path: a prepared exterior or interior surface provided for pedestrian travel in the public right-of-way.

Physical or Mental Impairment: a physical or mental limitation that may include, but are not limited to: vision, speech, and hearing impairment; emotional disturbance and mental illness; seizure disorders; mental retardation; orthopedic and neuromotor disabilities; learning disabilities; diabetes; heart disease; nervous conditions; cancer; asthma; hepatitis B; HIV infection (HIV condition); and drug addiction if the addict has successfully completed or is participating in a rehabilitation program and no longer uses illegal drugs.

The following conditions are not physical or mental impairments: tranvestism, illegal drug use; homosexuality or bisexuality; compulsive gambling; kleptomania; pyromania; pedophilia; exhibitionism; voyeurism; pregnancy; height; weight; eye color; hair color; left-handedness; poverty; lack of education; a prison record; and poor judgment or quick temper if not symptoms of a mental or physiological disorder.

PROWAG: Proposed Accessibility Guidelines for Pedestrian Facilities within Public Right-of-Way. These proposed guidelines (dated July 26, 2011) provide design criteria for public streets and sidewalks, including pedestrian access routes, street crossings, curb ramps and blended transitions, on-street parking, street furniture, and other elements. The specifications comprehensively address access that accommodates all types of disabilities, including mobility and vision impairments, while taking into account conditions and constraints that may impact compliance, such as space limitations and terrain.



Public Accommodations: entities that must comply with Title III. The term includes facilities whose operations affect commerce and fall within at least one of the following 12 categories: places of lodging (e.g., inns, hotels, motels) (except for owner-occupied establishments renting fewer than six rooms); establishments serving food or drink (e.g., restaurants and bars); places of exhibition or entertainment (e.g., motion picture houses, theaters, concert halls, stadiums); places of public gathering (e.g., auditoriums, convention centers, lecture halls); sales or rental establishments (e.g., bakeries, grocery stores, hardware stores, shopping centers); service establishments (e.g., laundromats, dry-cleaners, banks, barber shops, beauty shops, travel services, shoe repair services, funeral parlors, gas stations, offices of accountants or lawyers, pharmacies, insurance offices, professional offices of health care providers, hospitals); public transportation terminals, depots, or stations (not including facilities relating to air transportation); places of public display or collection (e.g., museums, libraries, galleries); places of recreation (e.g., parks, zoos, amusement parks); places of education (e.g., nursery schools, elementary, secondary, undergraduate, or postgraduate private schools); social service center establishments (e.g., day care centers, senior citizen centers, homeless shelters, food banks, adoption agencies); and places of exercise or recreation (e.g., gymnasiums, health spas, bowling alleys, golf courses).

Public Entity: entities that must comply with Title II. The term is defined as: any state or local government; any department, agency, special purpose district, or other instrumentality of a state or local government; or certain commuter authorities as well as Amtrak. It does not include the Federal government.

Qualified Individual with a Disability: an individual with a disability who, with or without reasonable modification to rules, policies, or practices, removal of architectural, communication, or transportation barriers, or the provision of auxiliary services or aids, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the county.

Readily Achievable: easily accomplishable and able to be carried out without much difficulty or expense. In determining whether an action is readily achievable, factors to be considered include nature and cost of the action, overall financial resources and the effect on expenses and resources, legitimate safety requirements, impact on the operation of a site, and, if applicable, overall financial resources, size, and type of operation of any parent corporation or entity. Under Title III, public accommodations must remove barriers in existing facilities if it is readily achievable to do so.

Reasonable Accommodation: under Title I, a modification or adjustment to a job, the work environment, or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity. Reasonable accommodation is a key nondiscrimination requirement of the ADA.

Reasonable Program Modifications: if an individual's disabilities prevent them from performing the essential functions of the program or activity, it is necessary to determine whether reasonable program modifications would enable these individuals to perform the essential functions of the program or activity.

Reasonable program modification is any change in a program or activity, or in the way things are customarily done, that enables an individual with a disability to enjoy equal program opportunities. Accommodation means modifications or adjustments:

- To a registration or application process to enable an individual with a disability to be considered for the program or activity;
- To the program or activity environment in which the duties of a position are performed so that a person with a disability can perform the essential functions of the program or activity; and
- That enables individuals with disabilities to enjoy equally the benefits of the program or activity as other similarly situated individuals without disabilities enjoy.

Modification includes making existing facilities and equipment used by individuals readily accessible and usable by individuals with disabilities. Modification applies to known disabilities only. Modification is not required if it changes the essential nature of a program or activity for the person with a disability, it creates a hazardous situation, adjustments or modifications requested are primarily for the personal benefit of the individual with a disability, or it poses an undue burden on the county.

Record of an Impairment: an individual is disabled if he or she has a history of having an impairment that substantially limits the performance of a major life activity or has been diagnosed, correctly or incorrectly, as having such an impairment. An example: a man, who is in line for a promotion, has a history of cancer treatment, although he is now free of cancer. He is not given the promotion because his bosses are worried that, if his cancer returns, he won't be able to do the job. He does not, at this point, meet the first part of the definition of disability because he does not have a physical or mental impairment that substantially limits one or more major life activities. However, based on his "record of" an impairment, he is being discriminated against.

Regarded as Having a Disability: an individual is disabled if he or she is treated or perceived as having an impairment that substantially limits major life activities, although no such impairment exists. An example: a woman applies for a job as a customer service representative at a department store. Her face is badly scarred from an automobile accident. The interviewer doesn't want to give her the job, in spite of her skills and experience, because he thinks customers will be uncomfortable looking at her. She is not substantially limited in any major life activity, but the interviewer is "regarding her as" if she has a disability.

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

Safe Harbor: elements of existing facilities that already comply with either the 1991 ADA Standards or UFAS are not required to comply with the 2010 ADA Standards unless they were altered on or after March 15, 2012 and elements comprising a path of travel to an altered primary function area are not required to comply with the 2010 ADA Standard merely as the result of an alteration to a primary function area, provided those elements comply with the 1991 ADA Standard or UFAS.

Service Animal: any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. See the 2010 revised requirements at http://www.ada.gov/service_animals_2010.htm.

Substantial Limitation on Major Life Activities: an individual is disabled if she or he has a physical or mental impairment that (a) renders her or him unable to perform a major life activity, or (b) substantially limits the condition, manner, or duration under which she or he can perform a particular major life activity in comparison to other people.

In determining whether physical or mental impairment substantially limits the condition, manner, or duration under which an individual can perform a particular major life activity in comparison to other people, the following factors shall be considered:

- The nature and severity of the impairment;
- The duration or expected duration of the impairment; and
- The permanent or long term impact (or expected impact) of, or resulting from, the impairment.

Title V of the Rehabilitation Act of 1973: title of the law that prohibits discrimination on the basis of a disability by the Federal government, Federal contractors, by recipients of Federal financial assistance, and in Federally conducted programs and activities.

Transition Plan: refers to a requirement that state and local governments employing 50 or more people develop plans detailing structural changes necessary to achieve facility and program accessibility.

Undue Burden: means significant difficulty or expense incurred in the provision of accommodation. Undue burden includes, but is not limited to, financial difficulty. Undue burden refers to any modification that would be unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature of operation of the business of the county. Whether a particular accommodation will impose an undue hardship is determined on a case-by-case basis. If a particular modification is determined to cause an undue burden to Blount County, the county shall attempt to identify another modification that would not pose such a burden. If cost causes the undue burden, the county must consider whether funding for the modification is available from an outside source. If no such funding is available, the county must give the person with a disability the opportunity to provide the modification or to pay for that portion of the modification that constitutes an undue burden.

Undue Hardship: with respect to the provision of an accommodation under Title I of the ADA, significant difficulty or expense incurred by a covered entity, when considered in light of certain factors. These factors include the nature and cost of the accommodation in relationship to the size, resources, nature, and structure of the employer's operation. Where the facility making the accommodation is part of a larger entity, the structure and overall resources of the larger organization would be considered, as well as the financial and administrative relationship of the facility to the larger organization. Employers do not have to provide accommodations that cause an undue hardship.

Uniform Federal Accessibility Standards (UFAS): one of two standards that state and local governments can use to comply with Title II's accessibility requirement for new construction and alterations that took place before March 15, 2012. The other standard is the ADA Accessibility Guidelines, which is the enforceable standard for new construction or alternations done after March 15, 2012.

U.S. Department of Justice: Federal agency that is responsible for enforcing Titles II and III of the ADA.

U.S. Department of Transportation: Federal agency that enforces nondiscrimination in public and private transportation. Nondiscrimination includes access to public bus, train and paratransit, as well as privately operated bus and shuttle transportation. The ADA does not cover air transportation, which is subject to the Air Carrier Access Act.

3.0 Self-Evaluation of County Policies, Services, Activities, and Programs - Findings & Recommendations

This section of the self-evaluation summarizes the review of current county-wide policies, services, activities, and programs based on meetings with county staff and responses to the program accessibility questionnaire received from county departments and divisions. The findings and recommendations contained in this section will provide the basis for the implementation of specific improvements for providing access to county programs.

3.1 Program Evaluation Interdepartmental Memo

The self-evaluation of the county's services, programs, and activities required and involved the participation of every county department. Blount County evaluated its policies, procedures, and programs to determine current levels of service and the extent to which its policies and programs created barriers to accessibility for persons with disabilities. DLZ distributed a questionnaire to the county ADA Coordinator as one measure to determine the level of ADA compliance. Each department was also issued a department specific questionnaire (See *Appendix B*).

The primary purpose of this questionnaire was to allow DLZ staff to better understand how each department operates and the programs provided by each so that an accurate assessment can be made of architectural and procedural barriers and how each can be corrected to provide access. The level of investigation into the operations of the various departments was generally consistent with the amount of interaction with the public and the extent of the public programs offered by each. Note that the response rate to the questionnaire was less than 100%. In some instances, the information provided below may not be accurate due to either lack of response to the questionnaire or inaccurate answers being provided on submitted questionnaires.

3.2 Overall Findings – General Policies and Practices

The self-evaluation of the Departments identified common accessibility issues between all county departments. The findings from the county departments can be organized into the following general categories:

- Public Information
- Designation of ADA Coordinator
- Grievance/Uniform Complaint Procedures
- Public Meetings
- Accommodations to Access Programs, Services and Activities
- Polling Places
- Special Events and Private Events on County Property
- Contracted Services and Contractors
- Customer Service, Satisfaction, and Input
- Equally Effective Communication
- Alternate Communication Formats
- Fees and Surcharges
- Information and Signage

- Staff Training
- Emergency Evacuation Procedures
- Employment
- Department Self-Evaluation Findings & Recommendations

The findings and recommendations in the following subsections generally apply to all departments except where noted.

3.3 Public Information

The county is required to notify the public of their rights and protections under the ADA ([28 CFR 35.106](#)), which states: *“A public entity shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of this part and its applicability to the services, programs, or activities of the public entity, and make such information available to them in such manner as the head of the entity finds necessary to apprise such persons of the protections against discrimination assured them by the Act and this part.”* In addition, notices regarding ADA should be included in a number of other situations to inform the public of their rights and opportunities to ensure accessibility, including signage directing the public to accessible routes and entrances.

Self-Evaluation General Findings:

- A poster entitled “Equal Opportunity is the Law”, defining the requirements of Title VII, was observed in most county buildings.
- Grievance procedures for the Americans with Disabilities Act were adopted by the County Commission in February 2017. See Appendix D.
- Public meeting agendas for the County Commission and other boards/commissions do not provide any information about the ADA Coordinator or other information about requesting accommodations.
- Non-discrimination notice is not used on all printed materials.
- Signage is absent at all the larger facilities for directing visitors to the accessible entrances where multiple entrances are present and not all are accessible. The International Symbol of Accessibility (ISA) is not present or in clear view at all accessible entrances.

Recommended Action:

- Standard language for a Notice of Nondiscrimination needs to be used by all departments for all county publications and printed materials. This statement should include, at a minimum, the following language or equivalent: *“Blount County acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to county sponsored public programs, services, and/or meetings, the county requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and/or meeting. To make arrangements, contact the ADA Coordinator, at (865) 273-5772 or dstallions@blounttn.org.”*
- As standard practice, the county public notices and agendas need to include a statement regarding requests for accommodations for compliance with ADA. The statement should list a TDD/TTY number, if available.
- Public notification should always identify a contact person for individuals with disabilities who may request program modifications, or information on how a hearing or speech impaired person could communicate by telephone.

- Increase outreach to persons with disabilities by finding additional methods and formats to provide information about meetings and other county activities. The county should endeavor to inform the public of the possible modifications required to make its services, programs, and activities accessible.
- Include the following notice on all materials printed by the county that are made available to the public: *"This publication can be made available in alternative formats, such as Braille, large print, audiotape, or .pdf. Requests can be made by calling (865) 273-5772. Please allow 72 hours for your request to be processed."*
- List county agencies, departments, and specialized services that offer TDD/TTY in printed county directories. (See also section 3.11 and 3.12).
- Signage directing visitors to county buildings should be placed along the accessible routes and the International Symbol of Accessibility (ISA) should be placed in clear view at all accessible entrances.

3.4 Designation of ADA Coordinator

The ADA regulations require any public entity with fifty or more employees to designate at least one employee to coordinate ADA compliance ([28 CFR 35.107 \(a\)](#)). Federal regulations require public entities to make available to interested persons the name, office address and telephone number of the ADA Coordinator. The ADA Coordinator's role is to plan, coordinate, organize, facilitate, and promote compliance efforts. The Coordinator responds to requests for accommodations or barrier removal. The Coordinator also receives and investigates complaints and grievances.

Self-Evaluation Findings:

- The Blount County Commission appointed the Director of General Services as the ADA Coordinator effective December 21, 2017, by consensus of the County Commissioners at a regular meeting.
Mr. Don Stallions, ADA Coordinator
Phone: (865) 273-5772
Email: dstallions@blounttn.org
- Blount County Courts have appointed Sandy Hodson as the Local Judicial ADA Coordinator, a position she has held since 2005. A Public Notice has been posted with her contact information.

Recommendations:

- Activities related to ADA compliance should be directed to the Coordinator, and each county department should designate a liaison for ADA issues and publicize the identity of this person.
- Information regarding the identity of the county's ADA Coordinator should continue to be provided to staff, posted at all county facility locations, incorporated into employee handbooks, staff and public phone directories, placed in frequently used publications, and on the county website.
- The designated ADA Coordinator must be familiar with the requirements of ADA and get appropriate training to ensure compliance by the county.
- It is strongly suggested that each department have one individual with knowledge of ADA issues that can respond to issues that arise within their department and assist the ADA Coordinator.

3.5 Grievance/Uniform Complaint Procedures

A public entity that employs 50 or more employees must adopt and publish grievance procedures which provide for the prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA ([28 CFR 35.107 \(b\)](#)).

Self-Evaluation Findings:

- Blount County has a grievance procedure that provides for resolution of complaints (see Appendix D). The procedure indicates that the grievance shall be submitted to the ADA Coordinator but there is no evidence of a grievance form being available. The policy indicates the complaint should be filed in writing and include information about the alleged discrimination (name, address, phone number of complainant and location, date, and description of the problem).
- Complaints can be submitted via alternative means if needed to accommodate a disability.
- The policy states that complaint be submitted as soon as possible but no later than 60 days after the alleged violation.
- The policy outlines the process with timelines for reviews, responses to the complainant, and the appeal processes.

Recommendations:

- Revisit the grievance procedure and update as needed. Some recommendations include:
 - Consider development of a standard grievance form to ensure all information needed to review complaints is provided. An example form can be found in Appendix D. Verify that forms are available at all facility locations and consider providing form on the county website, along with the procedure.
- Centralized record keeping of complaints and tracking of complaint resolution will help the county to regularly update its compliance efforts, and plan for additional compliance implementation. The ADA Coordinator should ensure that records are kept of all ADA-related complaints, including informal items brought to their attention.
- The county should review its current administrative policy and be able to provide the recommended ADA Grievance Form in an alternate accessible format, i.e. Braille, audio-tape, e-text, large print, etc.
- Administrative policies and procedures should continue to be developed, adopted, and implemented to provide consistency for filing complaints or grievances and record-keeping.

3.6 Public Meetings

Public meetings are routinely held by various county departments, boards, and commissions. The ADA prohibits public entities from excluding persons with disabilities from programs, services, or activities offered by a public entity. The law does allow a public entity to use both structural and nonstructural methods to achieve accessibility to programs, services, and activities ([28 CFR 35.150 \(a\)\(1\); \(b\)\(1\)](#)). While most of the meetings are open to the general public and advertised as required by law, the public does not regularly attend several of the meetings of the groups noted.

Self-Evaluation Findings:

- The following boards/commissions meet at various times on county business and would be considered open meetings that can be attended by members of the general public. Other groups may meet, but do not have regular published schedules. Meetings are held in Room 430 of the Blount County Courthouse unless otherwise noted.
 - Adult Oriented Establishment Board – as-needed
 - Agenda Committee – monthly preceding Regular Meeting
 - Agriculture Extension Committee – quarterly, 1219 McArthur Road
 - Animal Center Advisory Board – quarterly, Blount County Animal Center, 233 Currie Avenue
 - Audit Committee – as-needed
 - Beer Board – monthly as-needed

- Blount County Board of Commissioners – monthly, 3rd Thursday
 - Blount County Corrections Partnership – as-needed
 - Board of Construction Appeals – as-needed
 - Board of Equalization – as-needed
 - Board of Health – as-needed, Health Department Conference Room, 301 McGhee Street
 - Board of Zoning Appeals – monthly
 - Budget Committee – monthly with additional workshops and hearings
 - Cable Television Authority – as-needed
 - Education Committee – generally monthly at various locations
 - Emergency Communications District Board – quarterly
 - Emergency Medical Services Board – quarterly
 - Finance Committee – as-needed
 - Human Resources Committee – quarterly and as-needed
 - Information Technology Committee – quarterly
 - Insurance Committee – as called
 - Jail Inspection Committee – monthly, 4th Thursday, Justice Center, 940 E. Lamar Alexander Parkway
 - Planning Commission – monthly, 4th Thursday
 - Public Building Authority – as-needed
 - Records Commission – as-needed, minimum of twice annually
 - Sheriff’s Merit Board – as-needed, Justice Center, 940 E. Lamar Alexander Parkway
 - Soil Conservation District Board – monthly, Courthouse Annex conference room
 - Solid Waste Authority – as-needed
 - Veterans Affairs Committee – quarterly, Room 315 of the Courthouse
-
- The Commissioner’s Room (Room 430 of the Blount County Courthouse) and all courtrooms have audio amplification systems, but none are equipped with assistive listening systems.
 - Room 315 of the Blount County Courthouse does not have audio amplification but is used for committee and other meetings.
 - Most county departments have not been requested to provide accommodation at meetings in the past.
 - County public notices and agendas have no statement regarding how requests for accommodations for persons with disabilities can be made in advance. Some notices and program flyers for programs at the library include the statement “*Blount County does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 USC 2000d).*”.
 - The request for accommodation statements vary by department.
 - Public notices are posted in a variety of places including newspaper advertisements and posted in some county facilities.
 - Meetings are advertised in The Daily Times. Agendas are posted on the county website, bulletin boards, and the room where the meeting will take place.
 - The county website provides video recordings of Board of Commissioners and other board and commission meetings. Some meeting video recordings provide closed captioning while others do not. It seems to depend on how the video is accessed. Video links that redirect users to YouTube are provided with closed captioning. Videos accessed directly on the Blount County website meetings pages do not have closed captioning.

Recommendations:

- The county should schedule and hold public meetings in the most accessible locations whenever possible. Meetings which the public regularly attends should be made the highest priority.
- An assistive listening system needs to be installed in Room 430 of the Courthouse and all courtrooms at the Justice Center. Compliant signage that includes the International Symbol of Access for Hearing Loss should be installed where assistive listening devices are available.
- Other rooms used for meetings and utilize audio amplification should also provide assistive listening devices, including the library.
- Standard language on all county publications regarding availability of and requests for accommodations should be provided to departments.
- The county should develop procedures for obtaining and providing auxiliary aids such as sign language interpreters, readers, descriptive services, and other assistive technologies. (See also section 3.11.)
- The county should make reasonable modifications to enable individuals with disabilities to attend and participate in all public meetings.
- Provide meeting agendas and minutes in alternative formats when requested.
- The county should assemble and maintain a list of readily accessible meeting spaces to facilitate the scheduling of meetings and/or the relocation of meetings upon request.
- The county should create a simple checklist for creating accessible meetings and selection of accessible meeting spaces. This checklist should be utilized and available to all county departments for their programs and events.



International Symbol of
Access for Hearing Loss

3.7 Accommodations to Access Programs, Services, and Activities

The ADA prohibits public entities from excluding persons with disabilities from programs, services, or activities offered by a public entity. A public entity may not adopt policies that are discriminatory or engage in practices that are discriminatory. This prohibition applies to policies that are explicitly exclusionary and to those which appear to be neutral but have discriminatory effect. The law does allow a public entity to use both structural and nonstructural methods to achieve accessibility to programs, services, and activities ([28 CFR 35.130 \(b\)\(3\)](#); [35.150 \(a\)\(1\)](#); [\(b\)\(1\)](#)).

Self-Evaluation Findings:

- There is no evidence of intentional discriminatory practices, intentional exclusion of individuals with disabilities, or practices to segregate individuals with disabilities or limit access to county programs, services, or activities.
- Public meetings are generally held in locations that are thought to be accessible to persons with mobility impairments and staff had no recollection of any previous complaints of issues.
- Polling locations were reviewed by the Election Commission in 2016. Survey forms for some locations were reviewed and some polling places were noted as needing temporary accommodations during voting (parking spaces with cones, etc.). It is unknown what tools or equipment was utilized during the evaluation or the qualifications/experience of reviewers.
- The courts have a Request for Modification form available.
- The Health Department has access to TDD and relay services to communicate to persons with hearing loss through the contract with the state.
- The Soil Conservation District noted that they have made accommodations for hearing and speech impairments many times, typically having to alter their speech pattern to allow for lip reading or using written communication.

- The Election Commission provides early voting for the two week period prior to election day, which allows voters to cast their ballots in different precincts. Blount County is considering implementation of voting centers in 2020.
- The Blount County Library has sponsored programs such as Sensory Storytime that are designed specifically for families of children with special needs.
- The Blount County Library has sponsored programs and provided interpreters for Spanish, Japanese, and American Sign Language.

Recommended Action:

- Information directing the public how to request accommodations should appear on all public notices, announcements, and agendas.
- Front line staff, such as administrative assistants, receptionists, and staff that has everyday contact with the public, should receive training on interacting and accommodating individuals with disabilities.
- The county should provide additional and ongoing training for staff, including volunteers, regarding the requirements of the ADA and accommodations that provide equal access to programs, services, and activities.
- High use facilities, such as the Blount County Library, that sponsor a variety of programs should ensure that an accommodation request form is available on the website and all publications that provide information about the programs. The statement should provide contact information and deadlines for accommodation requests to participate in the programs.
- Existing polling places should have the necessary temporary facilities or other accommodations provided to ensure access to all voters.
- A thorough review of all new polling places or voting centers should be performed prior to their establishment.
- The ADA Coordinator should continue to monitor programmatic access.

3.8 Special Events and Private Events on County Property

The county could provide opportunities for private organizations to utilize county facilities for special or private events. Contained within the ADA are two titles that pertain to public and private entities. Public entities are not subject to Title III of the ADA. Conversely, private entities are not subject to Title II. In many situations, however, public entities have close relationships with private entities that are covered by Title III (Public Accommodations), with the result that certain activities may be at least indirectly affected by both Titles. This is the case with certain special events or private organizations that may use county facilities.

Self-Evaluation Findings:

- The county is not aware of any special private events that occur on county property at this time.
- Library meeting rooms are available for rent by the general public.
- The following special events are sponsored by the county or participated in by various county agencies:
 - The Blount County Library sponsors various special events throughout the year, including art exhibits, concerts, children's storytime, and educational programs. Events are held at the library.

Recommended Action:

- Address the facility accessibility needs identified in Appendix A and consult the county attorney for any appropriate language in the rental agreement about accessibility needs.
- Guidelines or policies should be in place for ensuring that any special events are accessible. In situations where private organizations sponsor events in county facilities, the county should encourage private organizations to comply with applicable ADA requirements. The county could provide a

checklist and information during the application process to inform organizers of their responsibility for accessibility under the ADA, if applicable.

3.9 Contracted Services and Contractors

Public entities cannot use contract procurement criteria that discriminates against persons with disabilities ([28 CFR 35.130 \(b\)\(5\)](#)). In addition, selected contractors should be held to the same nondiscrimination rules as the county.

Self-Evaluation Findings:

- No discriminatory or exclusionary practices were evident in the selection of contractors and contracted services.

Recommended Action:

- All county contracts should be reviewed to ensure that they include specific, detailed ADA language to ensure that contractors that provide county services to the public comply with the ADA.
- It is recommended that the county consider means to maintain compliance when contracting for services or when leasing facilities by:
 - Including ADA compliance requirements in new requests for proposals.
 - Reviewing ADA requirements when contracts or leases are negotiated, revised, or renewed.

3.10 Customer Service, Satisfaction, and Input

ADA requires a public entity to provide an opportunity to interested persons and organizations to participate in the self-evaluation process. For three years after completion of the self-evaluation, a public entity must maintain a record of any problems identified ([28 CFR 35.105](#)).

Self-Evaluation Findings:

- Public notices of this SETP process were advertised in the local newspaper and invitations extended to local advocacy groups.
- No complaints or grievances were reported related to inability to accommodate customers with disabilities or inability of persons with disabilities to access county programs or facilities.

Recommended Action:

- Conduct periodic customer satisfaction surveys or gather input from recipients of county services using an alternate method, such as public hearings or focus groups. An additional emphasis should be made to survey individuals with disabilities and organizations representing individuals with disabilities.
- Partner with persons with disabilities, their caregivers, and advocates for the disabled to identify concerns and gather comments on capital improvement projects to improve accessibility to people with disabilities during design.

3.11 Equally Effective Communication

ADA calls for public entities to provide applicants, participants, members of the public, and companions with disabilities with communication access that is equally effective as that provided to persons without disabilities ([28 CFR 35.160\(a\)-\(d\)](#)). The regulations also require that the public entity provide the appropriate auxiliary aids and services where necessary to give people with disabilities an equal opportunity to participate in, and enjoy the benefits of a service, program, or activity of a public entity. The law stipulates that the individuals can request the auxiliary aids and services of their choice and that the county will honor the request unless a suitable substitute exists or the request is not required under the law. In addition, the

county may provide qualified interpreters via video from a remote location as long as it can meet the performance requirements of [28 CFR 35.160\(d\)](#).

Auxiliary Aids and Services

Self-Evaluation Findings:

- No departments stated that they have hired/utilized transcription services and readers.
- The County Commission room has no Assistive Listening Devices (ALDs) available.
- The courts also have no ALDs available.
- The county does not have any active contracts with interpreters or other service providers to honor requests for accommodation.

Recommended Action:

- The county should provide staff training and information regarding auxiliary aids and effective communication. Encourage staff to offer alternate means to complete transactions and assistance to complete county forms if possible.
- The county should ensure the proper number of assistive listening devices is provided in all rooms requiring them (See Facility Summaries in Appendix A). Compliant signage that includes the International Symbol of Access for Hearing Loss should be provided outside of all rooms that provide an Assistive Listening System and Devices. Signs should include guidance on where the devices are located.
- The county should have a complete list of auxiliary service providers, i.e. Braille transcription services, computer assisted transcript, dictation and transcription, American Sign Language (ASL) interpreters, etc.

Interpreter Services

Self-Evaluation Findings:

- The courts indicated that they have provided interpreters in the past and make every effort to accommodate requests.
- The Blount County Library has sponsored programs and provided interpreters for Spanish, Japanese, and American Sign Language.
- No other departments indicated use of or requests for interpreters.

Recommended Action:

- The county should consider a county-wide contract for qualified ASL interpreter services that departments could utilize as needed. At a minimum, a list of qualified individuals should be maintained for all potential services that might be required on short notice. The county could also explore the viability of providing qualified ASL interpreters from a remote location and transmitting the disabled participant's response to the interpreter in accordance with [28 CFR 35.160\(d\)](#).
- Interpreters should be provided upon request for accommodations or considered in situations where an interpreter is known or likely to be required.

Telecommunications Devices for the Deaf

Self-Evaluation Findings:

- The telephone directory on the county's website does not identify numbers capable of use with TDD/TTY, including the ADA Coordinator's number.

- Blount County is part of the Blount County Emergency Communication District, which provides emergency 911 service. The 911 phone system includes technology compatible with TDD to communicate with citizens who call and have hearing loss.
- The “Accessibility” page on the website includes information about website accessibility and includes the Federal Information Relay Service phone number at 1-800-877-8339 for TTY/Voice communication.
- None of the phone systems in any Blount County facility are compatible with TDD/TTY systems.

Recommended Action:

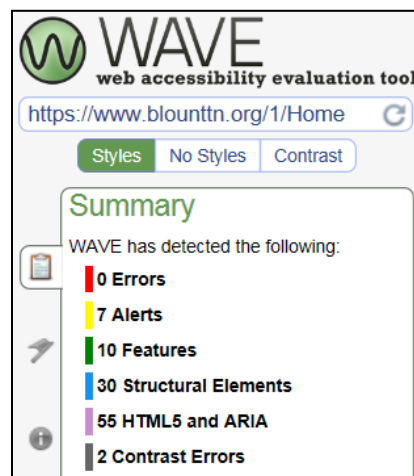
- Where 911 is publicized, it should identify the method of communicating with hearing impaired persons.
- The Federal Information Relay Service phone number (1-800-877-8339) for TTY/Voice communication should be published in more locations than just the website “Accessibility” page.
- Where the county uses an automated answering system for receiving and directing incoming telephone calls, the county should enable this system to provide real-time communication with individuals using auxiliary aids and services, including TTY and telecommunications relay systems ([28 CFR 35.161\(b\)](#)).
- The county should consider the purchase of a network PC compatible TDD/TTY system that would allow individual computers to be networked and access TDD/TTY calls, instead of purchasing separate TDD/TTY units that require a dedicated line. The advantages of a networkable system will allow the user to transfer calls, conduct conference calls, and utilize voice mail. A less desirable, but effective, means to provide access would be to use one of the many services available (Deaf Link, etc.) to provide two-way communication for persons with hearing disabilities.
- All staff responsible for responding to incoming telephone calls should be trained in the protocol and use of TDD/TTY communications. Information and training should be provided on an ongoing basis.
- The county should develop procedures to ensure that TDD/TTY are maintained in a working and operable condition.

Website – note that currently there are no adopted standards for websites that apply to Title II or Title III entities. However, numerous lawsuits have been filed recently, alleging discrimination due to websites not meeting the Web Content Accessibility Guidelines (WCAG), which apply to federal websites. Some decisions that make it to federal Appeals Courts may be binding to all similar entities in that court jurisdiction. It is very likely that the WCAG will be the enforceable standard for all websites at some point in the future. It is highly recommended that all Title II and Title III entities work towards modifications to websites to meet WCAG sooner rather than later.

Self-Evaluation Findings:

- The county website is <http://www.Blount.org>. The website includes a number of pull down menus and links that may be confusing for some people to use with ease.
- Information about ADA is extremely limited and includes only a link to the ADA Grievance Procedure.
- A number of interactive features are included on the website, including payment of property taxes, application for employment, community calendar, links to community and school websites, etc.
- Documents available online in PDF format have varying accessibility. Many are readable by NVDA but others are scans of original documents and not readable.

- Numerous forms are provided by several departments via the website. Some documents provided online were not readable by the screen reader program NVDA, including the business license application (Clerk's office) and Home Contents Inventory List (Sheriff's office).
- Running an accessibility check with the Web Accessibility Evaluation Tool (WAVE - wave.webaim.org/) generated the following information (see report for the home page to the right). Some limitations were found, such as low contrast between text and backgrounds (which can be difficult for persons with certain visual impairments to read) but no errors. Limitations included missing alternative text and empty headings, buttons, and links.
- Links to exterior third party websites include, but not limited to:
 - YouTube for video archives, court payments (secure.courtfeepay.com/)
 - license plate renewals (secure.tnclerk.com/platerenewals/platerenewals.php)
 - handicap placard renewals (secure.tnclerk.com/placards/index.php?countylist=5)
 - marriage license application (secure.tnclerk.com/marriageform/marriageform.php?countylist=5)
 - notary application (secure.tnclerk.com/notary/notary.php?countylist=5)
 - accident reports (buycrash.com/)
 - submittal of a crime tip (tipssubmit.com/webtips.aspx?AgencyID=529)
 - property tax relief (comptroller.tn.gov/pa/patxr.asp)
 - voter registration (tnsos.net/govotetn/index.html)
 - commissary deposits for inmates (vendengine.com/)
- The county website links to the county Twitter account.
- The website has an "Accessibility" page that provides information about accessibility design guidelines and other useful information. The page includes a "Contact Us" link for issues with accessibility and a toll free phone number for Federal Information Relay Service for TTY/voice communication.



Recommended Action:

- The county's website should be periodically reviewed by the web developer to maintain, update, and monitor website accessibility. When the website is redone, consider simplification in the presentation of the information. Less pulldown menus are desired. Also consider a "Documents" page that includes all documents the public would normally look for. The following may provide useful information:
 - Utilize an accessibility checklist similar to that published by the [Access Board](http://www.access-board.gov/).
 - The University of Wisconsin Trace Center (<http://trace.wisc.edu/world/web/>) provides resources and on-line information that might assist the county in development and implementation of an accessible website.
 - The Web Accessibility Initiative (WAI) provides guidance on making websites fully accessible (www.w3.org/WAI/).
 - The International Center for Disability Resources on the Internet (ICDRI) provides information on accessibility (www.icdri.org/section508/index.htm).
 - The [DOJ](http://www.doe.gov/) provides a number of resources on their website as well.
- Ensure that all PDF documents that are directly converted to PDF and not a scan of the original document. Scans are not compatible with reader programs. The IT Department should consider running

a test of all documents to be posted to the website to ensure compliance and compatibility with screen readers prior to posting to the website.

- Ensure that non-PDF format documents are properly formatted and usable by screen reader programs.
- Third-party websites should be confirmed to be compliant and usable by persons with disabilities.
- Consider adding a dedicated page for ADA and Title VI information that appears on the main county page. Additional ADA-related recommended website content should include publicity of its statement of ADA compliance, contact information for county ADA Coordinator, grievance and complaint procedures, publication of the self-evaluation and transition plan when completed, an annual list of ADA projects, and a list of the departments that offer TDD/TTY and the phone numbers.

3.12 Alternate Communication Formats

A public entity has a responsibility to provide information in alternative formats to comply with [28 CFR 35.160](#). This section of the ADA requires state and local government entities to communicate effectively with individuals who are deaf, hard-of-hearing, or have a speech, vision, or learning disability. Communication access involves providing content in methods that are understandable and usable by people with reduced or no ability to: speak, see, or hear and limitations in learning and understanding. Some alternative formats can be produced in-house at minimal costs, i.e. large print, disks, and e-mail attachments. Other formats, such as Braille and audio-formats, may need to be produced by a vendor. Alternate communication formats that are likely to be requested include, but are not limited to: audio-formats, Braille, large print, captioned films and video, electronic text/disk/CD-ROM, or sign interpreted films and video.

Self-Evaluation Findings:

- The ADA Coordinator will be the main point of contact for requesting and providing information in alternate formats on a request for accommodation basis and will communicate with other departments as needed.
- No departments stated that they had received requests for documents to be provided in alternate formats.
- Most county departments and offices produce printed information that is distributed and available to the public.
- The county has not been asked to provide written materials and publications in Braille or large print text.
- No departments have a standard procedure to communicate and produce accessible alternate formats for people with disabilities.

Recommended Action:

- The county should provide staff training regarding the requirements of accessible alternate formats, what accessible alternate formats are, and how to provide accessible alternate formats.
- Procedures and methods should be established for the development of accessible alternate formats of documents to ensure that requests are handled in a uniform and consistent manner.
- The county should centralize the production of alternate formats for agendas, publications, and documents, which may result in efficiency and a cost savings.

3.13 Fees and Surcharges

Public entities may not charge a fee or add a surcharge to a fee to cover the cost of making its facilities, programs, services, or activities accessible to persons with disabilities ([28 CFR 35.130\(f\)](#)).

Self-Evaluation Findings:

- There was no evidence of fees charged to individuals *with* disabilities that were not charged to individuals *without* disabilities to access programs, services, and activities.

Recommended Action:

- The county should continue to monitor and review policies and practices to ensure that fees and surcharges are not charged to individuals *with* disabilities that were not charged to individuals *without* disabilities.

3.14 Information and Signage

A public entity is required to ensure that individuals with disabilities are directed to an accessible entrance to a building and to the location and existence of accessible services, activities, and facilities. The ISA shall be used at each accessible entrance of a facility ([28 CFR 35.163](#)). Paragraph (b) requires the public entity to provide signage at all inaccessible entrances to each of its facilities that directs users to an accessible entrance or to a location with information about accessible facilities.

Self-Evaluation Findings:

- Accessible directional and informational signs are provided at a few county facilities, but not all. Inaccessible entrances typically do not provide signage at all, or provide insufficient or unclear signage, directing users to accessible entrances (See Appendix A).
- Signage within county buildings varies greatly. Some of the highly trafficked facilities, such as the Justice Center and the Courthouse, provide compliant signage, but the smaller facilities frequently exhibit non-compliances including the following: signage is often missing, mounted in the wrong location, lacks tactile characters and/or Braille, has Braille that is not below all tactile characters or that does not provide proper spacing from lettering, etc.

Recommended Action:

- An accessible signing strategy for the non-compliant county facilities should be developed for interior and exterior directional, informational, and permanent room signs.
- Design standards for accessible signs should be created to guide the production and installation of the accessible signs.
- Signage replacement projects should include replacement or installation of accessible signs as required.

3.15 Staff Training

On-going compliance with the ADA can only be achieved if county staff receives training and education about the rights of persons with disabilities and the obligations of public entities and its employees under Title II of the ADA. Although training is not required by the ADA, training regarding the requirements of the ADA is recommended.

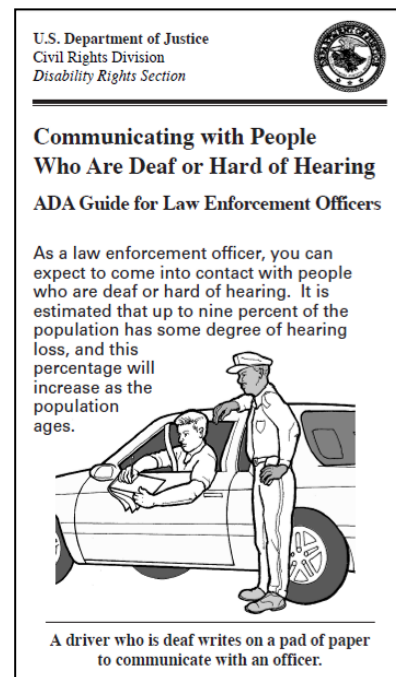
Self-Evaluation Findings:

- The court Judicial ADA Coordinator has attended ADA training provided at County Government Conferences and a webinar by Edupliance in 2016.
- The ADA Coordinator has attended multiple seminars on ADA compliance.
- It is unknown if the Human Resources Department staff has any specialized training on ADA Title I issues. The ADA Coordinator is a Certified Senior Professional in Human Resources and SHRM Senior Certified Professional.
- Sheriff's Department officers do not appear to receive any specialized training for recognizing or dealing with members of the public that have a disability.

- Election Commission staff has had minimal training on the proper procedures for setting up voting locations and how to be in compliance with ADA accessibility laws. Staff reviewed several voting precincts in 2016 using a standard form.
- Several departments suggested in-house education for employees on ADA-related topics.
- Several departments indicated an overall training on disabilities covered by the ADA and responsibilities for accommodation, including planning ahead for accommodation where possible, would be helpful.

Recommended Action:

- The ADA Coordinator and other key staff should consider annual training on various ADA issues relevant to their respective department responsibilities.
- The county should provide training regarding ADA and related civil rights legislation. Suggested training topics include, but are not limited to:
 - Requirements of the ADA for Blount County as a Title II entity
 - Consequences of Non-Compliance
 - Disability Etiquette – a good resource is www.unitedspinal.org/disability-etiquette/
 - Acceptable Terminology and Phrases
 - Grievance/Complaint Procedures
 - Reasonable Accommodations
 - Awareness and Sensitivity
 - Accessible Locations for Meetings
 - Barriers to Access – Programmatic and Physical
 - Auxiliary Aids and Services
 - TDD/TTY
 - Building Evacuation Procedures to Assist Persons with Disabilities, especially in multi-story buildings with public access to upper floors
- The Judicial ADA Coordinator should continue to get specialized training pertaining to accommodating persons with disabilities in the justice system.
- Training materials and handbooks should be prepared, if needed, in alternate formats.
- The ADA Coordinator should coordinate additional ADA training for all Department managers and staff who have regular contact with the public.
- It is recommended that the Sheriff's Department officers receive training annually on ADA accessibility issues related to their activities. Training could include how to interact with people with mental illnesses, addictive disorders, mental retardation, autism, and developmental disabilities, communicating with people who are deaf or hard of hearing (reference www.ada.gov/lawenfcomm.pdf), and developing a policy on the topic as well (refer to www.ada.gov/lawenfmodpolicy.pdf). Review of other guidance should be done as well, including the publication "Commonly Asked Questions About the Americans with Disabilities Act and Law Enforcement" (www.ada.gov/qanda_law.pdf).
- Additional training materials may be made available to officers on "Disabilities and Law Enforcement", which is available on the U.S. Department of Justice web site (www.ada.gov/policeinfo.htm).



3.16 Emergency Evacuation Procedures

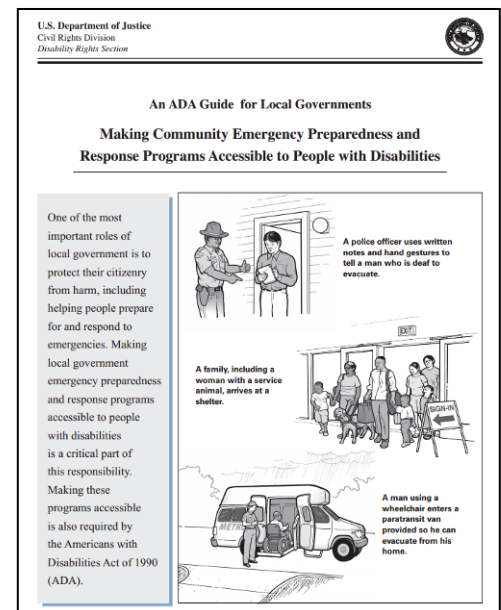
The county is required to establish emergency evacuation procedures to safely evacuate persons with disabilities who may need special assistance in an emergency. These plans and procedures should include identification of assembly locations for persons with disabilities in each facility, staff assigned to ensure that assembly areas are checked prior to leaving buildings during an emergency, identification of assembly locations for pickup and transport of persons with disabilities, and location of accessible shelters to be used for various types of emergencies. Depending on the nature of the emergency, some shelters may not be appropriate.

Self-Evaluation Findings:

- The Blount County Emergency Management Agency (EMA) works in conjunction with the Tennessee Emergency Management Agency (TEMA), United States Department of Homeland Security, the Federal Emergency Management Agency (FEMA), and many other State and Federal agencies. They also work with local and county response agencies of all types, ensuring preparedness and response capabilities for any manmade or natural disaster that may occur anywhere within Blount County. The EMA is responsible for writing, updating, and disseminating the Blount County Basic Emergency Operations Plan (BEOP), Strategic Preparedness Plan, Standard Operating Procedures, Memoranda of Understanding (MOU), and Mutual Aid Agreements.
- Blount County is the location of the Disaster Field Office for Region 5, which includes the eastern third of the state. The Point of Arrival (POA) and Mobilization Center (MC) is McGhee-Tyson Airport.
- The BEOP was last updated in December 2015. The BEOP is not available on the county website for public access.
- The Blount County Emergency Operations Center (EOC) is the physical location where multi-agency coordination occurs. The purpose of the county EOC is to provide a central coordination hub for the support of local emergency response activities and is located at 1431 William Blount Drive in Maryville. The alternate EOC site is the Maryville Municipal Building, which may be activated at the discretion of the EMA Director and concurrence of the County Mayor.
- Agencies that are required to provide emergency services coordinators (ESC) to assist with planning efforts include the County Mayor, city mayors, Blount County Sheriff's Department, local police departments, County Emergency Communications District, county and city fire departments, ambulance services, Blount County Highway Department, Blount County Chapter of the American Red Cross, and Blount County Health Department. Other agencies may also be required to provide a representative, depending on the nature of the emergency.
- The BEOP include a listing of emergency support functions and the agencies providing those services. It is assumed written agreements with voluntary organizations and mutual aid agreements between responding organizations and other local, state, federal, and private organizations are referenced and/or located in the EOC.
- In Blount County, critical information necessary for public dissemination will be made available through various media outlets, including local television stations, local radio, newspapers, and web-based systems. The BEOP indicates under 'ESF #2 – Communications' that local radio, public access television, local computer and IT companies, and Radio Amateur Civil Emergency Services (RACES) may be used to assist with communication in event of an emergency.
- Per 'ESF #5 – Information and Planning', emergency public information regarding public education and information, notification of impending and occurring emergencies, notification of protective actions to be taken, and notification of locations to receive assistance are to be provided. Nothing specific to how this information will be provided to persons with disabilities that have special communication needs is included. Blount County does not appear to subscribe to any of the web-based emergency

management programs or notification systems that are available. Examples include WebEOC (<https://www.juware.com/solutions/webeoc>), AlertFind (<https://alertfind.com/>), CodeRED (<https://www.onsolve.com/solutions/products/codered/?nab=0>), Deaf Link/Shelter Link (<http://www.deaflink.com/shelter-link>), and many others. The primary purpose of this internet-based application would be to provide Blount County public safety personnel with a common platform to share, analyze, and manage emergency and disaster information throughout the county and provide notifications to those that register with the service provided.

- Per 'ESF #6 – Human Services', the EMA is responsible for selecting, staffing, and operating emergency mass care shelters during disasters. The American Red Cross is the national agency charged with responsibility for disaster relief services. This ESF policy states *"All shelter and mass care services will be provided without regard to economic status, racial, religious, political, ethnic, or other affiliation"*, but does not specifically note provision to persons with disabilities. It also states that *"Area nursing homes that require movement of patients to a shelter will also move the nursing staff, along with the patient's records and medications to the established shelter"*. A majority of persons in nursing homes are likely to be disabled. The American Red Cross is charged with maintaining a list of shelters to be used in the event of an evacuation or emergency and assists in coordinating transportation for the public to these locations depending on the nature of the emergency. There is nothing that specifically mentions the need to ensure shelters are accessible or the need to provide accommodations for persons with disabilities at shelters, including those with service animals.
- Under 'ESF #8 – Health and Medical Services', Blount County Health Department, all local EMS, local hospitals, American Red Cross, and other non-governmental organizations are tasked with public health, medical support, and mental health services. Annex 1 discusses caring for the functional needs population (FNP) during disasters and emergencies. The FNP includes persons with physical or cognitive disabilities. No specific information is provided about the special needs for housing, transportation, or treatment of the FNP or how they would be identified, or their presence known, during an emergency.
- Under 'ESF #9 – Search and Rescue', there is no mention of rescue of persons with special needs or how to identify their need for rescue in many situations that the general population does not need assistance.
- Under 'ESF #11 – Food', there is no mention of providing food for persons with special dietary needs or severe restrictions. Advance planning would assist in provision of food to this group.
- Under 'ESF #14 – Donations/Volunteers', the scope for 'Volunteers' does not include identification of persons with specialized expertise to assist persons with disabilities during a disaster, including ASL interpreters and specialized caregivers.
- Under 'ESF #16 – Animal Housing & Care Services', there is specific mention of the provision for people with special needs and their companion animals.
- Local schools are mentioned in the BEOP as providing school buses for use in evacuations. There is no mention regarding provision of special vehicles that are able to assist persons with disabilities in the event of an evacuation or other situation requiring transportation of affected persons. These vehicles would include those capable of transporting persons with wheelchairs or other mobility devices, or vehicles large enough to transport special medical equipment that may be needed.



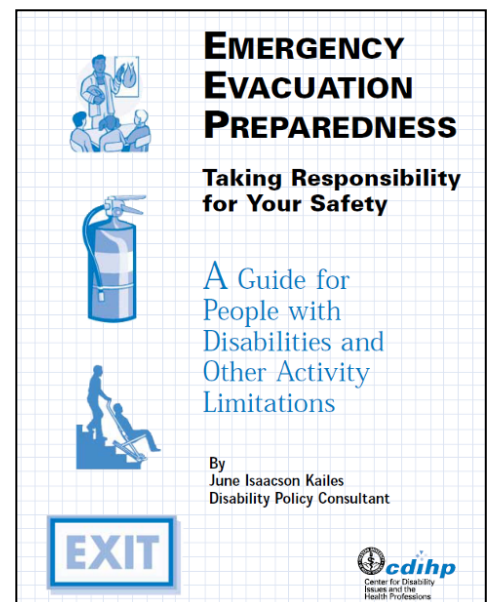
- During disaster operations, numerous private sector and private nonprofit organizations provide resources. Included among these are the American Red Cross, Salvation Army, various church-related groups, United Way, Chamber of Commerce, animal rescue groups, and local businesses.
- The BEOP and ESF #7 mention the Blount County Purchasing Agent's role in procurement and coordination in use of materials, equipment, and supplies, but makes no specific mention of the resources that might be needed.
- There is no specific mention of provisions related to persons with disabilities or accessible shelter facilities in the BEOP.
- EOC dispatchers answer over 150,000 calls (emergency and non-emergency) a year in the performance of their duties. The "Family Safety Program" was created in July of 2017 by a local resident. It is currently being used in Blount County to inform law enforcement, fire, and EMS responders of any disabilities or sensitivities they may need to be aware of when responding to an emergency or non-emergency call. The Special Needs Citizen Form is available at the Blount County Emergency Communications District during normal business hours or on the website at <http://www.blount911.com/familysafetyprogram.html>.
- There is not a comprehensive list of homebound clients and group homes that may need additional assistance during an emergency.
- Based on departmental questionnaire responses, it appears that some county facilities have plans in place for special preparation for emergency events, such as pre-determined meeting places, drills, and safety coordinators for each building. At most county facilities, fire escape signage and information on tornado and lockdown procedure is provided but is visual only. Generally, the evacuation routes are identified on a building layout diagram. Established procedures are in place for fire, tornado, or active shooter situations. However, it does not appear departments have established emergency evacuation procedures to specifically address safe evacuation of persons with disabilities.

Recommended Action:

- Consider providing the BEOP on the EMA web site.
- 'ESF #2 – Communications' should be amended to include specific information about how effective communication will be provided for persons needing special accommodation. Examples could include ensuring closed captioning is provided on television broadcasts, that ASL interpreters are provided for all televised briefings and updates, etc.
- 'ESF #5 – Information and Planning' should be amended to include specific details about how effective communication will be provided for persons needing special accommodations. Examples could include voluntary registration by persons needing special assistance and the type of assistance needed in case of an emergency, better publicity of the location of emergency shelters, participation in a web-based emergency management program that allows individuals to subscribe to emergency alerts and updates via email, text, and other electronic means instantly, etc.
- 'ESF #6 – Human Services' should be amended to include specific information about the provision of special services at shelters that are needed by persons with various disabilities. This includes ensuring that shelters provide accessible restroom and shower/bathing facilities for persons with special access needs due to a disability.
- 'ESF #8 – Health and Medical Services' should be amended to include specific information about the housing, transportation, and treatment needs of the FNP and how these needs would be identified. Consideration should be given to having advance information about the needs of the FNP groups, including needs for communication, housing, transportation, and treatment.
- 'ESF #9 – Search and Rescue' should be amended to include information about evacuation of persons with special needs, including equipment, medications, service animals, etc. A voluntary, confidential

registration of persons with special needs and accommodations or special assistance needed in the event of an evacuation would assist in the planning process and during rescue operations.

- 'ESF #11 – Food' should be amended to include information about provision of special food for persons with severe dietary restrictions or special needs due to a disability. A voluntary, confidential registration of persons with special dietary needs and accommodations needed in the event of an evacuation and sheltering would assist in the planning process. Coordination with dietitians at local hospitals would also assist.
- 'ESF #14 – Donations/Volunteers' should be amended to include enlisting volunteers (or hiring) of persons with special skills to assist persons with disabilities during a disaster. Skills could include ASL interpretation, mental health services, etc.
- 'ESF #16 – Animal Housing & Care Services' should be amended to modify language to remove "*companion animals*" and change it to "*service dogs and emotional support animals*". This ESF also notes that "*assistance animals*" are allowed in shelters. Similar wording changes should be considered. It may also be beneficial to include the ability to identify persons with severe allergies to dogs or other emotional support animals and separate them from the animals to the extent possible within shelters. Coordinate with the American Red Cross to ensure that accommodation can be made for service animals at shelters and that persons with allergies can be provided shelter and accommodation away from them.
- The BEOP should contain information to lay the ground work for addressing the specific needs for evacuation of persons with disabilities or other special needs. This might include identification of persons with disabilities, resources needed to provide assistance, methods to provide information and alerts in emergency situations, development of evacuation plans, methods to address evacuation and transport of special needs populations, and identification of shelters suitable for persons with special needs, including in-place sheltering or evacuation.
- The EMA should clearly identify and publicize in their BEOP evacuation routes and shelters to be used for various types of emergencies and ensure that vehicles used to evacuate residents are accessible, as are all the emergency shelters. This would facilitate persons in the community knowing the closest emergency shelter prior to an emergency and allow them to get there sooner, without having to contact the county or other agency to find out where they should go. This is especially important for caregivers of persons with disabilities and group homes that are able to transport their clients.
- Consider agreements with regional transit providers to provide vehicles that are capable of transporting persons in wheelchairs (Gatlinburg, Pigeon Forge, Knoxville, etc.).
- The EMA should identify potential sources of equipment that can be made available for persons with disabilities in the event of an emergency. This equipment could include wheelchairs, walkers, etc. that might be left behind at homes or damaged during an evacuation.
- Revisit emergency plans and signage for each facility. Include guidelines for the evacuation of persons with disabilities for various emergency situations. Verify on a regular basis that each department is aware of what to do when an alarm is triggered; aware of meeting places for assistance and evacuation at staircases; and have identified floor captains who will ensure that each floor is vacated prior to leaving themselves and ensuring that persons that need assistance



- are removed to safety or sheltered safely until emergency personnel can evacuate them.
- Utilize better publicity for the ‘Family Safety Program’ and provide a link to the form on the county’s main website on multiple locations (Sheriff, EMA, etc.), as well as local police, fire, and EMS websites.
- The county should explore the benefits and cost of one of the web-based emergency management programs/notification systems that are available to enhance communication to the public during an emergency situation.
- Include persons with disabilities and their advocates and caregivers in planning for emergencies.
- The EMA Director should review and complete the Title II Emergency Management checklist at <http://www.ada.gov/pcatoolkit/chap7emergencygmtadd1.htm> for additional information about ensuring the BEOP considers persons with disabilities adequately.
- Excellent additional resources can be found at:
 - [FEMA](#)
 - www.ada.gov/emergencyprepguide.htm
 - <http://hfcdhcp.org/emergency-preparedness/>
 - onlinepubs.trb.org/onlinepubs/tcrp/tcrp_rpt_150.pdf
 - www.nod.org/assets/downloads/Guide-Emergency-Planners.html

3.17 Employment

Title I of the ADA requires public entities not to discriminate against persons with disabilities in all parts of the recruitment and employment process ([28 CFR 35.140](#) and [29 CFR 1630.4](#)).

Self-Evaluation Findings:

- The County Human Resources (HR) Department performs functions of human resources by providing services to job applicants, county employees, and retirees.
- The Blount County Government Employee Handbook (Revision Date November 2016) includes:
 - ‘Introduction’ includes the statement, *“It is the intention of Blount County Government to adhere to all State and Federal laws. Any personnel policy found to be in conflict with a State or Federal law will be changed to ensure compliance with the law.”*. That would include ADA.
 - The ‘State and Federal Policies’ section includes ‘Equal Employment Opportunity Policy’, on page 2. It states, *“Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, or discipline because of political or religious opinions or affiliations or because of race, religion, national origin, sex, age, disability, veteran status, or any other category protected by law, shall be prohibited.”*. It also provides a grievance procedure.
 - The sub-section entitled ‘No Harassment’ on page 2 addresses harassing behavior. *“The County does not tolerate the harassment of applicants, employees, customers, or vendors. Any form of harassment relating to an individual’s race, color, sex (including same sex), religion, age, national origin, handicap or disability, citizenship status, veteran status, political affiliation, retaliation for protected activity, or any other protected activity or category is a violation of this policy and will be treated as a disciplinary matter.”*
 - The sub-section entitled ‘Reasonable Accommodations/Modified Job Duties’ on page 4 addresses assisting employees that are or become disabled with *“reasonable accommodations to enable such employees to continue performing the essential functions of their jobs”*. This sub-section also discusses the limitations of accommodations and undue hardship and the procedure to request reasonable accommodation.
 - Under the section ‘General Personnel Policies’, in the sub-section ‘Personnel Files’, it states that there is *“restricted access to certain types of employee information. The following records of government employees will not be open for inspection by members of the public:”*. The records do

- not specifically include disability status or requests for accommodation, which may be considered medical records. These are noted as not being part of personnel file but are not specifically mentioned.
- There is no mention within the manual about applicant testing, medical examinations for some jobs, etc. which may need to consider a person's disability and need for accommodations prior to hiring.
- The 2016 Supplemental (*sic*) Policies and Procedures for the Circuit Court Clerk (electronic file name dated September 14, 2016) includes specific supplements to the Blount County Government Employee Handbook and includes:
 - Under 'Parking Restrictions' on page 16, it notes that *"No employee will be allowed to park in the middle section of the Justice Center parking lot. This includes the five rows starting from the right walk way upon entrance of the Justice Center. You may only park on the outer perimeter of the parking lot."* This provision makes no exception for employees with a disability and valid parking placard to park in accessible parking spaces or to park closer to the building than allowed in this section to accommodate their disability.
- The Policies and Procedures for the Blount County Clerk (electronic file name dated September 1, 2016), Blount County Highway Department Employee Handbook Supplement (electronic file name dated October 17, 2017), Blount County Property Assessor (electronic file name dated September 14, 2016), and Blount County Register of Deeds Employee Handbook Supplement (electronic file name dated September 14, 2016) have no provisions affecting persons with disabilities differently than the Blount County Government Employee Handbook and both supplement the Blount County Government Employee Handbook.
- The Blount County Public Library Employee Handbook (dated January 19, 2010) includes:
 - 'Introduction' includes the statement, *"These policies have been compiled to establish fair and nondiscriminatory practices within the law and to foster efficient and pleasant work relationships that will benefit library users and employees. It is the intention of the library to adhere to all State and Federal laws. Any personnel policy found to be in conflict with a State or Federal law will be changed to ensure compliance with the law."* That would include ADA.
 - The 'State and Federal Policies' section includes 'Equal Employment Opportunity', on page 9. It states, *"Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, or discipline because of political or religious opinions or affiliations or because of race, religion, national origin, sex, age, disability, veteran status, or any other category protected by law, shall be prohibited."* There is no indication of a grievance procedure.
 - The section entitled 'No Harassment' on page 9 also addresses harassing behavior. *"Neither the County nor the Library will tolerate the harassment of applicants, employees, customers, or vendors. Any form of harassment relating to an individual's race, color, sex (including same sex), religion, age, national origin, handicap or disability, citizenship status, veteran status, political affiliation, retaliation for protected activity, or any other protected activity or category is a violation of this policy and will be treated as a disciplinary matter."* There is no indication of a grievance procedure.
 - The section entitled 'Reasonable Accommodations/Modified Job Duties' on page 10 addresses assisting employees that are or become disabled with *"reasonable accommodations to enable such employees to continue performing the essential functions of their jobs"*. This section also discusses the limitations of accommodations and undue hardship. There is no mention of the procedure to request reasonable accommodation.
- A poster entitled "Equal Opportunity is the Law", defining the requirements of Title VII, is located in most county buildings.

- Advertisements on the county websites for job openings do not indicate that the county is an "Equal Opportunity Employer".
- The Employment Application for both Blount County Government and Blount County Sheriff's Office both ask the questions *"Based on a review of the job description for the position for which you are applying, are you able to perform the essential functions of the job? (Please note that you may later be asked to demonstrate your ability to perform the essential functions.)"* and *"Please describe any accommodations you will need in order to adequately perform the essential functions of the position:"*. Both applications are available online. Neither website includes the statement that *"Blount County Government, does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability, in employment or the provision of services."*
- The Blount County Election Commission's Poll Worker Application includes nothing related to need for accommodation or other information related to disabilities.
- Job descriptions for all positions in Blount County Government appear to have been updated within the past five years (but still contain a DRAFT watermark) and include the following:
 - *"To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description."*
 - Most job descriptions list "Essential Job Functions" that appear to be reasonable, though some could be considered excessively detailed.
 - Some job descriptions are incomplete or list only "TBD" and "Performs other assigned duties" under one or more of the headings. These need to be updated/completed. This includes Background Investigator, Appellate Defender, Chief Deputy, Judicial Assistant Supervisor, Law Enforcement Specialist, Polygraph Technician, Seizure Specialist, TENNderCare Health Outreach Worker, Veterinarian, and Veterinarian Technician.
 - Nearly every job description lists "Physical Demands" that includes functions such as feeling, hearing, talking, standing, walking, etc. Some of these requirements would exclude anyone with a mobility impairment, hearing impairment, etc. from being qualified to perform many jobs that do not actually require the ability to do all these physical demands.
 - Nearly every job description lists "Minimum Requirements to Perform Work" and includes having a valid driver's license. This would exclude some disabled persons that are not able to physically drive a vehicle or someone with low income that cannot afford a car but could perform many jobs.
 - Some jobs that would seem to require an employee to drive excludes the requirement for a valid driver's license (i.e., Highway Engineering Supervisor, Sign Technician, High Shop Supervisor, etc.).
 - Some job descriptions (primarily for the Library) are formatted differently than the majority (e.g., Instructional Librarian). It is not clear if this is an old format. The format does not include "Essential Job Functions".
 - Some job descriptions (e.g., Office Specialist) include the language *"Most work involves mobility to and from parking lot and work station, other offices, and the employee break room."* in the 'Work Environment' section. Most job descriptions describe the work environment.

Recommended Action:

- The county should continue to practice the county policies of non-discrimination as required by ADA and other applicable laws.
- Consider including a grievance form that includes all required information consistent with the grievance procedure in the work place.

- Consider additional language regarding the ADA in personnel policy manuals, possibly a section entitled “ADA Compliance”. The following example information could be included in this section:
 - A basic statement of non-discrimination such as *“It is the policy of Blount County that qualified individuals with disabilities not be excluded from participation in or benefit from the services, programs, or activities of the county. It is the policy of Blount County not to discriminate against a qualified individual with a disability in: job application procedures; the hiring, advancement or discharge of employees; employee compensation; job training; and other terms, conditions and privileges of employment. It is the intent of this organization to comply with all applicable requirements of the Americans with Disabilities Act (ADA).”*.
 - Add language in the sub-section entitled ‘Reasonable Accommodations/Modified Job Duties’ on page 4 that *“Blount County will reasonably accommodate persons with a disability. Such reasonable accommodation may include: making facilities readily accessible to individuals with a disability, restructuring jobs, modifying work schedules, modifying equipment, or other similar accommodations.”*.
 - Under the section ‘General Personnel Policies’, in the sub-section ‘Personnel Files’, add specific language exempting an employee’s disability status and requests for job-related accommodation due to a disability to the list of records that are not available to the public for inspection.
 - For jobs that require a post-offer physical prior to employment, consider use of a ‘Conditional Offer of Employment’ form. An individual who cannot be reasonably accommodated for a job, without undue hardship, does not have to be selected or retained in a position. Guidance can be found at <https://www.ada.gov/copsq7a.pdf>.
 - Benefits provided to disabled individuals who are qualified to perform the work are not different from the benefits provided to other employees.
 - Members of the public, including individuals with disabilities and groups representing individuals with disabilities, are encouraged to submit suggestions to the Blount County ADA Coordinator and HR Department on how the county might better meet the needs of individuals with disabilities pursuant to employment policies.
 - Employee requests for an accommodation should be required to be submitted in writing on an ADA Reasonable Accommodation Request form. This form should be developed and made available at the HR Department.
 - Any employee who believes he/she has received treatment inconsistent with the policies set forth in the policy manual or any other requirement of the ADA, can file a complaint within ninety (90) days of the date of the alleged discriminatory act or practice with the Blount County ADA Coordinator or HR Department.
- The 2016 Suplimental (*sic*) Policies and Procedures for the Circuit Court Clerk (electronic file name dated September 14, 2016) ‘Parking Restrictions’ on page 16 should be modified to allow for exceptions to the parking policy for employees with valid disabled parking placards or others needing accommodation. An alternate policy could be developed to allow for parking elsewhere at the Justice Center that would provide the same intent for the public while still accommodating eligible employees.
- The Blount County Public Library Employee Handbook (dated January 19, 2010) should be amended to:
 - Provide a grievance procedure and grievance form similar to that included in or recommended for the Blount County Government Employee Handbook.
 - Specify that employee requests for an accommodation should be required to be submitted in writing on an ADA Reasonable Accommodation Request form that should be developed and made available at the HR Department.
- Ensure that a poster entitled “Equal Opportunity is the Law”, defining the requirements of Title VII, is located in every county building.

- Add the statement that the county is an “Equal Opportunity Employer” on the county job listing web page.
- Add the statement “*Blount County Government does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability, in employment or the provision of services.*” to all employment applications and web sites advertising the same.
- Perform a thorough review of all job descriptions and amend as needed to ensure that:
 - ‘Essential Job Functions’ listed are accurate and to the proper level of detail
 - All sections in all job descriptions are complete
 - That the ‘Physical Demands’ for jobs are accurate and reasonable for each job and remove functions that are not required
 - Review which jobs require a valid driver’s license and remove the requirement from jobs that do not
 - Ensure that all job descriptions are of a similar format and style and include all the required information
 - Ensure that the ‘Work Environment’ section of all job descriptions is accurate and considered in some of the preceding requirements.

3.18 Department Self-Evaluation Findings and Recommendations

DLZ distributed a questionnaire to the ADA Coordinator that requested information about various departments, policies, and procedures of the county. This information included departmental specific items to provide information to help DLZ better understand the policies and procedures of each related to ADA understanding, training, and accommodation (see *Appendix B*). DLZ reviewed responses and coordinated clarifications and questions with the ADA Coordinator. The questionnaire also allows DLZ to gain an understanding of how well the person completing the questionnaire understands the obligation to ensure their programs are accessible and how to provide accommodations. Additional inquiries were also made during the facility evaluations. A general summary follows.

Self-Evaluation Findings:

- The county has numerous departments with extensive, daily public interaction both in person and over the telephone.
- No departments responded that the programs offered for persons with disabilities were different in any way.
- Department liaisons to the ADA Coordinator have not yet been identified for all departments.
- Many departments have publications, documents, and forms that are reviewed, provided, or submitted to them by the public. Many of these documents are completed at office service counters, which are frequently non-compliant (See *Appendix A*).
- No boards or commissions appear to regularly place ADA statement on agendas.
- No accommodation requests appear to have been made during public meetings.
- The Blount County Development Services Permitting Process Manual references the 2010 ADA Standards for Accessible Design as one of several applicable codes to be enforced.

Recommended Action:

- Public interactions with persons needing special accommodation due to a disability is likely to occur for all departments at some point. Training should be provided to all departments to review how to accommodate various disabilities and provide the same level of service.
- All departments should have a liaison identified that will interact with the ADA Coordinator and be responsible for ADA compliance in their department.

- Continue to ensure that all programs offered do not segregate customers with disabilities or do not provide the same type and level of service.
- Ensure that all publications, documents, and forms that are provided to the public can be made available in alternate formats easily. This would include large print versions and electronic versions in multiple file formats. All departments should have an accessible work space or clipboard that can be provided to someone that cannot reach counters that are above required height until such time that counter heights are made compliant.
- All departments evaluated have barriers present, nearly all of which can be addressed by architectural modifications, various methods of equal accommodation, or changes in procedures.
- Funding will be a key component in some instances but many improvements in service to persons with disabilities can be done inexpensively and within a short timeframe.
- The report includes a number of ways that departments can accommodate persons with various disabilities, but circumstances and barriers vary between departments. Training of staff is a key component to knowing how to accommodate and provide equal service to persons with disabilities of all kinds.
- Plan reviewers, inspectors, etc. that review plans and inspect buildings and sites should have adequate knowledge of the applicable standards in ADASAD (and PROWAG for ROW facilities) to ensure compliance with all requirements.

3.19 Facility Self-Evaluation Findings and Recommendations

DLZ performed a self-evaluation of the following county facilities. A comprehensive review of accessibility at all public areas of these facilities was performed consistent with ADASAD.

Specific information by facility can be found in Appendix A.

County Facilities (Owned, Leased, or House Programs)

- | | |
|--------------------------------|-----------------------------|
| • Blount County Courthouse | • Everett Recreation Center |
| • Animal Shelter | • Everett Senior Center |
| • Blount County Justice Center | • Polling Places |
| • Operations Center | |
| • Health Department | |
| • Probation | |
| • Library | |
| • Recovery Court | |
| • Soil Conservation | |
| • Thompson-Brown House | |

County Parks

- Eagleton Park
- Everett Park
- Louisville Point Park
- Singleton Park
- Richard Williams Park

Recommended General Actions:

- Specific priorities for each facility and corrections needed, with planning level costs, to fully comply with ADA standards are included in the following section of this report and the appendices.
- In some cases, comprehensive costs for alteration of some spaces, especially restrooms, may not be possible due to additional investigation required outside the scope of an ADA self-evaluation. Additional investigations required for spaces that need to be enlarged by removing a wall could include structural review for load bearing, review of plumbing or ductwork in the wall, etc. Appendix A identifies the cost for these items as "TBD".

- There are many interim fixes that can be implemented immediately to address various deficiencies and provide equal access to all users until permanent solutions are implemented. Other improvements are relatively low cost and should also be considered for implementation in early phases of the Transition Plan. These include:
 - Restripe parking lots to provide compliant spaces and access aisles, with proper signage, at locations closest to accessible entrances at all facilities. When a facility has multiple parking lots, precedence should be given to the lots that have the most use by the public and are closest to facility entrances or amenities. However, all lots that serve an accessible entrance must provide accessible spaces.
 - Develop a master signage plan for all facilities that includes exterior directional signage to accessible entrances and required signage within each facility. Ensure that at least one entrance at all facilities is fully accessible until the required 60% of public entrances can be made accessible and that non-accessible entrances are adequately signed to direct the public to the accessible entrance(s).
 - Work closely with local governments and TDOT to ensure that public ROW facilities, including on-street parking, sidewalks, and curb ramps, are placed proximal to accessible entrances at county facilities and that spaces are properly marked and signed.
 - For objects that protrude inside buildings, either move these items closer to the floor where they are cane detectable, move them outside the pedestrian circulation route in buildings, or place a permanent object that is cane detectable below them. Ensure that vegetation is trimmed so it does not protrude into the path of circulation outside of facilities.
 - Provide a cup dispenser at all non-compliant drinking fountains below 48" height at a level location that can be used by anyone at functional drinking fountains, along with a waste container, until a new compliant hi-lo drinking fountain is installed.
 - Develop a lockset replacement plan for all doors that have knobs and/or locks that require grasping and turning to open. In rooms with doors that have knobs, ensure staff can see into the hallway in the event someone on the outside cannot open the door. Consider a policy that doors with non-compliant hardware are left open at all times during business hours.
 - In rooms with light switches above 48" that are operated by the public, consider installation of occupancy sensors and timer controls for lighting control. The 1991 ADAAG allows up to 54" height, so in many cases this recommendation is not required until the space is altered.
 - In areas that have all electrical outlets below 15" and/or above 48", consider mounting a power strip or extension cord to the wall that is accessible within the required height range. This is especially important in today's electronic age, with people often looking to charge their mobile devices.
 - Ensure that compliant pedestrian routes exist from parking to the accessible entrances for all buildings. This may entail new construction or reconstruction of existing sidewalks.
 - Determine if adjustments can be made to interior door closers to reduce the opening pressure to 5 pounds or less and/or slow the closing time to at least 5 seconds from 90 degrees open to 12 degrees from closure. If this cannot be attained, a new closer will need to be purchased and installed.
 - Review corrective actions needed for at least one accessible set of restrooms for each facility initially and provide signage to direct persons from non-accessible restrooms to the accessible one. Depending on the size and use of a facility, one set may not be adequate and one set per floor or wing may be more appropriate.

- Priority needs to be given to corrections in the courtrooms that are required to provide full access but does not have a negative effect on the historical components within the courthouse (railings, furniture, etc.).
- Ensure that all public assembly areas (meeting rooms and courtrooms) have the proper number and types of assistive listening devices available and signage is installed alerting people where they are available.
- Consider automatic door openers at facilities with inadequate space in alcoves, excessive opening force requirements, or closing speeds that are too fast for exterior doors.
- Ensure that all departments that have public contact at service counters with a surface above 34" have compliant work surfaces available for persons to complete paperwork or review documents. A clipboard can be used as an accommodation temporarily until the counter can be altered.
- Move furniture or other obstructions that could be in the way of required clear spaces for persons using wheelchairs, such as door maneuvering spaces, operable parts of various items, etc.
- Lower or install an additional coat hook in each restroom stall and room where coats may be hung on the wall that is at 48" maximum height.
- Consider installation of kick plates on the push side of all doors with glass below 10" above the floor to prevent glass breakage by wheelchair users.
- Reposition items in restrooms that are too high, including soap dispensers, mirrors, paper towel dispensers, etc. In some instances, it may be less costly to provide an additional amenity within compliant height (e.g., add a second mirror on different wall, install a second soap dispenser, etc.).

4.0 Transition Plan

The Transition Plan describes how Blount County will be transitioning to full compliance with the ADA and its applicable standards. Public entities, like the county, are required to provide access to county programs, services, and activities for all recipients. Thus, the county must provide access for individuals with disabilities and document areas of non-compliance. Additional documentation should be provided as barriers are removed.

If structural changes are identified to provide program accessibility as part of the self-evaluation, ADA identifies specific elements to be included in the transition plan. At a minimum, the elements of the Transition Plan are:

- 1) A list of the physical barriers in the county's facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities [\[28 CFR 35.150 \(d\)\(3\)\(i\)\]](#)
- 2) A detailed outline of the methods to be utilized to remove these barriers and make the facilities accessible [\[28 CFR 35.150 \(d\)\(3\)\(ii\)\]](#)
- 3) The schedule for taking the necessary steps to achieve compliance with Title II of the ADA. If the time period for achieving compliance is longer than one year, the plan should identify the interim steps that will be taken during each year of the transition period [\[28 CFR 35.150 \(d\)\(3\)\(iii\)\]](#)
- 4) The name of the official responsible for the plan's implementation. [\[28 CFR 35.150 \(d\)\(3\)\(iv\)\]](#)

The transition plan is a reaction to the findings of the facility audits, assessments of county policies, services, programs, and activities, and input from advocacy groups and the public. Recommended actions for county policies and programs can be found in Section 3.0.

The specific architectural and site improvement modifications required to make programs accessible are listed in the Blount County Facility Reports (see *Appendix A*). Facility reports include buildings and their related grounds that are owned, operated, or leased by Blount County or facilities that provide programs of Blount County Government. Each facility report contains a list of items that do not meet current ADASAD standards and suggested barrier removal actions. Not all of these barriers must be removed by making renovations to the facilities in order to provide program compliance with the ADA. Removing barriers limiting access to programs or those which present a safety hazard should be the county's first priority.

4.1 Phasing of Corrections

A phased implementation of the required corrections to remove physical barriers at county-owned facilities is recommended. The county has limited funds and cannot immediately make all facilities fully compliant with ADA standards. Prior to setting priorities, baseline criteria needed to be established to develop a starting point for ranking the deficient facilities identified during the self-evaluation.

Site priorities were determined by evaluating each site's level of use, social need, civic function, and the general uniqueness of the site. At the time of the development of this report, few public complaints had been received about county-owned facilities. Complaints were not used as criteria to determine the phasing of improvements for any particular site, though future complaints could be the basis for funding improvements.

Each of these criteria is assumed to have equal weight and no priority over another:

- **Level of Use:** Is the facility utilized quite frequently and by a large cross-section of the public?
- **Social Need:** Does the facility provide a social service or program for less fortunate or transient citizens?
- **Civic Function:** Does the facility provide access to civic programs and services that implement the civil and political rights provided by the government?
- **General Uniqueness of the Site:** Does the building, facility, or site provide a distinct program or service that cannot occur at a different location or facility?

4.2 Public Outreach

Public participation on the final contents of the Transition Plan, including setting of priorities and the phasing of improvements, is critical to the success of the endeavor and is required by law. A draft Transition Plan was made available at the Mayor's Office and the Blount County Library for public review and comment from March 15 to March 29, 2019. Comments could also be provided via email as advertised. Letters were also sent to advocacy groups and others that expressed an interest during the project that provided information on the location of the draft Transition Plan for public review and the comment period. Comments received and responses are included in Appendix C. No additional public comments were received. The final Transition Plan was then submitted to the County Commissioners for adoption. See also *Section 1.12 – Public Outreach*.

4.3 Priorities for Barrier Removal

In creating priorities, it should be the county's intent to evaluate all areas of potential deficiency and to make structural changes where necessary and when equal accommodation cannot be made in another manner. The assignment of priorities is intended to facilitate public review and to address specific concerns of the local disabled community. It must be emphasized that it is the county's intention that all individuals with all types of disabilities be reasonably accommodated to provide access to all programs offered at all facilities.

The timing of the improvements by site within each transition phase will be determined by the county based on their preferences and criteria. In general, the required physical improvements to meet ADA specifications at county facilities were split into three priority groups:

- High priority improvements
- Medium priority improvements
- Low priority improvements

All barriers are not equal in the impact they have on persons with various disabilities to have equal access to county facilities or programs. Following evaluation of all facilities and programs, a prioritization was done to identify a ranking system to utilize when determining which capital improvements need to be considered first and those that could be implemented in subsequent years.

1. **High priority** barriers prohibit access for disabled persons, make access extremely troublesome, or present safety hazards to all users. These barriers likely do not have acceptable alternative routes or treatments to overcome the barrier. Typically, these barriers are significant obstacles located at entry walks and doors, interior corridors, curb ramps, rest rooms, and transaction and information counters. Examples of high priority barriers would include:
 - lack of barrier-free parking
 - lack of accessible route to the building's door
 - stairs where ramps or level surface are needed

- doors that are too narrow
 - lack of elevator in a multi-level building
 - extremely non-compliant slopes for accessible routes or ramps
 - displacements in walks or high thresholds
 - missing handrails
 - some signage (particularly those related to life/safety)
2. **Medium priority** barriers partially prohibit access or make access quite difficult for disabled persons. For medium priority barriers, alternative routes or treatments to overcome the barrier may or may not exist. Typically, these barriers are obstacles to amenities such as secondary entry points, light switches, vending machines, and drinking fountains. Medium priority barriers may also be barriers which are significant obstacles prohibiting access but for which alternative access is available or assistance is readily available to navigate around the barrier. The presence of the medium priority barrier possibly causes a minor hazard to a disabled person who is attempting to use the facility. Examples of medium priority barriers would include:
- minor non-compliant slopes
 - some signage
 - minor issues with doors (small dimensional non-compliance, opening force and closing speed)
 - non-compliant dimensional issues (vestibules, corridors, etc.)
 - stairwell/stair issues, particularly where an elevator is not available
 - accessible restrooms
 - accessible work and service counters
 - moderately non-compliant dimensional issues
 - some protruding objects
3. **Low priority** barriers typically do not limit access to facilities or services for disabled persons. For low priority barriers, alternative routes or treatments are typically available or assistance can be provided to overcome the barrier. It is not likely that the presence of a low priority barrier would cause a danger to a disabled person who is attempting to use or access the facility. Examples of low priority barriers would include:
- many signage issues
 - minor issues with light switches, electrical outlets, etc.
 - minor non-compliant dimensional issues

The costs to remove barriers by priority for each site are shown in Table 1 and detailed for each facility in *Appendix A*. In addition, a time frame had to be identified to determine an average annual budget to consider. For the purposes of this report, a 5 year time frame was utilized. Using this, it is conceivable that at the end of 5 years, all non-compliant ADA issues would be addressed throughout all current county-owned facilities. This assumes that standards and guidelines are not modified. This further assumes that funding is available each budget cycle to make the necessary improvements. It is highly unlikely given the economy that this is realistic, particularly when considering that there are also likely to be a large number of other improvements needed by the county as part of regular maintenance, upkeep, and repairs.

In some instances, it may be advantageous to construct all improvements at a site at once rather than correct the high priority barriers first and come back at a later date to correct the medium or low priority barriers. For some sites, the total cost of construction for the corrections requires that they be spread out over two or more phases. Blount County has the right to modify the priorities based on funding levels and changes in

county programs, activities, and services to have flexibility in accommodating community requests and complaints. Interim resolutions, such as assigning aids, temporary signing for alternate routes or sites, and modifications of programs, activities, and services may be implemented at the county's discretion to handle existing insufficiencies or access complaints received. All costs noted in *Appendix A* and Table 1 are 2018 cost opinions. These cost opinions are subject to change based on market conditions, economic conditions, inflation, material selection, etc. Multiple phases of projects, multiple bidding packages, design parameters, etc. all have an impact on project costs that cannot be finitely identified in a study with this level of detail and uncertainty related to funding.

Table 1. Blount County facilities probably costs for corrective action.

BLOUNT COUNTY ADA SELF EVALUATION STUDY AND TRANSITION PLAN FACILITY SUMMARY					
Name & Location	Ownership Status	Low Priority	Medium Priority	High Priority	Total Probable Cost
Blount County Courthouse 341 Court Street	County Owned	\$93,645	\$36,065	\$215,650	\$345,360
Animal Shelter 233 Currie Avenue	County Owned	\$10,980	\$1,700	\$700	\$13,380
Justice Center 930 E. Lamar Alexander Parkway	County Owned	\$52,195	\$37,805	\$10,500	\$100,500
Justice Center Vehicle Maintenance 930 E. Lamar Alexander Parkway	County Owned	\$4,210	\$1,715	\$2,500	\$8,425
Justice Center County Jail 930 E. Lamar Alexander Parkway	County Owned	\$8,365	\$1,600	\$2,420	\$12,385
Operations Center 1227 McArthur	County Owned	\$16,785	\$14,620	\$5,800	\$37,205
Health Department 301 McGhee Street	County Owned	\$15,330	\$17,045	\$3,600	\$35,975
Probation 1006 E. Lamar Alexander Parkway	County Owned	\$4,610	\$7,640	\$100	\$12,350
Blount County Library 508 N. Cusick Street	County Owned	\$13,480	\$9,545	\$700	\$23,725
Recovery Court 1008 E. Lamar Alexander Parkway	County Owned	\$2,470	\$7,115	\$20,990	\$30,575
Soil Conservation 221 Court Street	County Owned	\$8,670	\$4,000	\$6,200	\$18,870
Thompson-Brown House 1004 E. Lamar Alexander Parkway	County Owned	\$3,885	\$17,570	\$14,300	\$35,755
Eagleton Park Henderson Street, Eagleton Village	County Owned	\$2,100	\$32,875	\$0	\$34,975
Louisville Point Park 3298 Cox Road, Louisville	County Owned	\$22,075	\$24,538	\$14,500	\$61,113
Singleton Park Topside Road, Louisville	County Owned	\$0	\$6,560	\$1,800	\$8,360
Everett Recreation Center 318 Everett High Road	County Owned	\$41,495	\$8,950	\$600	\$51,045
Everett Park 3298 Cox Road, Louisville	County Owned	\$24,685	\$9,245	\$5,700	\$39,630
Everett Senior Center 702 Burchfield Street	County Owned	\$18,780	\$5,910	\$800	\$25,490
Richard Williams Park 300 E. Lincoln Road, Alcoa	County Owned	\$2,850	\$2,500	\$0	\$5,350
Polling Places County-Wide	Public & Private	\$0	\$0	\$0	\$0
TOTALS		Low Priority \$346,610	Medium Priority \$246,998	High Priority \$306,860	Total \$900,468

Based on the costs developed to address the architectural and engineering improvements required to fully comply with ADASAD standards, more than \$900,000 in improvements would be required (2018 costs) to achieve ADA compliance at all the county facilities. It is important to note at this point that many of the noted deficiencies are not significant barriers to access and some improvements are not required until major

building alterations are completed. This does not avoid the need for Blount County to ensure all programs are accessible by some means. It must also be mentioned that the cost to correct some significant non-compliant items cannot be determined based on the scope of the ADA self-evaluation. Additional investigation is needed to evaluate the various options and likely will include a review of other codes (plumbing, electrical, etc.) and possibly also review of the feasibility of removing walls (i.e., structural engineering review). Examples of these types of items would include:

- Conversion of multi-user restrooms to single user due to non-compliant space (may require analysis of plumbing code requirements for the number of fixtures required)
- Moving of walls to enlarge multi-user restrooms to enlarge an existing non-compliant stall to meet requirements (may require structural engineering review)
- Investigation required to determine how to best provide a level space at an entry door or to provide compliant clear spaces

Costs provided are estimated based on information available from the self-evaluation and may not account for hidden items not readily visible which may impact costs (e.g., lack of backer boards where toilet grab bars need to be relocated would require drywall removal and replacement that is not included in noted costs). In some cases, the cost identified is for a specific solution and there are often multiple options with costs that can be quite variable. If Blount County were to set a goal for completing all the necessary improvements to correct non-compliance issues within a 5-year time frame, it would require an annual budget of approximately \$180,000 (in 2018 dollars) to bring all the county facilities evaluated in Appendix A of this report up to current ADA standards (no inflation included). These costs do not include any costs associated with training of staff, staff time related to training or overseeing implementation, design services, etc. Blount County's annual general fund budget is approximately \$50 million.

Blount County should consider forming a committee to identify the most urgent access needs based on their experiences and the results of the self-evaluation. A review of facility utilization and programs provided at each is critical to assisting in prioritizing which facilities should be given priority for improvements and order in which improvements should be completed. However, the facility prioritization should not be looked at in a vacuum, as improvements at lower use facilities may still warrant consideration for improvements in the near future if a barrier exists to program access. Facilities have been placed into three tiers based on their utilization by the public and programs provided at each. Tier 1 facilities have the highest use and should be the first priority, with Tier 2 facilities to follow. Tier 3 facilities are relatively low use for the public or have only employee common-use areas that require corrective actions. The facilities in each tier is as follows:

Table 2. Blount County Government facility tier listing for prioritization.

Tier 1	Tier 2	Tier 3
County Courthouse	County Jail	Animal Shelter
Justice Center	Operations Center	Justice Center Vehicle Maintenance
Health Department	Recovery Court	Soil Conservation
Probation	Polling Places	Thompson-Brown House
Library		Louisville Point Park
Everett Recreation Center		Singleton Park
Everett Park		Richard Williams Park
Everett Senior Center		

4.4 Transition Plan Phasing

One of the most important compliance efforts for a Title II entity is to ensure that all programs provided to the public are accessible in some manner. Often there are short-term or temporary accommodations that can be made to provide this accessibility. Where these types of accommodations can be made, the priority for permanent corrections is reduced until an alteration is made to correct architectural barriers. Often, removal of architectural barriers can be accomplished during implementation of normal maintenance activities at the various facilities or as part of other capital improvements already anticipated.

An entity as large as Blount County Government has the daunting task of reviewing a large number of facilities and programs to ensure access is provided. The programs of the county cross numerous departments and facilities, with some programs not being provided in county-owned facilities (primarily voting). The phasing of improvements for accessibility is not something to typically be done by any one individual without consultation of various department heads. The completion of this Transition Plan is a key first step to identifying the required facility and programmatic access needs. The next logical step is the formation of a committee of key department heads to review the results and formulate a strategy and capital improvement plan to make the necessary alterations. This committee is typically chaired by the ADA Coordinator and Facilities Department. Procedural and other changes that cross department lines should also be reviewed by a committee of key department heads, typically chaired by the ADA Coordinator and Human Resources Director. Changes within departments can be done by each department head for their individual department.

Generally, the improvements to be made are suggested in the following order:

1. Approach and Entrance – compliant parking, accessible route from parking to the public accessible entrance, and an accessible entrance
2. Access to Services – within each facility, ensuring that all programs have an accessible route and are accessible
3. Restroom Access – access to a compliant, wheelchair accessible restroom, preferably one per floor for each gender or unisex
4. Other Access – access to lower priority items, such as drinking fountains, electrical outlets, etc.

Considering the above general recommendations, each facility needs to focus on the above priority order for improvements, while also considering the tiering provided in Table 2. Highest use facilities need to have improvements done to provide at least basic access to programs or determine another means to provide access. That could include relocating a program elsewhere within the facility that is accessible or relocating a program to an accessible facility until it can be accessible at its current location. Utilization of signage to identify the location of the accessible routes and entrances, accessible restroom locations, etc. can be very helpful until all necessary improvements can be made.

The ADA Coordinator, through the committee, should work closely with the Mayor and Commissioners to make funding available where possible to make the most urgent improvements to ensure all programs are accessible. Note that actual phasing, transitioning of improvements, etc. can be impacted by a number of factors that may be unknown currently, as well as economic conditions, grant opportunities, etc. The county is committed to becoming ADA compliant within the confines of preserving existing programs and services to all and budgetary limitations. Many of the items that are not compliant with current standards may be compliant with previous standards and are not required to be modified until a building renovation is completed. Any changes to the ADA policy after the sites were surveyed are not reflected in these basic cost

estimates. Additionally, it is the county's responsibility, as required by the ADA mandate, to regularly update the Transition Plan based on the latest requirements of the ADA laws and to document constructed improvements and facilities that are brought up to current ADA standards. Finally, the site surveys performed for this report are not to design level detail and are intended to be used to give a framework to the Transition Plan. When the Transition Plan is approved, and the planning stages are begun for implementation of the first improvements, a more detailed survey of each site will need to be performed, and improvements designed by licensed professionals that are knowledgeable with ADA as well as all other applicable codes, including building and fire codes. At this time, costs are estimated but precise costs cannot be determined until final design and the Transition Plan should be adjusted to reflect this knowledge.

Note that if any complaints are received regarding access to specific facilities or county programs, it may alter the priorities of the improvements. If the county receives complaints about access at a particular site that is not slated for upgrades for several years, they should consider adjusting the Transition Plan phasing to accommodate the implementation of improvements to be sooner or as necessary.

4.5 Plan Updates and Enforcement

Changes to Blount County's policies and programs should be drafted, implemented, and documented by the ADA Coordinator. Examples of some of these changes were provided in the Self-Evaluation. These changes should have little cost of implementation, mainly consisting of the time to develop the language of the policy and program changes, time to train county staff, and administrative costs. Some of the suggested language for county ADA documentation has been suggested in this report, but these suggestions are not exhaustive. It is also important for the ADA Coordinator to receive the necessary training to implement this Transition Plan and keep apprised of changes to ADA standards and guidelines.

5.0 ADA Tool Kit

5.1 Introduction

In order to facilitate access to all county programs and departments, the county will maintain program accessibility guidelines, standards, and resources. This information is available to all employees and volunteers. The county will add to these guidelines when necessary to address its needs and include information and technological devices that help staff and volunteers communicate with individuals with a variety of disabilities. The county will periodically review the components of this section, as new technologies are developed in order to ensure that the best types of modifications are included. This section also contains the accessibility standards of care that govern new construction and alterations to facilities.

If you need any additional assistance, please contact:

Mr. Don Stallions, ADA Coordinator
Phone: (865) 273-5772
Email: dstallions@blounttn.org

5.2 Federal Accessibility Standards and Regulations

U.S. Department of Justice

The U.S. DOJ provides many free ADA materials including the ADA text. Printed materials may be ordered by calling the ADA Information Line [(800) 514-0301 (Voice) or (800) 514-0383 (TDD)]. Publications are available in standard print as well as large print, audiotape, Braille, and computer disk for people with disabilities. Documents, including the following publications, can also be downloaded from the DOJ website (www.ada.gov/).

Unless noted, the ADA publications have not been updated to reflect the recent revisions to the ADA regulations that took effect on March 15, 2012.

- *ADA Regulation for Title II*. This publication describes Title II of the ADA (http://www.ada.gov/regs2010/ADAregs2010.htm#titleII_final_2010), Pub. L. 101-336, which prohibits discrimination on the basis of disability by public entities. Title II of the ADA protects qualified individuals with disabilities from discrimination on the basis of disability in the services, programs, or activities of all state and local governments. This rule adopts the general prohibitions of discrimination established under Section 504, as well as the requirements for making programs accessible to individuals with disabilities and for providing equally effective communications. It also sets forth Standards for what constitutes discrimination on the basis of mental or physical disability, provides a definition of disability and qualified individual with a disability, and establishes a complaint mechanism for resolving allegations of discrimination.
- *Title II Technical Assistance Manual (1993) and Supplements*. This 56-page manual (www.ada.gov/taman2.html) explains in lay terms what state and local governments must do to ensure that their services, programs, and activities are provided to the public in a nondiscriminatory manner. Many examples are provided for practical guidance.
- *Accessibility of State and Local Government Websites to People with Disabilities*. This is a 5-page publication providing guidance (www.ada.gov/websites2.htm) on making state and local government websites accessible.

U.S. Access Board

The full texts of Federal laws and regulations that provide the guidelines for the design of accessible facilities and programs are available from the U.S. Access Board. Single copies of publications are available free and can be downloaded from the Access Board's website (www.access-board.gov/the-board/laws). In addition to regular print, publications are available in large print, disk, audiocassette, and Braille. Multiple copies of publications can be ordered by sending a request to pubs@access-board.gov. In addition to the guidelines, guidance material is also available to assist staff in understanding and implementing Federal accessibility guidelines.

The following publications are currently available from the U.S. Access Board.

Guidelines and Standards for Facilities

Federal guidelines and standards are subject to periodic revision based on research findings and guidance from advisory committees. The county should have a regular practice of reviewing research materials posted to the U.S. Access Board's website and updating local guidelines and practices as new standards are adopted or existing standards are revised.

- *ADA Standards for Accessible Design (ADASAD)*. This document (www.ada.gov/2010ADASTandards_index.htm) contains scoping and technical requirements for accessibility to buildings and facilities by individuals with disabilities under the ADA, including special provisions where applicable for elements designed specifically for children ages 12 and under. These scoping and technical requirements are to be applied during the design, construction, and alteration of buildings and facilities covered by Titles II and III of the ADA to the extent required by regulations issued by Federal agencies, including the DOJ and the DOT, under the ADA.
- *Accessibility Guidelines for Play Areas*. The Access Board has developed accessibility guidelines for newly constructed and altered play areas. This bulletin is designed to assist in using the play area accessibility guidelines and provides information regarding where the play area guidelines apply, what a play component is considered to be, how many play components must be an accessible route, and the requirements for accessible routes within play areas. (www.access-board.gov/guidelines-and-standards/recreation-facilities/guides/play-areas)
- *Accessibility Guidelines for Recreation Facilities*. The Access Board issued accessibility guidelines for newly constructed and altered recreation facilities in 2002. The recreation facility guidelines are a supplement to ADASAD. They cover the following facilities and elements: amusement rides, boating facilities, fishing piers and platforms, miniature golf courses, golf courses, exercise equipment, bowling lanes, shooting facilities, swimming pools, wading pools, and spas. These summaries were updated following issuance of ADASAD (www.access-board.gov/guidelines-and-standards/recreation-facilities/guides).
- *Accessibility Guidelines for Outdoor Developed Areas*. The Regulatory Negotiation Committee on Accessibility Guidelines for Outdoor Developed Areas was established in June 1997. The accessibility guidelines proposed by the Committee include consideration of the latest information, design, and construction practices in existence. Proposed Section 16 of ADAAG requires all areas of newly designed or newly constructed and altered portions of existing trails connecting to designated trailheads or accessible trails to comply with this section. This proposed section also provides design guidelines for all newly constructed and altered camping facilities, picnic areas, and beach access routes. It is recognized that compliance with this section will not always result in facilities that will be accessible to all persons

with disabilities. These guidelines recognize that often the natural environment will prevent full compliance with certain technical provisions, which are outlined in this publication (www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/draft-final-guidelines/text-of-the-guidelines).

Guidance Material and Advisory Reports for Facilities

The following publications provide additional information on specific aspects of the above guidelines and standards for facilities. Employees are encouraged to refer to these publications to obtain more detailed and up-to-date information when evaluating and implementing accessibility improvements to facilities. Note that several websites have been reconfigured and some outdated information removed. Some web addresses or hyperlinks may not be functional and not all information contained in the documents references current standards.

- *Using ADAAG Technical Bulletin*. This bulletin was developed to serve the specific needs of architects and other design professionals who must apply the ADAAG to new construction and alterations projects covered by Titles II and III of the ADA. It is also intended to clarify accessibility regulations generally, including those that apply to existing facilities covered by the ADA.
- *Detectable Warnings Update (March 2014)*. Currently, the Access Board is in the process of developing guidelines on public rights-of-way that, once finalized, will supplement the new ADASAD and be the enforceable standard for ROW facilities. This update was expected in 2013 but as of publication of this SETP is still pending. While ADASAD covers various features common to public streets and sidewalks, such as curb ramps and crosswalks, further guidance is necessary to address conditions unique to public ROW. Constraints posed by space limitations at sidewalks, roadway design practices, slope, and terrain raise valid questions on how and to what extent access can be achieved. Guidance on providing access for blind pedestrians at street crossings is also considered essential. This bulletin outlines the requirements of detectable warnings, a distinctive surface pattern of domes detectable by cane or underfoot, which are used to alert people with vision impairments of their approach to streets and hazardous drop-offs. Note that detectable warnings are required in very few locations outside of the public ROW and are often installed in parking lots and similar site conditions where they are not required and should not be placed. Overuse of detectable warnings can lead to confusion for persons with vision loss and can create unsafe conditions for persons using mobility devices. (www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way/guidance-and-research/detectable-warnings-update)
- *Assistive Listening Systems Technical Bulletins*. Assistive listening systems are devices designed to help people with hearing loss improve their auditory access in difficult and large-area listening situations. Typically, these devices are used in such venues as movie houses, theaters, auditoriums, convention centers, and stadiums, where they are piggybacked on a public-address system. They may also be used in smaller listening locations like courtrooms, museums, classrooms, and community centers. This web site provides information about the types of systems that are currently available and tips on choosing the appropriate systems for different types of applications (www.nidcd.nih.gov/health/assistive-devices-people-hearing-voice-speech-or-language-disorders).

Guidelines for Transportation

- *ADAAG for Transportation Vehicles*. This publication provides minimum guidelines and requirements for accessibility standards for transportation vehicles required to be accessible by the ADA, including over-the-road bus and tram systems. (www.access-board.gov/guidelines-and-standards/transportation/vehicles/adaag-for-transportation-vehicles).

- *ADAAG for Transportation Vehicles; Over-the-Road Buses.* This publication outlines the amendments to the accessibility guidelines for over-the-road buses (OTRB) made by the Architectural and Transportation Barriers Compliance Board and the DOT to include scoping and technical provisions for lifts, ramps, wheelchair securing devices, and moveable aisle armrests. Revisions to the specifications for doors and lighting are also adopted. The specifications describe the design features that an OTRB must have to be readily accessible to and usable by persons who use wheelchairs or other mobility aids. (www.access-board.gov/guidelines-and-standards/transportation/vehicles/technical-assistance-manuals-on-adaag-for-transportation-vehicles/subpart-g-over-the-road-buses-and-systems)
- *American Association of State Highway and Transportation Officials (AASHTO).* AASHTO is the organization that maintains the "Green Book" for design of roads and highways and has begun to address accessibility of pedestrian networks. Several AASHTO publications, which can be ordered from the AASHTO website (<http://transportation.org/>), address accessible circulation systems, including: *AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities* (1st edition) and *Guide for the Development of Bicycle Facilities* (3rd edition).
- *Federal Transit Administration (FTA).* FTA regulates and enforces requirements of the ADA covering transportation facilities and systems. FTA maintains a technical assistance line on ADA questions (888-446-4511) and on their website (www.fta.dot.gov).
- *Securement of Wheelchairs and Other Mobility Aids.* As a public or private transit authority, the responsibility of safe, efficient service from public agencies who offer transportation services has been enlarged to affording ridership to people using a wide variety of mobility aids. In considering not only the many types of mobility aid devices, but also the variety and sizes of lifts, and the numerous makes of buses and vans, it can be easily seen that there is no single, definitive solution to accessibility on mass transit vehicles. Various publications can be found that report on the experience of transit agencies that have taken the initiative to involve the ridership in needs assessment and have established policies, educated operators, and informed the public to achieve greater accessibility in their bus transit systems.

Guidance Material for Communication

- *Standards for Electronic and Information Technology.* The Access Board is issuing final accessibility standards for electronic and information technology covered by Section 508 of the Rehabilitation Act Amendments of 1998. Section 508 requires the Access Board to publish standards setting forth a definition of electronic and information technology and the technical and functional performance criteria necessary for such technology to comply with section 508. (www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards/section-508-standards)
- Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency. (www.section508.gov/)
- *Bulletin on the Telecommunications Act Accessibility Guidelines.* As technology continues to improve our means of telecommunication, it can pose challenges to accessibility on one hand, while on the other hold the key to innovative access solutions. Section 255 of the Telecommunications Act requires telecommunications products and services to be accessible to people with disabilities. This is required to the extent access is "readily achievable," meaning easily accomplishable, without much difficulty or expense. Telecommunications products covered include: wired and wireless telecommunication devices, such as telephones (including pay phones and cellular phones), pagers, and fax machines; other products that have a telecommunication service capability, such as computers with modems, and equipment that

carriers use to provide services, such as a phone company's switching equipment. (www.access-board.gov/the-board/laws/telecommunications-act)

Federal guidelines and standards are subject to periodic revision based on research findings and guidance from advisory committees. The county should have a regular practice of reviewing research materials posted to the U.S. Access Board's website and updating local guidelines and practices as new standards are adopted or existing standards are revised.

5.3 Resources for Providing Accessible Programs & Facilities

- *ADA Document Portal:* This website (adata.org/ada-document-portal) provides links to more than 7,400 documents on a wide range of ADA topics. The ADA Document Portal is supported by the 10 ADA & IT Technical Assistance Centers.
- *The U.S. Department of Labor, Office of Disability Employment Policy:* www.dol.gov/odep/: The Office of Disability Employment Policy (ODEP) is the only non-regulatory federal agency that promotes policies and coordinates with employers and all levels of government to increase workplace success for people with disabilities.
- *National Center on Accessibility (NCA):* The Center (<http://ncaonline.org>) is a cooperative effort between the National Park Service (NPS) and Indiana University to provide information and technical assistance, primarily on recreation access. An example of the research activities of the NCA is the National Trails Surface Study. Initiated in 2005, this longitudinal study is primarily the result of questions that the National Center on Accessibility has, for many years and continues to receive from organizations, agencies and individuals who desire to make their trails accessible; are interested in an unobtrusive surface that blends and is friendly to the environment; and provides a quality trail experience for people with and without disabilities.
- *National Center on Health, Physical Activity, and Disability:* The Center (www.ncpad.org) provides information and resources on physical activity to help people with disabilities find ways to become more active and healthy. The Center also provides information on how to provide access to fitness centers, schools, recreation facilities, camps, and health and leisure services.
- *National Park Service:* NPS has many programs that address the issue of providing accessible recreation services to people with disabilities. These include Wilderness Accessibility for People with Disabilities (www.ncd.gov/publications/1992/December1992#8-1a) and Director's Order #42-Accessibility, which establishes the purpose and role of the NPS Accessibility Program (www.nps.gov/accessibility.htm), lists applicable laws, standards, and authorities, implementation strategies, roles, and responsibilities. It also addresses NPS policies and provides links to additional information sources.

5.4 Technical Resources

The county should utilize the many disability-related resources available through the internet. Begin at AbleData (www.abledata.com), maintained by the National Institute on Disability and Rehabilitation Research of the U.S. Department of Education. The site provides up-to-date links to assistive technologies and disability-related resources. AbleData's mission is to provide objective information on such assistive products as:

- *Aids for Daily Living:* Products to aid in activities of daily living, including bathing, carrying, child care, clothing, dispenser aids, dressing, drinking, feeding, grooming/hygiene, handle padding, health care, holding, reaching, time, smoking, toileting, and transfer.

- *Blind and low vision:* Products for people with visual disabilities, including computers, educational aids, information storage, kitchen aids, labeling, magnification, office equipment, orientation and mobility, reading, recreation, sensors, telephones, tools, travel, typing, and writing (Braille).
- *Communication:* Products to help people with disabilities related to speech, writing, and other methods of communication, including alternative and augmentative communication, signal systems, telephones, typing, and writing.
- *Computers:* Products to allow people with disabilities to use desktop and laptop computers and other kinds of information technology including software, hardware, and computer accessories.
- *Controls:* Products that provide people with disabilities with the ability to start, stop, or adjust electric or electronic devices, including environmental controls and control switches.
- *Deaf and hard of hearing:* Products for people with hearing disabilities, including amplification, recreational electronics, signal switches, and telephones.
- *Deaf and blind:* Products for people who are both deaf and blind.
- *Education:* Products to provide people with disabilities with access to educational materials and instruction in school and in other learning environments, including classroom and instructional materials.
- *Environmental Adaptations:* Products that make the built environment more accessible, including indoor environment, furniture, outdoor environment, vertical accessibility, houses, polling place accessibility, lighting, and signs.
- *Housekeeping:* Products that assist in cooking, cleaning, and other household activities, as well as adapted appliances. Includes food preparation, housekeeping, cleaning, ironing, laundry, and shopping.
- *Orthotics:* Braces and other products to support or supplement joints or limbs.
- *Prosthetics:* Products for amputees, including lower and upper extremity.
- *Recreation:* Products to assist people with disabilities with their leisure and athletic activities, including crafts, electronics, gardening, music, photography, sewing, sports, and toys.
- *Safety and Security:* Products to protect health and home, including alarm and security systems, childproof devices, electric cords, lights, and locks.
- *Seating:* Products that assist people to sit comfortably and safely, including seating systems, cushions, and therapeutic seats.
- *Therapeutic Aids:* Products that assist in treatment for health problems and therapy and training for certain disabilities, including ambulation training, biofeedback, evaluation, exercise, fine and gross motor skills, perceptual motor, positioning, pressure/massage modality equipment, respiratory aids, rolls, sensory integration, stimulators, therapy furnishings, thermal/water modality equipment, and traction.
- *Transportation:* Products to enable people with disabilities to drive or ride in cars, vans, trucks, and buses, including mass transit vehicles and facilities, vehicles, and vehicle accessories.
- *Walking:* Products to aid people with disabilities who are able to walk or stand with assistance, including canes, crutches, and walkers.
- *Wheeled mobility:* Products and accessories that enable people with mobility disabilities to move freely indoors and outdoors, including wheelchairs (manual, sport, and powered), wheelchair alternatives (scooters), wheelchair accessories, transporters, stretchers, and carts.
- *Workplace:* Products to aid people with disabilities at work, including agricultural equipment, office equipment, tools, vocational assessment, vocational training, and work stations.

Assistive Technology Vendors and Service Providers

- International Commission on Technology and Accessibility – Initiates, facilitates, and provides information regarding technology and accessibility through the internet. This information is available to

people with disability, advocates, and professionals in the field of disability, researchers, legislative bodies, and the general community. (uia.org/s/or/en/1100052750)

- National Center for Accessible Media – A research and development facility dedicated to the issues of media and information technology for people with disabilities in their homes, schools, workplaces, and communities. NCAM has developed an authoring tool to make web- and CD-ROM-based multimedia materials accessible to persons with disabilities. Called Media Access Generator (MAGpie, versions 1.0 and 2.01) create captions and audio descriptions of rich media and can be downloaded on their website (ncam.wgbh.org).
- American Sign Language Interpreters – A pool of on-call American Sign Language interpreters should be developed. This list should be routinely updated to ensure their availability. Some programs may need to have a pool of interpreters who are available on a 24-hour basis to handle emergency procedures. The required qualifications of these interpreters should be established. Many non-certified interpreters provided by local services may have excellent skills and be qualified to handle most circumstances. However, unique circumstances, such as the provision of emergency medical services, may require interpreters who are approved by the courts and can ensure a level of confidentiality. Resources and contacts for qualified sign language interpreters and information for the deaf and hard of hearing are at the following locations:
 - Community Tennessee Rehabilitation Center (Blount County)
1749 Triangle Park Drive
Maryville, TN 37801-3705
1-865-981-2382
 - Registry of Interpreters for the Deaf – www.rid.org/, including the Tennessee Chapter (<http://www.tennrid.org/>).
 - Maryville College – provides a bachelor's degree program in ASL and could potentially provide students for ASL interpretation as part of the college's Experiential Learning program (www.maryvillecollege.edu/academics/programs-of-study/american-sign-language/).
- Assistive Technology
Systems and devices amplify sound for persons with hearing disabilities should be available for public meetings and conferences. Different types of devices are more suitable for different types of hearing disabilities. Devices should be chosen to accommodate the greatest number of individuals.
 - *Telecommunications Devices Access Programs (TDAP)*: The Telecommunications Devices Access Program (TDAP) is established by Chapter 417 of the Public Acts of 1999. In accordance with the Act, the program is designed to distribute appropriate telecommunications devices so that persons who have a disability may effectively use basic telephone service. The Tennessee Public Utility Commission was given the responsibility and authority to implement and manage this program. Devices are issued on a first-come, first-served basis. However, there are certain qualifiers that might enable individuals to receive devices on a priority basis. www.tn.gov/tpuc/telecommunications-devices-access-programs-tdap.html
 - *Tennessee Relay Services (TNRS)*: As a service to Tennessee's deaf, deaf-blind, hard-of-hearing, and hearing and speech-impaired community, the Tennessee Relay Service (TNRS) provides free, statewide assisted telephone service to those with speech, hearing, and visual impairments. (www.tn.gov/tpuc/relay-center-services.html).
 - *Technology Access Center (TAC)*: The Technology Access Center has offered services for middle Tennesseans with disabilities and functional limitations since 1989. The Center is operated by the nonprofit corporation, Access Services of Middle Tennessee. The mission of the corporation's board and staff members is to promote the independence and participation of individuals of all ages with

disabilities in school, work, play and everyday activities through their use of assistive technology. (tacnashville.org/).

- *East Tennessee Technology Access Center (ETTAC)*: The East Tennessee Technology Access Center is a regional nonprofit agency that helps people with disabilities gain knowledge about and access to assistive technology devices. These devices help people with disabilities gain education and employment skills, perform activities of daily living, and lead more independent, productive lives. ETTAC's assistive technology equipment is used for assessment and training, and some devices may also be available for loan. (www.ettac.org/home.html).
- *Closed Caption Machine* - To the extent practical, county divisions should have access to a device for encoding closed captioning on films and videotapes used for training and other programs.
- *Enlarging Printed Materials* - A copy machine capable of enlarging printed materials should be available for each site where programs or transaction counter services are provided to the public.
- *Optical Readers* - Equipment that can translate printed information into an audio format should be available to Departments.
- *TDD* - To the extent necessary, county Divisions should have access to a text telephone or have access to a telephone transfer service as required by the law and offered by public telephone companies.
- *TDI* – TDI's (formerly known as Telecommunications for the Deaf and Hard of Hearing, Inc.) mission is to promote equal access in telecommunications and media for people who are deaf, hard of hearing, late deafened, or deaf blind. TDI's online resources (tdiforaccess.org/) include information about telecommunications access such a TTY, pagers, telephony, VoIP, and more.

Guide to Disabilities and Disability Etiquette

A summary guide to disabilities and disability etiquette has been included below. The guide will allow staff members to become familiar with a variety of types of disabilities and help them to be more sensitive to the abilities and needs of people with disabilities in order not to offend or demean them. The guide should be periodically updated to ensure that it includes current acceptable language for talking about disabilities.

The National Organization on Disability reports that more than 59 million Americans have a disability. This section is for anyone — with or without a disability — who wants to interact more effectively with people who are disabled.

The ADA was conceived with the goal of integrating people with disabilities into all aspects of American life, particularly the workplace and the marketplace. Sensitivity toward people with disabilities is not only in the spirit of the ADA, it makes good business sense. It can help the county expand its services to citizens, better serve its customers and improve relationships with its employees.

When supervisors and co-workers use disability etiquette, employees with disabilities feel more comfortable and work more productively. Practicing disability etiquette is an easy way to make all people feel more comfortable and welcomed in their environment.

There is no reason to feel awkward when dealing with a person who has a disability. This section provides some basic tips for county staff to follow. If a county employee is ever unsure how to best serve a person with a disability, just ask them.

- **Ask Before You Help** – Just because someone has a disability, don't assume he/she needs your help. If the setting is accessible, people with disabilities can usually get around fine without assistance. Adults with disabilities want to be treated as independent people. Offer assistance only if the person appears to need it. If they do want help, ask what type of help they would like before you offer any assistance. What you think they may need may not be what they really need.

- **Do Not Touch!** – Some people with disabilities depend on their arms for balance. Grabbing them – even if you mean well – could knock them off balance and create an injury. This is especially true of a person using a cane, crutches, or walker. When someone is in a wheelchair, never pat their head or touch their wheelchair (or scooter) without permission. This equipment is part of their personal space and touching it is considered rude.
- **Engage Your Mind Before Engaging Your Mouth** – Always speak directly to the person with the disability NOT to their companion, aide, or sign language interpreter. Making small talk with a person who has a disability is great; just talk to him/her like you would anyone else. Respect his/her privacy and don't ask questions about their disability unless they invite the discussion. If you are with a child who asks, don't make the situation awkward for everyone; let the person with the disability respond directly to the child. They are used to children's questions.
- **Make No Assumptions** – People with disabilities are the best judge of what they can or cannot do. Do not make any decisions for them about participating in any activity or what they may or may not be able to do. Simply respond to their questions and let them make their own decisions. Depending on the situation, it may be a violation of the ADA to exclude someone because of a wrong decision on what they're capable of doing.
- **Respond Graciously to Requests** – When people who have a disability ask for an accommodation at a county-owned property, it is not a complaint. It shows they feel comfortable enough in your establishment to ask for what they need. If they get a positive response, they will enjoy their transaction and feel comfortable to come back again and again. Unless they are asking for something outlandish, provide what is asked for. If they request something unreasonable, contact your ADA Coordinator for a direction toward a resolution.
- **Terminology** – PUT THE PERSON FIRST! Always say "person with a disability" rather than "disabled person". This recognizes that they are a person first, not a disability first. If someone has a specific disability, it would be a "person who is blind", a "person who is deaf", or a "person with dwarfism". Each person may have their own preferred terminology, and if you're not sure what to use, just ask them. Most, however, will recognize the effort when you just refer to them as "people".
 - Avoid outdated, politically incorrect terms like "handicapped" or "crippled". Be aware that many people with disabilities dislike jargon and euphemistic terms like "physically challenged" and "differently abled". Say "wheelchair user" instead of "confined to a wheelchair" or "wheelchair bound". The wheelchair is what enables the person to get around, but they are neither confined by it nor bound to it. The wheelchair is liberating, not confining.
 - With any disability, avoid negative, disempowering words like "victim" or "sufferer". Say "person with AIDS" instead of "AIDS victim" or person who "suffers from AIDS".
 - It's okay to use idiomatic expressions when talking to people with disabilities. For example, saying "It was good to see you" and "See you later" to a person who is blind is completely acceptable. They will use the same terminology and it's inappropriate to respond with questions like, "How are you going to see me later?"
 - People in wheelchairs will say things like, "Let's go for a walk" and it's okay for you to say it too. The situation will only become awkward if you make it so.
 - Many people who are Deaf communicate with sign language and consider themselves to be members of a cultural and linguistic minority group. They refer to themselves as Deaf (with a capital D) and may be offended by the term "hearing impaired." Others may not object to the term, but in general it is safest to refer to people who have hearing loss but communicate through a spoken language as "people with hearing loss" and those who have a profound hearing loss as "people who are Deaf".

Community Groups, Organizations, Associations, and Commissions

There are a large number of groups nationally, regionally, and within each state that provide specialized services, information, and advocacy for persons with all disabilities. A number of advocacy groups are listed below, the list is not intended to be complete by any means:

- *Ability Resources, Inc.:* Ability Resources Inc. (www.ability-resources.org/home.org) was founded in 1976. Their mission is to assist people with disabilities in attaining and maintaining their personal independence. One way this can be achieved is in the creation of an environment in which people with disabilities can exercise their rights to control and direct their own lives.
- *ADA National Network:* The ADA National Network (<http://adata.org/>) provides information, guidance and training on the Americans with Disabilities Act (ADA), tailored to meet the needs of business, government and individuals at local, regional and national levels. The ADA National Network consists of ten Regional ADA National Network Centers located throughout the United States that provide local assistance to ensure that the ADA is implemented wherever possible.
- *American Council of the Blind:* ACB (www.acb.org) is a national organization advocating on behalf of persons who are blind or have low vision. ACB also publishes A Guide to Making Documents Accessible to People Who Are Blind or Visually Impaired. ACB is located at 1155 15th St. NW, Suite 1004, Washington, DC 20005 (800.424.8666) or by e-mail at info@acb.org.
- *American Association of People with Disabilities:* The American Association of People with Disabilities (www.aapd.com/) is the largest non-profit, non-partisan, cross-disability organization in the United States.
- *Maryville College:* Maryville College developed the first bachelor's degree program in interpreting for ASL, and could be a local resource for interpretation (www.maryvillecollege.edu/academics/programs-of-study/american-sign-language/).
- *National Association of the Deaf:* NAD is a national consumer organization representing people who are deaf and hard of hearing. NAD provides information about standards for American Sign Language Interpreters and the Captioned Media Program on its website (www.nad.org).
- *National Federation of the Blind:* NFB is a national organization advocating on behalf of persons who are blind or have low vision. NFB provided online resources (www.nfb.org) for technology for the blind, including a technology resource list, a computer resource list, screen access technology, sources of large print software for computers, and sources of closed circuit TV (CCTVs). There is also a Tennessee state chapter (<http://www.nfbtn.org/>).
- *National Organization on Disability:* The National Organization on Disability promotes the full and equal participation and contribution of America's 54 million men, women and children with disabilities in all aspects of life. NOD maintains an on-line directory of information and links including transportation-related resources (www.nod.org).
- *Paralyzed Veterans of America:* PVA is a national advocacy organization representing veterans. PVA's Sports and Recreation Program promotes a range of activities for people with disabilities, with special emphasis on activities that enhance lifetime health and fitness. PVA's website (<http://www.pva.org/>) provides information on useful sports publications and a list of contacts.
- *United Spinal Association:* United Spinal Association is a membership organization serving individuals with spinal cord injuries or disease. Formerly known as the Eastern Paralyzed Veterans Association, the organization expanded its mission to serve people with spinal cord injuries or disease regardless of their age, gender, or veteran status. Information on accessibility training and consulting services and recreational opportunities for people with spinal cord injuries or disease is available on their website (www.unitedspinal.org).
- *World Institute on Disability:* WID is an international public policy center dedicated to carrying out research on disability issues and overcoming obstacles to independent living. WID maintains an on-line

information and resource directory on technology, research, universal design, and the ADA. (www.wid.org/resources).

- *Tennessee Department of Human Services* – provides information on a wide variety of disability services (<https://www.tn.gov/humanservices/disability-services.html>). Information is provided for
 - Vocational Rehabilitation
 - Blind & Visually Impaired Services
 - Deaf, Deaf-Blind, and Hard of Hearing Services
 - Tennessee Rehabilitation Center
 - Community Tennessee Rehabilitation Centers
 - Disability Determination Services
 - Tennessee Technology Access Program
 - Councils and Committees
 - Tennessee Business Enterprises
 - Vocational Rehabilitation (VR) Office Locations
- *Tennessee Commission on Aging and Disability*: The Tennessee Commission on Aging and Disability (formerly the Commission on Aging) was created by the Tennessee General Assembly in 1963. The Commission is the designated state agency on aging and is mandated to provide leadership relative to aging issues on behalf of older persons in the state. Our mission is to bring together and leverage programs, resources, and organizations to protect and ensure the quality of life and independence of older Tennesseans and adults with disabilities. (www.tn.gov/aging.html).
- *Tennessee Association of the Deaf*: The Tennessee Association of the Deaf (TAD) is a state association affiliated with the National Association of the Deaf and the local chapters across Tennessee. It serves as an advocate for more than 500,000 deaf and hard of hearing people living in Tennessee. The TAD is a non-profit state association operating independently of federal, state, and local. Membership includes deaf, hard of hearing, and hearing people. The mission of TAD is to promote the general welfare of deaf, hard of hearing, and hearing people by advocating accessible services and programs across Tennessee. The paramount significance of this mission is that it will enable all individuals to achieve full participation into the mainstream of life and community (www.deaftenn1897.org/).
- *Southeast ADA Center*: The Southeast ADA Center (formerly known as Southeast DBTAC) is a leader in providing information, training, and guidance on the Americans with Disabilities Act (ADA) and disability access tailored to the needs of business, government, and individuals at local, state, and regional levels. They also conduct research to reduce and eliminate barriers to employment and economic self-sufficiency and to increase the civic and social participation of Americans with disabilities. adasoutheast.org/
- *Tennessee Disability Pathfinder*: Tennessee Disability Pathfinder provides free information, resources, support, and referrals to Tennesseans with disabilities and their families. Through three major program components, they provide information and resources to individuals of all ages, all types of disabilities, and language spoken. vkc.mc.vanderbilt.edu/vkc/pathfinder/
- *Disability Rights Tennessee*: Disability Rights Tennessee (DRT) was founded as E.A.C.H. in 1978 and recently the agency was known as Disability Law & Advocacy Center of Tennessee. Today, DRT is Tennessee's Protection & Advocacy System and has served—at no cost—more than 40,000 clients with disabilities. Their mission is to protect the rights of Tennesseans with disabilities. DRT provides services to people with disabilities across the state with numerous issues, including employment discrimination, safety in schools, abuse and neglect, and access to community resources and services. <https://www.disabilityrightstn.org/>
- *Tennessee Disability Coalition*: The Tennessee Disability Coalition is an alliance of organizations and individuals joined to promote the full and equal participation of people with disabilities in all aspects of

life. The Coalition and its member organizations represent Tennesseans of every age, economic background, political persuasion and disability. Some are disability-specific groups, like the Autism Society of Middle Tennessee, while others are cross-disability and may focus on specific issues, such as independent living, employment, or assistive technology. Each is committed to collaboration toward improving the lives of all Tennesseans who are touched by a disability. <https://www.tndisability.org/>

- *Statewide Independent Living Council of Tennessee (SILC)*: Their mission has been to promote independent living philosophies in Tennessee and support its practices and values. As such, the SILC TN educates the community and public leaders about the IL philosophy, provides training and support to the Independent Living community, and, per new language of the Workforce Innovation and Opportunity Act (WIOA), facilitates funding opportunities for expanding the practice of IL in Tennessee. silctn.org/
- *The Arc Tennessee*: The Arc Tennessee is a grassroots, non-profit, statewide advocacy organization for people with intellectual and developmental disabilities and their families. www.thearcctn.org/
- *Tennessee Council of the Blind (TCB)*: The Tennessee Council of the Blind (TCB) is a 501(c)(3) not-for-profit membership organization whose members are concerned about the dignity and well-being of blind people and a proud affiliate of the American Council of the Blind. Their members include persons who are blind, losing vision, or are parents of a child who is blind or visually impaired or fully sighted. tennesseecounciloftheblind.org/
- *Support and Training for Exceptional Parents (STEP)*: Their mission is to improve the lives of families of children with disabilities by guiding them through challenges they face accessing education and community programs. STEP provides services that promote working together with school staff to resolve issues often faced by children with disabilities at school, such as harassment, bullying, low expectations, and social isolation. www.tnstep.org/.
- *East Tennessee Human Resource Agency (ETHRA)*: Since 1973, their mission is to help families and individuals remain independent with opportunities to succeed. They maintain a Blount County ETHRA office in Maryville and American Job Center in Alcoa. www.ethra.org/
- *Deaf Link*: Provides accessible hazard alert system (AHAS), video remote interpreting (VRI), pre-recorded interpreting (PRI), and Shelter Link (an internet-based interpreting service for sheltering and mass care agencies) to provide the highest standard of inclusion for persons who are Deaf, Blind, Hard-of Hearing and Deaf-Blind. www.deaflink.com/.

Potential Funding Opportunities

Grants may be available from a wide variety of sources from state and federal agencies to private agencies and non-profits. A number of potential programs are listed below. The list is not intended to be complete by any means and not all grants are funded at all times. The **Tennessee Department of Environment & Conservation** offers a number of grants for parks and recreation facilities. Recreation Educational Services is responsible for administering federal and state recreational grant programs to local and state governments. The Division manages the Local Parks and Recreation Fund (LPRF), the Recreational Trails Program (RTP), and the Tennessee Recreation Initiative Program (TRIP), the Land and Water Conservation Fund (LWCF), and the Natural Resources Trust Fund (NRTF). Refer to their website for a matrix of grant programs (www.tn.gov/environment/program-areas/res-recreation-educational-services/res-recreation-educational-services-grants0.html).

Tennessee Department of Transportation administers several grant programs for transportation-related projects (<https://www.tn.gov/tdot/government/g/gr/tdot-grant-information.html>).

Appendix A

Blount County Facilities Physical Barrier Report

BLOUNT COUNTY ADA SELF EVALUATION STUDY AND TRANSITION PLAN					
FACILITY SUMMARY					
Name & Location	Ownership Status	Low Priority	Medium Priority	High Priority	Total Probable Cost
Blount County Courthouse 341 Court Street	County Owned	\$93,645	\$36,065	\$215,650	\$345,360
Animal Shelter 233 Currie Avenue	County Owned	\$10,980	\$1,700	\$700	\$13,380
Justice Center 930 E. Lamar Alexander Parkway	County Owned	\$52,195	\$37,805	\$10,500	\$100,500
Justice Center Vehicle Maintenance 930 E. Lamar Alexander Parkway	County Owned	\$4,210	\$1,715	\$2,500	\$8,425
Justice Center County Jail 930 E. Lamar Alexander Parkway	County Owned	\$8,365	\$1,600	\$2,420	\$12,385
Operations Center 1227 McArthur	County Owned	\$16,785	\$14,620	\$5,800	\$37,205
Health Department 301 McGhee Street	County Owned	\$15,330	\$17,045	\$3,600	\$35,975
Probation 1006 E. Lamar Alexander Parkway	County Owned	\$4,610	\$7,640	\$100	\$12,350
Blount County Library 508 N. Cusick Street	County Owned	\$13,480	\$9,545	\$700	\$23,725
Recovery Court 1008 E. Lamar Alexander Parkway	County Owned	\$2,470	\$7,115	\$20,990	\$30,575
Soil Conservation 221 Court Street	County Owned/ Tenant Leased	\$8,670	\$4,000	\$6,200	\$18,870
Thompson-Brown House 1004 E. Lamar Alexander Parkway	County Owned	\$3,885	\$17,570	\$14,300	\$35,755
Eagleton Park Henderson Street, Eagleton Village	County Owned	\$2,100	\$32,875	\$0	\$34,975
Louisville Point Park 3298 Cox Road, Louisville	County Owned	\$22,075	\$24,538	\$14,500	\$61,113
Singleton Park Topside Road, Louisville	County Owned	\$0	\$6,560	\$1,800	\$8,360
Everett Recreation Center 318 Everett High Road	County Owned	\$41,495	\$8,950	\$600	\$51,045
Everett Park 3298 Cox Road, Louisville	County Owned	\$24,685	\$9,245	\$5,700	\$39,630
Everett Senior Center 702 Burchfield Street	County Owned	\$18,780	\$5,910	\$800	\$25,490
Richard Williams Park 300 E. Lincoln Road, Alcoa	County Owned	\$2,850	\$2,500	\$0	\$5,350
Polling Places County-Wide	Public & Private	\$0	\$0	\$0	\$0
TOTALS		\$346,610	\$246,998	\$306,860	\$900,468

All cost estimates for County facilities are based on a single unified bid with 2018 probable costs. Bidding in a different manner or different time period will require adjustments to the probable project costs. All items indicated as 'TBD' require further evaluation for feasibility due to historical, topographical, structural, or other potential concerns.



Blount County Courthouse

Data collected -
February 2018

Exterior

Item #	Description	Priority	Probable Cost
1a	Parking		
	<i>NOTE: On-street parking is under jurisdiction of the City of Maryville within their right-of-way. None of the on-street parking provide good access to an accessible entrance.</i>	N/A	\$0
1a-1	<i>Public parking at Main Entrance public lot</i>		
	<i>0 spaces designated as van-accessible. One existing space is distant from the accessible entrance. Other two spaces existing are not compliant dimensions (restriping is possible to make 2 van-spaces. Cross-slope of two existing spaces and access aisle is excessive. Only 1 of these 2 spaces has the required sign and it is too low (36", 60" minimum required). Provide compliant van space with access aisle and sign required closest to accessible public entrance. Consider relocating spaces.</i>	High	Included Below
	Notes: Public parking lot provides a total of 11 parking spaces (2 reserved), 3 are accessible but 0 are van-accessible. 1 van-accessible space required. Federal Guideline: 208.2, 208.3, 216.5, 502, 703.7.2.1		
1a-2	<i>Employee parking on SE side of building</i>		
	<i>0 spaces in this lot designated at accessible but all spaces are assigned to specific employees. Ensure ability to assign spaces to disabled employee with access privileges to this lot can be accommodated by compliant size and slope parking space and access aisle.</i>	N/A	\$0
	Notes: Public parking lot provides a total of 11 parking spaces (2 reserved), 3 are accessible but 0 are van-accessible. 1 van-accessible space required. Federal Guideline: 208.2, 208.3, 216.5, 502, 703.7.2.1		
1a-3	<i>Visitor/Police parking lot SW of Main Entrance</i>		
	<i>0 spaces in this lot designated at accessible. Consider locating all barrier-free parking for the building entrances to this lot given the proximity to the Main Entrance for the public, secondary entrance, and relatively level spaces. Restripe to provide spaces required for all 3 public lots (minimum of 3 van and up to 4 barrier-free).</i>	High	\$750
	Notes: Public parking lot provides a total of 9 parking spaces (2 reserved for Sheriff's vehicles), 0 are marked accessible. 1 van-accessible space required. Appears to be space for up to 4 van and 2 barrier-free with restriping. Federal Guideline: 208.2, 208.3, 216.5, 502, 703.7.2.1		

Item #	Description	Priority	Probable Cost
1a-4	<i>Public parking across Court Circle</i>		
	<i>1 spaces in this lot designated as accessible, 5 required. Consider locating some spaces across the street per above for Courthouse access. Restripe to provide spaces for adjacent public spaces.</i>	High	\$750
	Notes: Public parking lot provides a total of 114 parking spaces, 1 barrier-free space present, 0 are marked van-accessible. 1 van-accessible space and 4 barrier-free required. Lot provides access to adjacent park and greenway so consider 2 van and 2 barrier-free (minimum, assuming other space is added per above recommendation across the street). Federal Guideline: 208.2, 208.3, 216.5, 502, 703.7.2.1		
4	<i>Exterior Pedestrian Routes</i>		
	<i>Many pedestrian routes on the site have compliance issues (see figure). Primary focus of corrective action should be routes between parking and entrances and public ROW sidewalk on the front of the building and public entrances. Corrective action for all non-compliant sidewalks will require minimum 3500 sf of removal and replacement. Cost shown for full compliance but less can be done if compliant routes are identified by signage and directional signage is provided at non-compliant routes.</i>	High	\$50,000
	Notes: Work may include concrete removal, concrete replacement, grading, grinding, realignment/consolidation of sidewalk, signage, etc. Study should be done to review most cost effective options that will provide reasonable access to public and employee entrances. Federal Guideline: 206, 403, 302, 303		
5	<i>Exterior Ramp on NE Side in Courthouse Plaza area</i>		
	<i>This ramp is the only way to access the County Courthouse from this side of the building for wheelchair users and others with severe lower body mobility impairments. The ramp needs to be reconstructed to correct slopes on the lower and upper runs that exceed the maximum 8.33%. There are also multiple locations with level change and separations, especially at the upper run. Existing handrails are not compliant as they do not provide the required edge protection, are not continuous, are not 1-1/2" from the wall in all locations, do not return, and do not extend 12" beyond the top and bottom of the ramp. Better option likely to construct new ramp elsewhere.</i>	High	\$150,000
	The bottom run has an 11.5% slope and the upper 13.0%. A compliant sloped run will need to be longer, which essentially requires complete reconfiguration and reconstruction of the ramp. It may be more cost-effective to construct a new ramp to access the landing closest to the Mayor's Office, possibly by removing one of the sets of stairs. Federal Guideline: 405, 302, 303		

Item #	Description	Priority	Probable Cost
6	<i>Exterior Stairs</i>		
	<i>There are numerous entrances accessed only by using stairs. Stairs may not be part of an accessible route so these entrances are not deemed to be accessible. All non-accessible entrances need to have signage provided that directs the public to accessible entrances, which would include those on the front that lie within the corridor in front of the Mayor's Office and the Main Entrance and SW entrances in the rear of the Courthouse. In addition, nearly every set of exterior stairs has issues of non-compliance with riser height and/or tread depth, various issues with handrails, steep slopes at landings, etc.</i>	High	\$800
	Provide signage at stairs at doors D1, D2, and D3 of the Old Courthouse, with sign placement at the public ROW route. Include signs with ISA identifying doors D8, D9, and D10 and ramp as the accessible route. Federal Guideline: 210, 504, 304, 505		
8a	<i>Building Entrances/Exits</i>		
	<i>Ensure that 60% of all public entrances are accessible, including being on a route that is compliant.</i>	High	TBD
	There are a total of 11 public entrances to the building, with 60% required to be accessible (7). Six (6) doors are on routes that do not require stairs, but some routes to these entry doors are not fully compliant with slope or other requirements. Provide signage at routes to all non-accessible entrances directing persons to accessible entrances (see Item 6 above) and ensure all accessible entrances have the ISA prominently visible. Consideration should also be given to permanently closing some of the entrances and make them emergency egress only to both reduce public entrance access requirements and reduce maintenance. In addition, there are 6 employee-only or emergency egress entrances/exits, only 2 of which do not require use of stairs (both sallyport doors). Federal Guideline: 210, 504, 304, 505		
Interior			
Common Elements			
Item #	Description	Priority	Probable Cost
11	<i>Interior Stairs</i>		
	<i>Provide compliant handrails on all interior stairs when stairs are altered.</i>	Low	TBD
	Notes: Several interior stairways have compliance issues, including with non-compliant handrails. Stairways that are not part of an accessible route (all stairs in the County Courthouse) are not required to comply with 504 except for compliance with handrail requirements of 505 when the stairs are altered. Old Courthouse open stair has non-compliant treads and risers and handrails. Federal Guideline: 210.1, 505		

Item #	Description	Priority	Probable Cost
14	Elevators		
14-1	<i>West Wing Elevator</i>		
	<i>Emergency controls are not grouped at the bottom of the panel, alarm button has no tactile symbol or braille, the main entry floor is not indicated by a star and has no braille, the emergency communications panel has no raised symbol of a phone and there is nothing tactile or braille on the access door to indicate what is inside, the phone handset cord is less than 29" long, and the access door hardware is not operable without grasping and turning.</i>	Low	TBD
	Notes: Provide necessary features in elevator and on control panel. Federal Guideline: 407.4.6.4, 407.4.7, 407.4.9		
	<i>Voice communication is required to use the emergency system.</i>	High	\$1,000
	Notes: Visual indication that emergency call has been received is critical for use by persons with hearing loss. Provide new emergency communication system that includes both visual and audio indicators that emergency call has been received. Federal Guideline: 708.1, 708.2		
	<i>No tactile star is provided on both jambs at the main entry level.</i>	High	\$200
	Notes: This feature is needed by persons with vision loss to know when they have reached the main building entry level. Provide required sign that include tactile star, level number, and Braille. Federal Guideline: 407.2.3.1		
	<i>Provide compliant gap between the floor of the elevator car and the hall floor.</i>	Medium	TBD
	Notes: Existing gap is 1-3/8", exceeds maximum allowed of 1-1/4". Federal Guideline: 407.4.3		
14-2	<i>East Wing Elevator</i>		
	<i>Emergency controls are not grouped at the bottom of the panel, alarm button has no braille, button labels are located above the buttons instead of to the left, the main entry floor is not indicated by a star and has no braille, elevator control buttons are only 1/2" diameter, the emergency communications panel has no raised symbol of a phone and there no tactile characters on the access door to indicate what is inside, the phone handset cord is less than 29" long, and the access door hardware is not operable without grasping and turning.</i>	Low	TBD
	Notes: Provide necessary features in elevator and on control panel. Federal Guideline: 407.4.6.4, 407.4.7, 407.4.9		
	<i>Voice communication is required to use the emergency system.</i>	High	\$500
	Notes: Visual indication that emergency call has been received is critical for use by persons with hearing loss. Provide new emergency communication system that includes both visual and audio indicators that emergency call has been received. Federal Guideline: 708.1, 708.2		
	<i>Hallway call buttons are 3/8" in the smallest dimension</i>	High	TBD
	Notes: Buttons are required to be 3/4" min. in the smallest dimension. Federal Guideline: 407.2.1.2		

Item #	Description	Priority	Probable Cost
	<i>No tactile star is provided on both jambs at the main entry level.</i>	High	\$200
	Notes: This feature is needed by persons with vision loss to know when they have reached the main building entry level. Provide required sign that include tactile star, level number, and Braille. Federal Guideline: 407.2.3.1		
Level 1			
Item #	Description	Priority	Probable Cost
	Sallyport Area		
7-1	<i>Drinking Fountain in Sallyport at Restrooms</i>		
	<i>Provide Paper Cup Dispenser</i>	Medium	\$50
	Notes: "Hi-lo" fountain is not provided. Fountain provided does not meet dimensional requirements for persons in wheelchair. Federal Guideline: 211		
	<i>Provide cane-detectable objects to protect fountain not located in an alcove.</i>	Medium	\$200
	Notes: Located within circulation area between restrooms and considered a protruding object. Federal Guideline: 307		
8a-4	<i>SW Sallyport Employee Door</i>		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Visual only provided. Tactile required. Federal Guideline: 216.4, 703		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer assuming worst case that adjustment will not correct. Federal Guideline: 404.2.8.1		
	<i>Provide visual "Employees Only" sign at door.</i>	Low	\$100
	Provide signage to identify as an employee entrance, existing sign on door is faded and not readable from a distance. Federal Guideline: 210, 504, 304, 505		
8a-6	<i>East Wing SE Stair Exterior Door</i>		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Visual only provided. Tactile required. Note also that this is a discharge door from stairwell which requires a 4" step at the door. Federal Guideline: 216.4, 703		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer assuming worst case that adjustment will not correct. Federal Guideline: 404.2.8.1		
8a-9	<i>Sallyport employee entrance at employee parking</i>		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Visual only provided. Tactile required. Note also that this is a discharge door from stairwell which requires a 4" step at the door. Federal Guideline: 216.4, 703		

Item #	Description	Priority	Probable Cost
8a-10	<i>Sallyport restroom vestibule door</i>		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer assuming worst case that adjustment will not correct. Federal Guideline: 404.2.8.1		
09-2	<i>Sallyport</i>		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$200
	Notes: Vehicle sensor at overhead door projects 42-1/2" at 43" ht., bracket on wall projects 15" at 62" ht. (currently protected by movable chairs and recycling containers), and door control on fence projects 5-1/2" at 35" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>West Elevator Lobby</i>		
7-2	<i>Drinking Fountain</i>		
	<i>Provide Paper Cup Dispenser</i>	Medium	\$50
	Notes: "Hi-lo" fountain is not provided. Fountain is provided does not meet dimensional requirements for standing persons. Federal Guideline: 211		
	<i>Provide cane-detectable objects to protect fountain not located in an alcove.</i>	Medium	\$200
	Notes: Located within circulation area between restrooms and considered a protruding object. Federal Guideline: 307		
8a-1	<i>West Wing Lobby NW Door</i>		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Visual only provided. Tactile required. Federal Guideline: 216.4, 703		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer assuming worst case that adjustment will not correct. Federal Guideline: 404.2.8.1		
	<i>Provide Kick Plate on Push Side of Door</i>	Medium	\$110
	Notes: 9" to glazing. (10" min. smooth req'd) Federal Guideline: 404.2.10		
8a-2	<i>West Wing Lobby SE Door</i>		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Visual only provided. Tactile required. Federal Guideline: 216.4, 703		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer assuming worst case that adjustment will not correct. Federal Guideline: 404.2.8.1		
	<i>Provide Kick Plate on Push Side of Door</i>	Medium	\$110
	Notes: 9" to glazing. (10" min. smooth req'd.). Federal Guideline: 404.2.10		

Item #	Description	Priority	Probable Cost
8b-4	<i>West Wing stair door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 10 lbs (5 lb max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Modify Vision Panel</i>	Low	\$450
	Notes: Vision panel below 66" is at 60" ht. (43" max.) Federal Guideline: 404.2.11		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	High	TBD
	Notes: Door maneuvering space not provided parallel to doorway on pull side (2" provided, min. 18"). Federal Guideline: 404.2.3-4, 404.2.7, 404.2.10		
18-3	<i>West Wing Elevator Lobby</i>		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switch is at 50" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308.2-3		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Drinking fountain protrudes (corrective action cost under item 7-2. Panel display monitor at elevator projects 10" at 28" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Lower Fire Alarm Activation Device</i>	Low	\$400
	Notes: Devices are at 57-1/2" and 57" (over 48" max ht.). This is also not compliant with 54" allowed by 1991 ADAAG. Federal Guideline: 205.1, 308.2-3		
	Main Entrance and Lobby		
8a-5	<i>Main Public Entrance Doors</i>		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Visual only provided. Tactile required. Federal Guideline: 216.4, 703		
	<i>Provide lock hardware at 48" max. height.</i>	Low	N/A
	Notes: Existing lock is at 51", which meets 1991 ADAAG. When the doors are altered, ensure the height of operable parts does not exceed 48". Federal Guideline: 205.1, 308.2-3		
	<i>Provide Kick Plate on Push Side of Door</i>	Medium	\$110
	Notes: 8" to glazing. (10" min. smooth req'd) Federal Guideline: 404.2.10		

Item #	Description	Priority	Probable Cost
8a-7	<i>Doors between Main Entrance elevator corridor and sallyport</i>		
	<i>Modify Panic Hardware</i>	Low	\$450
	Notes: Panic hardware protrudes 4-3/4" into door clear opening when fully open (4" max. allowed). Federal Guideline: 404.2.3		
	<i>Modify Vision Panel</i>	Low	\$450
	Notes: Vision panel below 66" is at 58-1/2" ht. (43" max.) Federal Guideline: 404.2.11		
8b-2	<i>East Wing NW stair door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Modify Panic Hardware</i>	Low	\$450
	Notes: Panic hardware protrudes 4-3/4" into door clear opening when fully open (4" max. allowed). Federal Guideline: 404.2.3		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 14 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Modify Vision Panel</i>	Low	\$450
	Notes: Vision panel below 66" is at 58" ht. (43" max.) Federal Guideline: 404.2.11		
09-1	<i>Main Public Entrance Corridor</i>		
	<i>Lower Fire Alarm Activation Device</i>	Low	\$200
	Notes: Device is at 52-1/2" (over 48" max ht.). While 54" is allowed by 1991 ADAAG this is a life-safety item that should be corrected. Federal Guideline: 205.1, 308.2-3		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switch is at 53-1/2" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308.2-3		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Wall mounted television projects 4-1/2" at 60" ht. and informational kiosk at elevator projects 4-3/8" at 41-1/2" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	Election Commission Offices		
8a-3	<i>Election Commission Offices Public Entrance</i>		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	High	\$100
	Notes: Visual only provided. Permanent rooms require signs with raised text and braille. Federal Guideline: 216.4, 703, 407.4.3		

Item #	Description	Priority	Probable Cost
	<i>Provide Kick Plate on Push Side of Door</i>	Medium	\$110
	Notes: 8-1/2" to glazing. (10" min. smooth req'd) Federal Guideline: 404.2.10		
8a-8	<i>Employee/Polling Doors at Election Commission</i>		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer assuming worst case that adjustment will not correct. Federal Guideline: 404.2.8.1		
	<i>Provide Kick Plate on Push Side of Door</i>	Medium	\$110
	Notes: 8-1/2" to glazing. (10" min. smooth req'd) Federal Guideline: 404.2.10		
8b-1	<i>Entry door within Election Commission Lobby at top of ramp</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Braille, and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 12 lbs (5 lb max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Kick Plate on Push Side of Door</i>	Medium	\$110
	Notes: 9" to glazing (10" min. smooth req'd). Federal Guideline: 404.2.10		
8b-3	<i>Election Commission conference room door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Braille, and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Replace Door Hardware</i>	Low	\$300
	Notes: Knobs on door require grasping and twisting. Federal Guideline: 404.2.7		
13-1	<i>Election Commission Lobby Ramp</i>		
	<i>Apply friction devices to marble (assumed slippery when wet).</i>	Medium	\$250
	Notes: The marble material is assumed to not meet slip-resistant requirement when wet. Consider application of friction devices to correct. Federal Guideline: 405.4, 302.1		
	<i>Modify Ramp</i>	Medium	TBD
	Notes: Landing clear width at the top of the ramp run is only 35-1/4" (36" min. req.) and not full width of ramp (53"). Constriction due to wall protrusion, not able to determine feasibility of removal to correct. Federal Guideline: 405.5, 405.7.2		

Item #	Description	Priority	Probable Cost
	<i>Modify Handrails</i>	Low	\$750
	Notes: Handrail is provided on one side only (both req'd). Profile exceeds 6 1/4" max for non-circular rails. No extensions are provided at top (12" req'd). Federal Guideline: 505.2, 505.10.1		
13-2	<i>Election Commission Ramp in Voting Area Lobby</i>		
	<i>Apply friction devices to surface (assumed slippery when wet).</i>	Medium	\$250
	Notes: The polished concrete material is assumed to not meet slip-resistant requirement when wet. Consider application of friction devices to correct. Federal Guideline: 405.4, 302.1		
	<i>Modify Handrails</i>	Low	\$750
	Notes: Handrail was provided on one side only (both req'd), with employees providing information that the other handrail had been removed. Handrail provides no edge protection. No extensions are provided at top or bottom (12" req'd). Employee-only ramp. Federal Guideline: 405.9.2, 505.2, 505.10.1		
16-1	<i>Election Commission Employee Restroom (NOTE: this restroom is non-compliant with ADA requirements and cannot be made so without significant modifications. List of non-compliant items provided for informational purposes only, sallyport restrooms should be considered the accessible restrooms on this level.)</i>		
	<i>Provide Compliant Directional Signage</i>	Low	\$100
	Notes: Provide sign directing users to sallyport accessible restrooms. Existing sign includes visual text only and is located on the door (must be on latch side wall since there is no closer). Signage provided has no pictogram, ISA, Braille, and raised text as required. Clear width of door is 25-1/4" (32" min. req'd.). Door hardware are knobs. Latch pull side clear space and sink clear space are blocked by storage rack. Room too small to provide all required clear spaces without moving walls. Piping below sink not insulated. Mirror, coat hook, and paper towel dispenser mounted too high. Room Toilet clearances non-compliant. Toilet paper dispenser in wrong location. Toilet has no grab bars. Federal Guideline: 216.8, 305, 308, 309, 404, 603, 604, 606, 703,		
18-1	<i>Election Commission Conference Room</i>		
	<i>Reconfigure Room Layout</i>	Low	\$50
	Notes: Conference table and chairs encroach on 60" minimum turning area and some clear spaces. Federal Guideline: 604.3.1		
18-2	<i>Election Commission Voting Room</i>		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switch is at 50" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308.2-3		

Item #	Description	Priority	Probable Cost
34-1	<i>Election Commission Service Counter</i>		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$200
	Notes: Counter height is 40-1/4" (28"-34" ht. max. for working surface; 36" max. for verbal interaction). Provide alternate location to service persons in wheelchair in voting area. Federal Guideline: 904.4.1, 904.4.2		
34-2	<i>Election Commission Voting Room Table</i>		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	Included Above
	Notes: Table knee space is only 26-7/8" (27" ht. min. req'd.). Provide new table that can be used to provide accommodation for item 34-1. Federal Guideline: 904.4.1, 904.4.2		
35-1	<i>Election Commission Employee Break Kitchenette</i>		
	<i>Provide 36" min. clear width access to sink.</i>		
	Notes: Refrigerator/freezer constricts access to sink to 27". Consider moving appliance to outside the narrow corridor to sink. This would correct total blockage by open doors. Federal Guideline: 804.2.2		
	<i>Reposition Sink</i>	Low	\$600
	Notes: Sink rim is 37-1/4" high (34" max. req'd). Reposition such that rim of sink does not exceed 34" max. Provide clear space at sink for wheelchair user. When countertop is lowered it will provide lower surface for toaster, which is at 49" height. Federal Guideline: 305.3, 606.2, 606.3		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switch is at 50" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308.2-3		
	<i>Reposition Towel Dispenser</i>	Low	\$50
	Notes: Operable part at 53" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Lower Fire Alarm Activation Device</i>	Low	\$400
	Notes: Devices are at 59-1/2" and 57" (over 48" max ht.). This is also not compliant with 54" allowed by 1991 ADAAG. Federal Guideline: 205.1, 308.2-3		
15-1	<i>Sallyport Public Men's Restroom</i>		
	<i>Provide Compliant Signage</i>	Medium	\$100
	Notes: Signage provided has pictogram that is too small and has no ISA, Braille, and raised text as required. Federal Guideline: 216.8, 703.3-4		
	<i>Reposition Sink</i>	Low	\$600
	Notes: Sink rim is 34-1/2" high (34" max. req'd). Reposition such that rim of sink does not exceed 34" max. Federal Guideline: 606.3		

Item #	Description	Priority	Probable Cost
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Towel Dispenser</i>	Low	\$50
	Notes: Operable part at 55" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Hand dryer projects 9" at 44" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Provide Alternate Outlet Access</i>	Low	\$50
	Notes: Outlets located at 50" (15-48" req'd) but 1991 ADAAG allows up to 54". Provide power strip mounted within 48" reach range and modify when altered. Federal Guideline: 205.1, 308.2-3		
	<i>Lower Urinal (Optional)</i>	Low	N/A
	Notes: Top of lip is 24" high (17" max. ht.) but not required to comply when only 1 is present. Federal Guideline: 605.2		
	<i>Modify Stall Door Hinges and Add Hardware</i>	Medium	\$200
	Notes: Stall door is not self closing. Handle not provided on outside of stall door (req'd. on both sides). Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Reposition Side Grab Bar and Replace Rear Grab Bar</i>	Low	\$1,000
	Notes: Side grab bar extends less than req'd. 54" from rear wall (protruding wall blocks). Rear grab bar is 24" long (36" min. req'd. located 12"/24" relative to toilet centerline). Space between grab bars and wall is 1 3/4" (1 1/2" req'd.). Cost does not consider ability to eliminate wall protrusion. Federal Guideline: 604.5, 609.3-4		
	<i>Relocate Coat Hook</i>	Low	\$50
	Notes: Coat Hook located at 66" ht (15"-48" req'd) Federal Guideline: 308, 603.4		
15-2	Sallyport Public Women's Restroom		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force is 15 lbs (5 lb max.). Cost is for new closer. Federal Guideline: 404.2.9		
	<i>Provide Maneuvering Space on Latch Side</i>	Medium	\$350
	Notes: 18" clear parallel to door on latch side is required on pull side of door (13-1/2" provided, blocked by stall partition wall). Consider reversing hinge side/swing of door to comply and have door swing out into vestibule. Federal Guideline: 404.2.4.1		

Item #	Description	Priority	Probable Cost
	<i>Reposition Sink</i>	Low	\$600
	Notes: Sink rim is 35" high (34" max. req'd). Reposition such that rim of sink does not exceed 34" max. Federal Guideline: 606.3		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 41-1/2" ht. (40" max.). Federal Guideline: 603.3		
	<i>Reposition Towel Dispenser</i>	Low	\$50
	Notes: Operable part at 56" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Add Hardware</i>	Medium	\$100
	Notes: Handle not provided on outside of stall door (req'd. on both sides). Federal Guideline: 213.3, 604.8, 404.2		
	<i>Reposition Toilet</i>	Low	\$765
	Notes: Centerline of toilet located at 21" from side wall (16"-18" req'd). Federal Guideline: 604.2		
	<i>Reposition Side Grab Bar and Replace Rear Grab Bar</i>	Low	\$1,000
	Notes: Side grab bar extends less than req'd. 54" from rear wall. Rear grab bar is 24" long (36" min. req'd. located 12"/24" relative to toilet centerline). Space between grab bars and wall is 1 3/4" (1 1/2" req'd.). Federal Guideline: 604.5, 609.3-4		
	<i>Relocate Coat Hook</i>	Low	\$50
	Notes: Coat Hook located above 60" ht. (15"-48" req'd) Federal Guideline: 308, 603.4		
Level 2			
	<i>Main Entrance and Lobby</i>		
8a-18	<i>Main Public Entrance Doors from Front Courtyard Stairs</i>		
	<i>Provide an accessible route to exterior entrance.</i>	High	TBD
	Notes: The entrance to all Juvenile Courts and Court Services on Level 2 are either via the elevator in the Main Entrance (east wing) or via the main entry doors in the front courtyard. Stairs are required to access the main entry doors. Consider study to provide ramp or lift to provide access to this level from the main courtyard. Federal Guideline: 211		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Visual only provided. Tactile required. As noted, this is not currently an accessible exit. Federal Guideline: 216.4, 703		

Item #	Description	Priority	Probable Cost
	<i>Provide lock hardware at 48" max. height.</i>	Low	N/A
	Notes: Existing lock is at 51", which meets 1991 ADAAG. When the doors are altered, ensure the height of operable parts does not exceed 48". Federal Guideline: 205.1, 308.2-3		
	<i>Provide Kick Plate on Push Side of Door</i>	Medium	\$110
	Notes: 7-1/2" to glazing. (10" min. smooth req'd) Federal Guideline: 404.2.10		
7-3	<i>Drinking Fountain</i>		
	<i>Provide Paper Cup Dispenser</i>	Medium	\$50
	Notes: "Hi-lo" fountain is not provided. Fountain provided does not meet dimensional requirements for either wheelchair or standing persons at 37-1/2" bubbler height. Federal Guideline: 211		
	<i>Provide cane-detectable objects to protect fountain not located in an alcove.</i>	Medium	\$200
	Notes: Located within circulation area between restrooms and considered a protruding object. Federal Guideline: 307		
18-9	<i>Lobby Area</i>		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Wall mounted building directory display projects 4-1/4" at 42" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	Corridors and Circulation Areas		
8b-5	<i>202/203 Interior Hallway Door</i>		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Knobs require grasping and twisting. Federal Guideline: 404.2.7		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 11 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
08b-6	<i>Connector Wing Central Stair Door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Visual, Braille, and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 15 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		

Item #	Description	Priority	Probable Cost
	<i>Provide Maneuvering Space on Push and Pull Side of Door</i>	High	TBD
	Notes: Door maneuvering space not provided parallel to doorway on pull side (5" provided, min. 18") or push side (5-3/4" provided for door with latch and closer, 12" req'd.). Federal Guideline: 404.2.4.1		
08b-9	<i>East Wing NW stair door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Visual, Braille, and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Modify Panic Hardware</i>	Low	\$450
	Notes: Panic hardware protrudes 4-3/4" into door clear opening when fully open (4" max. allowed). Federal Guideline: 404.2.3		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force is 15 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.9		
	<i>Modify Vision Panel</i>	Low	\$450
	Notes: Vision panel below 66" is at 58" ht. (43" max.) Federal Guideline: 404.2.11		
8b-16	<i>Corridor Secure Access Door Near 217 and ramp</i>		
	<i>Provide Wall Signage</i>	Low	\$400
	Notes: No wall signage provided. Visual, Braille, and raised text signage required on latch side of door. Provide on both sides of door. Federal Guideline: 703.2-4		
	<i>Modify Vision Panel</i>	Low	\$450
	Notes: Vision panel below 66" is above 43" max. allowed. Federal Guideline: 404.2.11		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 8 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Maneuvering Space on Both Sides of Door</i>	Low	TBD
	Notes: Door maneuvering space of 11" provided parallel to door on both sides (min. 18" on pull and 12" on push for door with latch and closer). Priority low due to employee-only access. Federal Guideline: 404.2.4.1, 404.2.4.3		
08b-17	<i>West Wing stair door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Visual, Braille, and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 10 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		

Item #	Description	Priority	Probable Cost
	<i>Modify Vision Panel</i>	Low	\$450
	Notes: Vision panel below 66" is at 60" ht. (43" max.) Federal Guideline: 404.2.11		
	<i>Provide Maneuvering Space on Push Side of Door</i>	Medium	TBD
	Notes: Door maneuvering space of 0" provided parallel to door on push side (min. 12" req'd. on push for door with latch and closer). Limited space for fire door, few options for correction. Federal Guideline: 404.2.4.1, 404.2.4.3		
09-3	<i>Juvenile Clerk/Child Support Corridor</i>		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50-54" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Ensure clear space exists at all switches, some blocked by movable objects. Federal Guideline: 205.1, 308		
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Electrical outlets at 12" (15-48" req'd.). Lowest cost option is to mount power strip at compliant height. Federal Guideline: 205.1, 308		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$200
	Notes: AED unit projects 7" at 50-1/4" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Lower Fire Alarm Activation Device</i>	Medium	\$200
	Notes: Device outside Room 205 is at 66" (over 48" max ht.). This is a life-safety item that should be corrected. Federal Guideline: 205.1, 308.2-3		
09-4	<i>Juvenile Detention and Juvenile Court Corridor</i>		
	<i>Provide Wall Signage</i>	Low	\$1,000
	Notes: No wall signage provided at several exempt spaces. Visual, Braille, and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
09-5	<i>Juvenile Court Offices Hallway (Room 202)</i>		
	<i>Provide Wall Signage</i>	Low	\$400
	Notes: Non-compliant signage at several exempt spaces. Visual, Braille, and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 49" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		

Item #	Description	Priority	Probable Cost
09-6	<i>Hallway Including Child Play Area and Offices (Rooms 211-216)</i>		
	<i>Provide Wall Signage</i>	Low	\$400
	Notes: Non-compliant signage at several exempt spaces. Visual, Braille, and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 49" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Electrical outlets at 14" (15-48" req'd.). Lowest cost option is to mount power strip at compliant height. Federal Guideline: 205.1, 308		
	<i>Protect Protruding Objects</i>	Low	\$50
	Notes: Reception counter at former Child Support Offices protrudes 9-1/2" at 38-1/2" ht. (4" max. between 27" and 80" high). Provide permanent cane detectable element below. Federal Guideline: 307.2		
	<i>Lower Fire Alarm Activation Device</i>	Medium	\$200
	Notes: Device outside Room 205 is at 59" (over 48" max ht.). This is a life-safety item that should be corrected. Federal Guideline: 205.1, 308.2-3		
09-7	<i>Hallway North of Juvenile Clerk (Rooms 215-223)</i>		
	<i>Provide Wall Signage</i>	Low	\$800
	Notes: Non-compliant signage at several exempt spaces. Visual, Braille, and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 51" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Electrical outlets at 14" (15-48" req'd.). Lowest cost option is to mount power strip at compliant height. Federal Guideline: 205.1, 308		
	<i>Lower Fire Alarm Activation Device</i>	Medium	\$200
	Notes: Device outside Room 205 is at 58-1/2" (over 48" max ht.). This is a life-safety item that should be corrected. Federal Guideline: 205.1, 308.2-3		

Item #	Description	Priority	Probable Cost
13-3	<i>Ramp in Hallway North of Juvenile Clerk</i>		
	<i>Modify Ramp and Handrails</i>	Low	\$1,500
	Notes: Existing ramp slope of 22% significantly exceeds running slope allowed (8.33% max.). Vertical displacement at bottom of 3/4" (1/2" max.). Bottom landings are not compliant for slopes and/or materials. No edge protection is provided. Only has one very limited section of handrail on one side. Ramp appears to have been constructed over steps to allow for deliveries into Room 217. Is in a secure area for employees only and other egress routes exist. Federal Guideline: 405, 505		
15-3	<i>Men's Restroom Near Room 205</i>		
	<i>Reposition Signage</i>	Low	\$50
	Notes: Sign is mounted with bottom of the lowest tactile letter at 46-1/4" (48" min. req'd.). Federal Guideline: 216.8, 703.6		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer. Federal Guideline: 404.2.8.1		
	<i>Provide Maneuvering Space on Push Side of Door</i>	Low	\$50
	Notes: Door maneuvering space of 2-1/2" provided parallel to doorway on push side (min. 12" for door with latch and closer). Easiest solution would be to eliminate latch on multi-user restroom. Federal Guideline: 404.2.4.1		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 40-1/2" ht. (40" max.). Federal Guideline: 603.3		
	<i>Lower Urinal (Optional)</i>	Low	N/A
	Notes: Top of lip is 26" high (17" max. ht.), rim projects only 12-1/2" (13-1/2" min.), and flush controls at 54" (48" max.) but not required to comply when only 1 is present. Federal Guideline: 605.2, 604.4, 308		
	<i>Provide Required Stall Hardware</i>	Medium	\$300
	Notes: Handles and latch not provided on stall door (handles req'd. on both sides). Federal Guideline: 213.3, 604.8, 404.2, 309.4		

Item #	Description	Priority	Probable Cost
	<i>Reconfigure Partitions</i>	Medium	\$700
	Notes: Doorway opening opposite toilet on partition wall cannot be more than 4" from adjacent sidewall (this one is 15") to allow for wheelchair entry and movement within stall. Stall depth is only 55" (59" min. req'd. for floor mounted toilet). Federal Guideline: 604.8.1.2		
	<i>Reposition Toilet</i>	Medium	\$765
	Notes: Centerline of toilet located at 14-3/4" from side wall (16"-18" req'd). Federal Guideline: 604.2		
	<i>Replace Flush Controls</i>	Medium	\$400
	Notes: Flush controls are not located on wide side of toilet. Replace with auto flush sensor. Federal Guideline: 604.6		
	<i>Reposition Grab Bars</i>	Low	\$600
	Notes: Top surface of grab bars at 37-1/2" (33-36" allowed). Side grab bar extends 49" from rear wall (54" min. req'd.). Rear grab bar is installed 4-1/2"/31-1/2" relative to toilet centerline (12"/24" relative to toilet centerline req'd.). Federal Guideline: 604.5, 609.4		
	<i>Relocate Air Freshener in Stall</i>	Low	\$50
	Notes: Air freshener dispenser in accessible stall is located at 8-1/2" above side grab bar (12" min. clearance req'd.). Federal Guideline: 609.3		
	<i>Provide Required Toe Clearance</i>	Low	TBD
	Notes: Required to provide 9" clearance above the floor that is 6" deep beyond partitions on the front and at least 1 side. Clearance only provided on front, both sides are walls. Explore options. Federal Guideline: 609.3		
15-4	<i>Men's Restroom near Room 219</i>		
	<i>Provide Compliant Signage</i>	Medium	\$200
	Notes: Signage provided includes only visual text. Accessible restrooms must also include the ISA, gender pictogram, tactile text, and Braille. Federal Guideline: 216.8, 703.3-4		
	<i>Replace Door</i>	Medium	\$1,500
	Notes: Door width is 29" (32" min. req'd). Explore options to widen and provide new door. Federal Guideline: 309.4, 404.2.7, 404.2.2		
	<i>Adjust Door</i>	Low	\$100
	Notes: Operating force is 7 lbs. (5 lb. max.). Door rubs on the floor. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		

Item #	Description	Priority	Probable Cost
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 49-1/2" ht. (40" max.). Federal Guideline: 603.3		
	<i>Remove/Reposition Protruding Objects</i>	Low	\$50
	Notes: Paper towel dispenser protrudes 8-1/2" at 48". Federal Guideline: 307.2		
	<i>Replace One Urinal</i>	Medium	\$920
	Notes: Top of lip is 23-3/4" high (17" max. ht.). Rim projects only 11-1/2" from wall (13 1/2" min.). Flush control at 51" high (48" max.). Federal Guideline: 605.2		
	<i>Modify Stall Door Hinges, Add Hardware, and Replace Lock Hardware</i>	Medium	\$300
	Notes: Stall door is not self-closing. Handle not provided inside stall. Lock is missing, door does not stay closed without use of rubber band above reach height. Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Reconfigure Partitions</i>	Medium	\$700
	Notes: End stall width only 36-1/2" wide (60" min. req'd.). Cost does not reflect potential reduction in fixtures that would result and may violate other codes. Federal Guideline: 604.3.1		
	<i>Modify Toilet Seat</i>	Low	\$75
	Notes: Toilet seat height is 19-1/2" (17"min. -19" max. req'd). Investigate options for replacement. Federal Guideline: 604.4		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted 11" in front of toilet (7"-9" to centerline req'd). Federal Guideline: 604.7		
	<i>Provide Grab Bars</i>	High	\$2,000
	Notes: None Provided. Side and rear bars req'd. Federal Guideline: 308, 604.5, 609		
	<i>Reposition Coat Hook</i>	Low	\$50
	Notes: Coat Hook located at 62-1/2" ht. (15"-48" req'd). Federal Guideline: 308, 603.4		
15-5	<i>Women's Restroom near Room 219</i>		
	<i>Provide Compliant Signage</i>	Medium	\$200
	Notes: Signage provided includes only visual text. Accessible restrooms must also include the ISA, gender pictogram, tactile text, and Braille. Federal Guideline: 216.8, 703.3-4		
	<i>Replace Door</i>	Medium	\$1,500
	Notes: Door width is 29" (32" min. req'd). Explore options to widen and provide new door. Federal Guideline: 309.4, 404.2.7, 404.2.2		

Item #	Description	Priority	Probable Cost
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force is 10 lbs (5 lb max.). Cost is for new closer. Federal Guideline: 404.2.9		
	<i>Provide Maneuvering Space on Latch Side</i>	Medium	\$350
	Notes: 18" clear parallel to door on latch side is required on pull side of door (10-1/2" provided). Consider reversing hinge side/swing of door to comply and have door swing out into hallway. Federal Guideline: 404.2.4.1		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 49-1/2" ht. (40" max.). Federal Guideline: 603.3		
	<i>Reposition Paper Towel and Soap Dispenser</i>	Low	\$100
	Notes: Operable part at 53" & 51-1/2" respectively (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Eliminate Protruding Objects</i>	Low	Included Above
	Notes: Paper towel dispenser protrudes 8-1/2" at 53". Federal Guideline: 308, 604.7		
	<i>Modify Stall Door Hinges, Add Hardware, and Replace Lock Hardware</i>	Medium	\$300
	Notes: Stall door is not self-closing. Handle not provided inside stall. Lock requires grasping and twisting to operate. Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Reconfigure Partitions</i>	Medium	\$700
	Notes: End stall entrance is only 29-1/4" width (32" min. req'd.) and stall width only 37" wide (60" min. req'd.). Cost does not reflect potential reduction in sinks that would likely result and may violate other codes. Federal Guideline: 604.3.1		
	<i>Replace Flush Controls</i>	Medium	\$400
	Notes: Flush controls are not located on wide side of toilet. Replace with auto flush sensor. Federal Guideline: 604.6		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted 11" in front of toilet (7"-9" to centerline req'd). Federal Guideline: 604.7		
	<i>Provide Grab Bars</i>	High	\$1,000
	Notes: None Provided. Side and rear bars req'd. Federal Guideline: 308, 604.5, 609		
	<i>Relocate Coat Hook</i>	Low	\$50
	Notes: Coat Hook located at 63-3/4" ht. (15"-48" req'd). Federal Guideline: 308, 603.4		

Item #	Description	Priority	Probable Cost
15-6	<i>Women's Restroom Near Room 205</i>		
	<i>Reposition Signage</i>	Low	\$50
	Notes: Sign is mounted with bottom of the lowest tactile letter at 47" (48" min. req'd.). Federal Guideline: 216.8, 703.6		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer. Federal Guideline: 404.2.8.1		
	<i>Provide Maneuvering Space on Push Side of Door</i>	Low	\$50
	Notes: Door maneuvering space of 2" provided parallel to doorway on push side (min. 12" for door with latch and closer). Easiest solution would be to eliminate latch on multi-user restroom. Federal Guideline: 404.2.4.1		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Soap Dispenser</i>	Low	\$50
	Notes: Operable parts at 51" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Remove/Reposition Protruding Objects</i>	Low	\$50
	Notes: Paper towel dispenser protrudes 8-1/4" at 46-1/2". Federal Guideline: 308, 604.7		
	<i>Provide Required Stall Hardware</i>	Low	\$100
	Notes: Handles not provided on inside of stall door (handles req'd. on both sides). Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Reconfigure Partitions</i>	Medium	\$700
	Notes: Doorway opening opposite toilet on partition wall cannot be more than 4" from adjacent sidewall (this one is 15") to allow for wheelchair entry and movement within stall. Stall depth is only 58-1/2" (59" min. req'd. for floor mounted toilet). Federal Guideline: 604.8.1.2		
	<i>Move Toilet</i>	Medium	\$765
	Notes: Centerline of toilet located at 15-1/4" from side wall (16"-18" req'd). Federal Guideline: 604.2		
	<i>Modify Toilet Seat</i>	Low	\$75
	Notes: Toilet seat height is 20" (17"min. -19" max. req'd). Investigate options for replacement. Federal Guideline: 604.4		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted 10" in front of toilet (7"-9" to centerline req'd). Federal Guideline: 604.7		

Item #	Description	Priority	Probable Cost
	<i>Reposition Side and Rear Grab Bars</i>	Low	\$500
	Notes: 42" long side grab bar is mounted 8" off rear wall for total 50" extension (54" req'd). Relocate 12" max from rear wall. 36" long rear grab bar is located 5"/31" relative to toilet centerline (12"/24" req'd). Top of grab bar gripping surface at 37-1/2" (33-36" req'd.). Federal Guideline: 604.5.1-2		
	<i>Relocate Air Freshener in Stall</i>	Low	\$50
	Notes: Air freshener dispenser in accessible stall is located at 8" above side grab bar (12" min. clearance req'd.). Federal Guideline: 609.3		
	<i>Relocate Coat Hook</i>	Low	\$50
	Notes: Coat Hook located at 60" ht (15"-48" req'd). Federal Guideline: 308, 603.4		
16-3	<i>Single-User Restroom in Elevator Lobby near Juvenile Services</i>		
	<i>NOTE: there are a pair of restrooms, one was locked and "Out of Order" and not evaluated. Assumed to be very similar to this restroom, which is non-compliant with ADA requirements and cannot be made so without significant modifications. List of non-compliant items provided for informational purposes only, other restrooms on this level should be considered the accessible restrooms.</i>		
	<i>Provide Compliant Directional Signage</i>	Low	\$100
	Notes: Provide signage directing users to accessible restrooms on this floor. No signage provided. Clear width of door is well under 32" min. req'd. and there is no clear space in vestibule for approach/entry. Door hardware are knobs. Room too small to provide all required clear spaces without moving walls. Sinks have faucet controls that require grasping and twisting. Piping below sink not insulated. Mirror, coat hook, soap dispenser, and paper towel dispenser mounted too high. Toilet clearances non-compliant. Toilet paper dispenser in wrong location. Toilet has no grab bars. Federal Guideline: 216.8, 703.3-4		
34-1	<i>204 Child Support Service Counter</i>		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$600
	Notes: Counter height is 40-1/2" (28"-34" ht. max. for working surface; 36" max. for verbal interaction) and only 24" wide (36" min. width working surface req'd.). Provide lowered window for verbal interaction and small compliant table in hallway for working surface. Service counter protrudes into circulation area. Federal Guideline: 904.4.1, 904.4.2, 902		
	<i>203 Attorney Conference Room</i>		
8b-15	<i>203 Entry Door</i>		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Knobs require grasping and twisting. Federal Guideline: 404.2.7		

Item #	Description	Priority	Probable Cost
	<i>Adjust Door</i>	Low	\$250
	Notes: Door rubs on the floor in the open position and requires excessive operating force to close. Likely requires minor adjustments to mounting. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	TBD
	Notes: Door maneuvering space of 12" provided parallel to recessed doorway on pull side (min. 18"). Priority low due to type of room and likelihood of assistance being available. Outswinging option not viable due to space limitations in short hallway. Federal Guideline: 404.2.4.1, 404.2.4.3		
34-4	<i>Conference Room Table</i>		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Low	\$50
	Notes: Table knee space is only 26-1/4" (27" ht. min. req'd.). Provide new table that can be used to provide accommodation. Cost assumes locating table elsewhere that can be moved. Federal Guideline: 904.4.1, 904.4.2		
	205 and 217 Juvenile Court Clerk		
8b-10	<i>205 Outer Door from Hallway to Private Service Counter Vestibule</i>		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 8 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Clear Space Inside Vestibule</i>	Medium	TBD
	Notes: Existing private service window vestibule does not provide adequate depth to meet maneuvering and clear spaces at door (less than 30"). Severely limits ability of wheelchair users. Explore options to enlarge a portion to provide clearance. Federal Guideline: 404.2.6, 404.2.4.3		
8b-19	<i>205 Inner Door from Service Counter Vestibule to Employee Area</i>		
	<i>Replace Door & Hardware</i>	High	\$0
	Notes: Door width is 29" (32" min. req'd). Lock required grasping and twisting. Is primarily access to employee work area but access is provided to the public for consultations with staff. Find alternate private consultation room for the public if wheelchair access needed. Federal Guideline: 309.4, 404.2.7, 404.2.2		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	N/A	N/A
	Notes: Door maneuvering space of 2-3/4" provided parallel to pull side (min. 18"), desk blocks. Priority is N/A as alternate private consultation room accommodation recommended above. Federal Guideline: 404.2.4.1, 404.2.4.3		

Item #	Description	Priority	Probable Cost
8b-11	<i>217 Door from Secure Hallway</i>		
	<i>Relocate and Replace Wall Signage</i>	Low	\$200
	Notes: Sign on double-leaf doors is required to be either on the right side when looking at the doors or on an inactive leaf. Existing sign is on the left. Existing sign Braille too close to tactile characters. Federal Guideline: 703		
	<i>Replace Door & Hardware</i>	Low	\$1,950
	Notes: Door width is 27-3/4" (32" min. req'd for 1 leaf of double doors). Knobs require grasping and twisting. Appears to be primarily for delivery of supplies but does provide access from secure hallway to Room G205 employee work area. Federal Guideline: 309.4, 404.2.7, 404.2.2		
	<i>Modify Vision Panel</i>	Low	\$450
	Notes: Vision panel below 66" is above 43" max. allowed. Federal Guideline: 404.2.11		
09-8	<i>Employee Work Area Common Circulation Path</i>		
	<i>Relocate Items Constricting Clear Width</i>	Low	\$0
	Notes: Furniture, copier, and various other items encroach onto common-use circulation space within employee work area. Priority low but monitor for necessary employee accommodation as needed. Federal Guideline: 403.5		
	206 Attorney Break Room		
8b-20	<i>Door from Hallway</i>		
	<i>Relocate Wall Signage</i>	Low	\$50
	Notes: Wall sign provided on wrong side of door. Relocate to latch side. Federal Guideline: 703.2-4		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Knobs require grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	TBD
	Notes: Door maneuvering space not provided parallel to doorway on pull side (countertop/cabinets block min. 18" space). Explore option of reversing door hinges. Federal Guideline: 404.2.4.1		
	207 Juvenile Court Conference Room		
8b-21	<i>Conference Room Door Entry from Hallway to Small Vestibule</i>		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Lock requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 12 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		

Item #	Description	Priority	Probable Cost
	<i>Modify Vision Panel</i>	Low	\$450
	Notes: Vision panel below 66" is at 58-1/4" ht. (43" max.) Federal Guideline: 404.2.11		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	TBD
	Notes: Door maneuvering space parallel to doorway on pull side only 6" (min. 18" req'd.). Priority low due to employee-only use. Explore options to correct. Only 24-1/2" between this door and inner door, which is typically propped open. Federal Guideline: 404.2.4.1, 404.2.6		
8b-21	<i>Conference Room Door to Conference Room from Vestibule</i>		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Knobs require grasping and twisting. Federal Guideline: 404.2.7		
8b-12	<i>Conference Room Door to Attorney Break Room</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Visual, Braille, and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Knobs require grasping and twisting. Federal Guideline: 404.2.7		
	<i>Repair Door/Jamb</i>	Medium	\$250
	Notes: Operating force to open the door is excessive as the door sticks within the door frame. Likely requires minor adjustments to mounting. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	\$50
	Notes: Door maneuvering space not provided parallel to doorway on pull side (paper towel dispenser protrudes into min. 18" space). Move dispenser. Federal Guideline: 404.2.4.1		
16-2	<i>Single-User Restroom with Entry in Vestibule</i>		
	<i>NOTE: this restroom is non-compliant with ADA requirements and cannot be made so without significant modifications. List of non-compliant items provided for informational purposes only, other restrooms on this level should be considered the accessible restrooms.</i>		
	<i>Provide Compliant Directional Signage</i>	Low	\$100
	Notes: Provide signage directing users to accessible restrooms on this floor. No signage provided. Clear width of door is well under 32" min. req'd. and there is no clear space in vestibule for approach/entry. Door hardware are knobs. Room too small to provide all required clear spaces without moving walls. Sinks have faucet controls that require grasping and twisting. Piping below sink not insulated. Mirror, coat hook, and paper towel dispenser mounted too high. Toilet clearances non-compliant. Toilet paper dispenser in wrong location. Toilet has no grab bars. Federal Guideline: 216.8, 703.3-4		

Item #	Description	Priority	Probable Cost
	208 Juvenile Court		
8b-14	<i>Door from Hallway</i>		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Locks require grasping and twisting. Federal Guideline: 404.2.7		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 10 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
37-1	<i>Juvenile Court Courtroom</i>		
	<i>Provide Assistive Listening Devices and Signage</i>	High	\$700
	Notes: No signage is present and no indication that assistive listening system and devices are available as required for all courtrooms. Per table 219.3, 2 receivers are required, both must be hearing-aid compatible. Federal Guideline: 219.2-219.3, 216.10, 703.7.2.4, 706.1		
	<i>Rearrange Furniture to Provide Clear Spaces</i>	Low	\$50
	Notes: Chairs block access to litigant tables and witness stand. Federal Guideline: 703.2-4		
	<i>Provide Accessible Table for Litigants</i>	Low	\$100
	Notes: Table knee space is only 26" (27" ht. min. req'd.). Provide new table that can be used to provide accommodation. Cost assumes locating table elsewhere that can be moved. Federal Guideline: 904.4.1, 904.4.2		
	<i>Evaluate Potential Adaptability for Accessible Judge's Bench</i>	Low	TBD
	Notes: Judges bench is accessed via 1 step. Access to raised areas can be achieved via lift or ramps. Per 206.2.4, Exception 1, Raised courtroom stations, including judges benches, shall not be required to provide vertical access provided that the required clear floor space, maneuvering space, and, if appropriate, electrical service are installed at the time of initial construction to allow future installation of a means of vertical access complying with 405, 407, 408, or 410 without requiring substantial reconstruction of the space. May require future accommodation for disabled judge. Federal Guideline: 206, 231.2, 303.2, 808		
	214 Children's Play Area		
08b-22	<i>Entry Door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Visual, Braille, and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Replace Door</i>	Medium	\$1,500
	Notes: Door width is 26" (32" min. req'd). Explore options to widen and provide new door. Federal Guideline: 309.4, 404.2.7, 404.2.2		

Item #	Description	Priority	Probable Cost
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 9 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	234 Juvenile Court Services		
08b-23	<i>Entry Door from Main Lobby</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$200
	Notes: No tactile elements provided on existing sign, visual text is serif font. Visual text that is sans serif font, Braille, and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 11 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
09-9	<i>Hallway between Door at Main Lobby Entry and Juvenile Court Services Offices</i>		
	<i>Provide Wall Signage</i>	Low	\$1,600
	Notes: Non-compliant signage at several exempt spaces. Visual, Braille, and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Protect Protruding Objects</i>	Low	\$50
	Notes: Wall mounted object protrudes 6-3/4" at 34-1/4" ht. (4" max. between 27" and 80" high) Provide cane detectable element below. Federal Guideline: 307.2		
	244 Court Services Conference Room		
08b-7	<i>Conference Room Door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Visual, Braille, and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	245 Juvenile Court		
8b-8	<i>Door from 245 to Judge's Chambers Hallway</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Visual, Braille, and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 8 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		

Item #	Description	Priority	Probable Cost
8b-13	<i>245 Entry Door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: Wall signage provided has only visual characters. Braille and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 8 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
37-2	<i>Courtroom</i>		
	<i>Provide Assistive Listening Devices and Signage</i>	High	\$700
	Notes: No signage is present and no indication that assistive listening system and devices are available as required for all courtrooms. Per table 219.3, 2 receivers are required, both must be hearing-aid compatible. Federal Guideline: 219.2-219.3, 216.10, 703.7.2.4, 706.1		
	<i>Rearrange Furniture to Provide Clear Spaces</i>	Low	\$50
	Notes: Chairs block access and/or tables too close to walls/rails. Federal Guideline: 703.2-4		
	<i>Provide Accessible Table for Litigants</i>	Low	\$100
	Notes: Table knee space is only 25-1/2" (27" ht. min. req'd.). Provide new table that can be used to provide accommodation. Cost assumes locating table elsewhere that can be moved. Federal Guideline: 904.4.1, 904.4.2		
	<i>Evaluate Potential Adaptability for Accessible Judge's Bench</i>	Low	TBD
	Notes: Judges bench is accessed via 1 step. Access to raised areas can be achieved via lift or ramps. Per 206.2.4, Exception 1, Raised courtroom stations, including judges benches, shall not be required to provide vertical access provided that the required clear floor space, maneuvering space, and, if appropriate, electrical service are installed at the time of initial construction to allow future installation of a means of vertical access complying with 405, 407, 408, or 410 without requiring substantial reconstruction of the space. May require future accommodation for disabled judge. Federal Guideline: 206, 231.2, 303.2, 808		
Level 3			
	Corridors and Circulation Areas		
	Human Resources/Risk Management/Purchasing Lobby/Halls Area (Connector/West Wing)		
07-4	<i>Human Resources Lobby Area Drinking Fountain</i>		
	<i>Provide Paper Cup Dispenser</i>	Medium	\$50
	Notes: Existing fountain includes water bottle filler and fountain meets dimensional requirements for standing person. Federal Guideline: 211		

Item #	Description	Priority	Probable Cost
	<i>Provide cane-detectable objects to protect fountain not located in an alcove.</i>	Medium	\$200
	Notes: Located within circulation area between restrooms and considered a protruding object. Federal Guideline: 307		
8a-15	<i>NW Public Entry Doors</i>		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Visual only provided. Tactile required. Federal Guideline: 216.4, 703		
	<i>Provide Kick Plate on Push Side of Door</i>	Medium	\$110
	Notes: 9" to glazing (10" min. smooth req'd). Federal Guideline: 404.2.10		
8a-16	<i>SE Public Entry Doors (from courtyard)</i>		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Visual only provided. Tactile required. Federal Guideline: 216.4, 703		
	<i>Provide Kick Plate on Push Side of Door</i>	Medium	\$110
	Notes: 8-1/4" to glazing (10" min. smooth req'd). Federal Guideline: 404.2.10		
08b-32	<i>Central Stairway Access Door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Braille, and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 11 lbs (5 lb max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Modify Vision Panel</i>	Low	\$450
	Notes: Vision panel below 66" is at 60" ht. (43" max.) Federal Guideline: 404.2.11		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Medium	N/A
	Notes: Door with latch and closer but panic hardware is locked in open position. If operational would not meet maneuvering clearances (12" parallel to door on latch push side). Few options to provide space. Federal Guideline: 404.2.3-4, 404.2.7, 404.2.10		
08b-40	<i>Fire Door at Lobby and Hallway to Old Courthouse</i>		
	Notes: This is a fire door connected to electromagnetic hold open. Door remains open unless fire alarms are activated. Is on the accessible route for wheelchair users to exit the building via the ramp near the Mayor's office, no egress routes in Old Courthouse available without using stairs. Swing side maneuvering clearances are not adequate once the door closes and would likely trap a wheelchair user in the Old Courthouse. Ensure emergency evacuation plan includes confirming Old Courthouse is cleared of wheelchair users before leaving building.		

Item #	Description	Priority	Probable Cost
08b-43	<i>West Wing stair door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Braille and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 15 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Modify Vision Panel</i>	Low	\$450
	Notes: Vision panel below 66" is at 60" ht. (43" max.) Federal Guideline: 404.2.11		
15-7	<i>Men's Restroom near Room 316 Human Resources</i>		
	<i>Replace Door</i>	Medium	\$1,500
	Notes: Door width is 31-1/4" (32" min. req'd). Explore options to widen and provide new door. Federal Guideline: 309.4, 404.2.7, 404.2.2		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Door closes faster than min. 5 seconds and operating force is 7 lbs. (5 lb max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 40-3/4" ht. (40" max.). Federal Guideline: 603.3		
	<i>Reposition Towel Dispenser</i>	Low	\$50
	Notes: Operable part at 52" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	Included Above
	Notes: Paper towel dispenser projects 8-1/2" at 52" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Modify Stall Door Hinges and Add Hardware</i>	Medium	\$200
	Notes: Stall door is not self closing. Handle not provided on inside of stall door (req'd. on both sides). Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$100
	Notes: Dispensers mounted 2-1/2" and 11-1/2" in front of toilet (7"-9" to centerline req'd). Federal Guideline: 604.7		

Item #	Description	Priority	Probable Cost
	<i>Provide Compliant Grab Bar</i>	High	\$500
	Notes: Rear grab bar is only 24" in length (36" min. req'd.). Position properly on installation. Federal Guideline: 308, 604.5, 609		
	<i>Remove/Reposition Protruding Objects Above Grab Bar</i>	Low	\$50
	Notes: Toilet paper dispensers and air freshener dispenser are within the 12" clear space above the grab bars. Relocate. Cost for toilet paper dispenser relocation included above. Federal Guideline: 609.3		
16-6	<i>Women's Restroom near Room 316 Human Resources</i>		
	<i>Replace Door</i>	Medium	\$1,500
	Notes: Door width is 31" (32" min. req'd). Explore options to widen and provide new door. Federal Guideline: 309.4, 404.2.7, 404.2.2		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Door closes faster than min. 5 seconds and operating force is 7 lbs. (5 lb max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Remove Partitions</i>	Low	\$500
	Notes: Only 1 toilet fixture present. Partitions do not allow for 60" min. diameter unobstructed clear space. Ensure door has compliant lock hardware. Federal Guideline: 606.2, 304.3, 306.3		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 40-3/4" ht. (40" max.). Federal Guideline: 603.3		
	<i>Reposition Towel Dispenser and Soap Dispenser</i>	Low	\$100
	Notes: Operable part of towel dispenser at 48" with reach over sink (44" max. with reach) and soap dispenser at 54" (15-48" allowed). Federal Guideline: 308, 604.7		
	<i>Replace Flush Controls</i>	Medium	\$400
	Notes: Flush controls are not located on wide side of toilet. Replace with auto flush sensor. Federal Guideline: 604.6		
	<i>Reposition Toilet Paper Dispenser and Air Freshener Dispenser</i>	Low	\$150
	Notes: Toilet paper dispensers mounted at non-compliant distance in front of toilet (7"-9" to centerline req'd) and all within 12" clear space above side grab bar. Federal Guideline: 604.7, 609.3		

Item #	Description	Priority	Probable Cost
	<i>Provide Compliant Grab Bar</i>	High	\$500
	Notes: Rear grab bar is only 24" in length (36" min. req'd.). Position properly on installation. Federal Guideline: 308, 604.5, 609		
	<i>County Clerk/Trustee Lobby Area (East Wing)</i>		
07-5	<i>County Clerk Lobby Area Drinking Fountain</i>		
	<i>Provide Paper Cup Dispenser</i>	Medium	\$50
	Notes: "Hi-lo" fountain is not provided. Fountain provided does not meet dimensional requirements for persons in wheelchair. Federal Guideline: 211, 602		
	<i>Provide cane-detectable objects to protect fountain not located in an alcove.</i>	Medium	\$200
	Notes: Located within circulation area between restrooms and considered a protruding object. Federal Guideline: 307		
8a-11	<i>Exterior Public Entry Doors</i>		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Visual only provided. Tactile required. Federal Guideline: 216.4, 703		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer assuming worst case that adjustment will not correct. Federal Guideline: 404.2.8.1		
	<i>Provide Kick Plate on Push Side of Door</i>	Medium	\$110
	Notes: 7-1/2" to glazing. (10" min. smooth req'd) Federal Guideline: 404.2.10		
8b-37	<i>East Wing NW stair door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Braille and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Modify Panic Hardware</i>	Low	\$450
	Notes: Panic hardware protrudes 4-3/4" into door clear opening when fully open (4" max. allowed). Federal Guideline: 404.2.3		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 14 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Modify Vision Panel</i>	Low	\$450
	Notes: Vision panel below 66" is at 58" ht. (43" max.) Federal Guideline: 404.2.11		

Item #	Description	Priority	Probable Cost
8b-38	<i>East Wing SE Stair Door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Visual text, Braille, and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Modify Panic Hardware</i>	Low	\$450
	Notes: Panic hardware protrudes 4-7/8" into door clear opening when fully open (4" max. allowed). Federal Guideline: 404.2.3		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 16 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Modify Vision Panel</i>	Low	\$450
	Notes: Vision panel below 66" is at 57-5/8" ht. (43" max.) Federal Guideline: 404.2.11		
09-14	<i>Hallways in Clerk/Trustee Area</i>		
	<i>Protect Protruding Objects</i>	Low	\$50
	Notes: Flat panel display at elevator protrudes 4-1/4" at 42-1/4" ht. (4" max. between 27" and 80" high). Provide permanent cane detectable element below. Federal Guideline: 307.2		
15-8	<i>Women's Restroom near Room 304</i>		
	<i>Adjust Signage</i>	Low	\$50
	Notes: Existing sign has lowest tactile characters at 47" (48" min. req'd.). Federal Guideline: 216.8, 703.3-4		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Door closes faster than min. 5 seconds and operating force is 8 lbs (5 lb max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 40-3/4" ht. (40" max.). Federal Guideline: 603.3		
	<i>Reposition Soap Dispenser</i>	Low	\$100
	Notes: Operable part at 51" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Provide Required Stall Hardware</i>	Medium	\$200
	Notes: Handles not provided on stall door (handles req'd. on both sides). Federal Guideline: 213.3, 604.8, 404.2, 309.4		

Item #	Description	Priority	Probable Cost
	<i>Move Toilet</i>	Medium	\$765
	Notes: Centerline of toilet located at 19-7/8" from side wall (16"-18" req'd). Federal Guideline: 604.2		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$100
	Notes: Dispensers mounted 2" behind and 5" in front of toilet (7"-9" to front of centerline req'd). Federal Guideline: 604.7		
	<i>Provide Compliant Grab Bar</i>	High	\$500
	Notes: Rear grab bar is not provided, 36" min. length rear grab bar req'd. Position properly on installation. Federal Guideline: 308, 604.5, 609		
	<i>Reposition Grab Bar</i>	Low	\$300
	Notes: Side grab bar extends 52" from rear wall (54" min. req'd.). Federal Guideline: 604.5, 609.4		
	<i>Relocate Coat Hook</i>	Low	\$50
	Notes: Coat Hook located at 62" ht (15"-48" req'd). Federal Guideline: 308, 603.4		
15-9	<i>Men's Restroom near Room 304</i>		
	<i>Provide Compliant Signage</i>	Low	\$200
	Notes: Braille is only 1/4" below tactile text (3/8" min. req'd.). Bottom of lowest tactile text at 47-1/2" (48" min. req'd.). Federal Guideline: 216.8, 703.3-4		
	<i>Adjust Signage</i>	Low	\$50
	Notes: Existing sign has lowest tactile characters at 47-1/2" (48" min. req'd.). Federal Guideline: 216.8, 703.3-4		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 8 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 40-1/2" ht. (40" max.). Federal Guideline: 603.3		
	<i>Reposition Paper Towel Dispenser</i>	Low	\$100
	Notes: Operable part at 49" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Remove/Reposition Protruding Objects</i>	Low	\$100
	Notes: Paper towel dispenser protrudes 9" at 49" and sink protrudes at 27-1/2". Federal Guideline: 307.2		
	<i>Relocate Coat Hook in Restroom</i>	Low	\$50
	Notes: Coat hook outside of stall located at 65" ht. (15"-48" req'd). Federal Guideline: 308, 608.3		

Item #	Description	Priority	Probable Cost
	<i>Reposition Urinal</i>	Low	\$450
	Notes: Urinal lip is 18" from floor (17" max) Federal Guideline: 605.2		
	<i>Provide Required Stall Hardware</i>	Medium	\$200
	Notes: Handles not provided on stall door (handles req'd. on both sides). Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Reposition Toilet</i>	Low	\$765
	Notes: Toilet is not offset from entrance as required. Toilet centerline 19" from side wall (16-18" req'd.). Stall is oversized so lower impact of offset. Flush controls not on open side of toilet. Federal Guideline: 604.8.1.2, 604.2, 604.6		
	<i>Provide and Reposition Grab Bars</i>	High	\$800
	Notes: No side grab bar provided (36" min. req'd.) Side grab bar does not project the min. 54" from rear wall and will need to be moved when toilet is relocated. Federal Guideline: 308, 604.5, 609		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$100
	Notes: Dispenser mounted within 12" clear space above the side grab bar. Federal Guideline: 604.7		
	<i>Relocate Coat Hook</i>	Low	\$50
	Notes: Coat hook located at 56" ht. (15"-48" req'd). Federal Guideline: 308, 603.4		
	Old Courthouse		
07-6	<i>Old Courthouse Lobby Drinking Fountain -NOTE: Fountain was not operational at the time of the evaluation</i>		
	<i>Provide Paper Cup Dispenser</i>	Medium	\$50
	Notes: "Hi-lo" fountain is not provided. Fountain provides 26-1/2" (27" min. req'd.) knee clearance for persons in wheelchair and bubbler height at 36" is too low for standing person (38-43" req'd.). Federal Guideline: 211		
	<i>Provide cane-detectable objects to protect fountain not located in an alcove.</i>	Medium	\$200
	Notes: Located within circulation area between restrooms and considered a protruding object. Federal Guideline: 307		
8a-12	<i>NE Exterior Vestibule Doors</i>		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Visual only provided. Tactile required. Federal Guideline: 216.4, 703		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer assuming worst case that adjustment will not correct. Federal Guideline: 404.2.8.1		

Item #	Description	Priority	Probable Cost
08b-28	<i>NE Entry Vestibule Interior Doors</i>		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Visual only provided. Tactile required. Federal Guideline: 216.4, 703		
	<i>Replace Door & Hardware</i>	Low	N/A
	Notes: Door width is 31" (32" min. req'd for 1 leaf of double doors). Doors are typically propped open at all times with door stops. Federal Guideline: 309.4, 404.2.7, 404.2.2		
8a-13	<i>NW Exterior Vestibule Doors</i>		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Visual only provided. Tactile required. Federal Guideline: 216.4, 703		
	<i>Reposition Door Hardware</i>	Low	N/A
	Notes: Operable part at 50" (15"-48" max) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 308, 604.7		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer assuming worst case that adjustment will not correct. Federal Guideline: 404.2.8.1		
8a-14	<i>SE Exterior Vestibule Doors</i>		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Visual only provided. Tactile required. Federal Guideline: 216.4, 703		
09-13	<i>Hallway Arched Doorway from Lobby to Purchasing/HR</i>		
	<i>Eliminate Protruding Objects</i>	High	\$100
	Notes: Arched doorway height is 69" at outer edges and 83" at high point. A majority is at head height and a hazard for the vision impaired. Interim option may be to provide padding or other protective surfacing until permanent solution of doorway modification can be made. Federal Guideline: 307.2		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switch is at 52" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308.2-3		
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Electrical outlets at 14" (15-48" req'd.). Lowest cost option is to mount power strip at compliant height. Federal Guideline: 205.1, 308		
18-18	<i>Lobby Area</i>		
	<i>Protect Protruding Objects</i>	Low	\$50
	Notes: Flat panel display for building directory protrudes 4-1/4" at 51" ht. (4" max. between 27" and 80" high). Provide permanent cane detectable element below. Federal Guideline: 307.2		

Item #	Description	Priority	Probable Cost
	300-302 County Clerk's Office Area		
8b-24	<i>Conference Room/Kitchenette Door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Replace Door Hardware</i>	Low	\$300
	Notes: Knobs on door require grasping and twisting. Federal Guideline: 404.2.7		
8b-33	<i>Main Office Entry Door</i>		
	<i>Provide Compliant Signage</i>	Low	\$25
	Notes: Signage provided has visual text has a serif font (Time Roman, sans serif font required). Federal Guideline: 216.8, 703.3		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 12 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
34-14	<i>Clerk's Service Counter</i>		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$200
	Notes: Counter height is 42" (28"-34" ht. max. for working surface; 36" max. for verbal interaction). Provide alternate location to service persons in wheelchair. Federal Guideline: 904.4.1, 904.4.2		
34-16	<i>Passport Service Counter</i>		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$200
	Notes: Counter height is 42" (28"-34" ht. max. for working surface; 36" max. for verbal interaction). Provide alternate location to service persons in wheelchair. Federal Guideline: 904.4.1, 904.4.2		
35-2	<i>Clerk's Kitchenette</i>		
	<i>Reposition Sink and Provide Compliant Faucet</i>	Low	\$750
	Notes: Sink rim is 36" high (34" max. req'd). Reposition such that rim of sink does not exceed 34" max. Faucet knobs require grasping and twisting to operate. Federal Guideline: 305.3, 606.2, 606.3, 606.4		
	<i>Provide Accessible Storage</i>	Low	\$600
	Notes: One (1) of each type of storage must be within 48" max. ht. reach range. Federal Guideline: 225, 305, 811.2		
	<i>Provide Clear Floor Space at Refrigerator</i>	Low	\$50
	Notes: Clear space for parallel approach to refrigerator only 23" (24" min. req'd.) and freezer door opens into space (can't be opened by wheelchair user since they are in the clear space). May be option to rotate refrigerator for front approach. Federal Guideline: 804.6.6		

Item #	Description	Priority	Probable Cost
	<i>Reposition Towel Dispenser and Soap Dispenser</i>	Low	\$100
	Notes: Operable parts at 52" (15"-48" max). Federal Guideline: 308, 604.7		
	304 Trustee		
8b-27	<i>Office Entry Door</i>		
	<i>Provide Compliant Signage</i>	Low	\$25
	Notes: Signage provided has visual text has a serif font (Time Roman, sans serif font required). Federal Guideline: 216.8, 703.3		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force is 12 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.9		
	<i>Provide Maneuvering Space on Push Side of Door</i>	Low	TBD
	Notes: Door maneuvering space not provided parallel to doorway on push side (9-1/2" provided for door with latch and closer, 12" req'd.). Federal Guideline: 404.2.4.1		
8b-26	<i>Vault Door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Lower Storage Shelves</i>	Low	\$50
	Notes: Top drawers at 51-1/2" ht. Provide alternative within 15"-48" range. Federal Guideline: 308		
08b-42	<i>Conference Room Door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.2-4		
34-18	<i>Trustee Conference Room Table</i>		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$50
	Notes: Table knee space is only 26" (27" ht. min. req'd.). Provide new table that can be used to provide accommodation, cost assumes existing table in building to be moved to this space. Federal Guideline: 904.4.1, 904.4.2		
34-19	<i>Trustee Service Counter</i>		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$200
	Notes: Counter height is 42" (28"-34" ht. max. for working surface; 36" max. for verbal interaction). Provide alternate location to service persons in wheelchair. Federal Guideline: 904.4.1, 904.4.2		

Item #	Description	Priority	Probable Cost
35-3	<i>Trustee Kitchenette</i>		
	<i>Reposition Sink and Provide Compliant Faucet</i>	Low	\$750
	Notes: Sink rim is 36" high (34" max. req'd). Reposition such that rim of sink does not exceed 34" max. Faucet knobs require grasping and twisting to operate. Federal Guideline: 305.3, 606.2, 606.3, 606.4		
	<i>Provide Accessible Storage</i>	Low	\$600
	Notes: One (1) of each type of storage must be within 48" max. ht. reach range. Federal Guideline: 225, 305, 811.2		
	<i>Provide Clear Floor Space at Refrigerator</i>	Low	\$50
	Notes: Clear space for parallel approach to refrigerator only 23" (24" min. req'd.) and refrigerator door opens into space (can't be opened by wheelchair user since they are in the clear space). May be option to rotate refrigerator for front approach. Federal Guideline: 804.6.6		
	<i>Reposition Towel Dispenser and Soap Dispenser</i>	Low	\$100
	Notes: Operable parts at 52" (15"-48" max). Federal Guideline: 308, 604.7		
	306 Mayor's Office		
8a-17	<i>Exterior Entry Door</i>		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Visual only provided. Tactile required. Federal Guideline: 216.4, 703		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer assuming worst case that adjustment will not correct. Federal Guideline: 404.2.8.1		
	<i>Provide Kick Plate on Push Side of Door</i>	Medium	\$110
	Notes: 7" to glazing. (10" min. smooth req'd) Federal Guideline: 404.2.10		
18-14	<i>Lobby Area</i>		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	309 Congressman's Office		
08b-31	<i>Entry Door from Old Courthouse Lobby</i>		
	<i>Provide Compliant Wall Signage</i>	Medium	\$200
	Notes: Visual text only which is serif font (Times Roman, required to be sans serif). Federal Guideline: 703.2-4		
	<i>Provide Compliant Threshold</i>	Low	\$200
	Notes: Marble threshold at enty is 1" beveled (1/2" max. beveled). Federal Guideline: 404.2.5		

Item #	Description	Priority	Probable Cost
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Knobs require grasping and twisting. Federal Guideline: 404.2.7		
	<i>Modify Vision Panel</i>	Low	\$450
	Notes: Vision panel below 66" is at 60" ht. (43" max.) Federal Guideline: 404.2.11		
	312 Veterans Affairs		
08b-28	<i>Entry Door from Old Courthouse Lobby</i>		
	<i>Provide Compliant Wall Signage</i>	Medium	\$200
	Notes: Visual text only which is serif font (Times Roman, required to be sans serif). No Braille or raised text signage as required. Federal Guideline: 703.2-4		
	<i>Provide Clear Space at Entry Door Sign</i>	High	\$50
	Notes: Required 18"x18" clear space at door sign is blocked by sign in table. Relocate table to provide required clear space. Federal Guideline: 404.2.4.1		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Knobs require grasping and twisting. Federal Guideline: 404.2.7		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 7 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Modify Vision Panel</i>	Low	\$450
	Notes: Vision panel below 66" is at 49-1/4" ht. (43" max.) Federal Guideline: 404.2.11		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	High	Included Above
	Notes: Door maneuvering space not provided parallel to recessed doorway on push side (8" provided, min. 12"). Sign in table blocks. Federal Guideline: 404.2.3-4, 404.2.7, 404.2.10		
18-21	<i>Lobby Area</i>		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switch is at 51-5/8" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308.2-3		
	315 Old Courthouse Conference/Meeting Room		
08b-35	<i>Entry Door from Old Courthouse Lobby</i>		
	<i>Provide Compliant Wall Signage</i>	Medium	\$200
	Notes: Visual text not present (not required but not consistent with other rooms). Existing sign with tactile text and Braille located on the left side of the double doors (req'd. to be on the right side). Federal Guideline: 703.2-4		

Item #	Description	Priority	Probable Cost
	<i>Replace Door & Hardware</i>	Low	\$1,950
	Notes: Door width is 31" (32" min. req'd for 1 leaf of double doors). Spring hinge sweep time less than 1 second (1.5 sec. min. req'd.). Operating effort is 6 lbs. (5 lbs. max.). Federal Guideline: 309.4, 404.2.7, 404.2.2		
08b-36	<i>Old Courtroom Rail Gate</i>		
	<i>Replace Gate</i>	Medium	\$500
	Notes: Gate width is 27-7/8" (32" min. req'd.). Spring hinge sweep time less than 1 second (1.5 sec. min. req'd.). Bottom 10" of gate surface is not smooth (decorative spindles). Federal Guideline: 404.2.3, 404.2.8.2, 404.2.10		
20-1	<i>Meeting Room Assembly Area</i>		
	<i>Provide Dedicated Wheelchair and Companion Spaces</i>	Low	\$200
	Notes: Adequate space exists in aisle and elsewhere to provided dedicated wheelchair spaces and adjacent companion seats. Cost is for signs and markings on benches. Federal Guideline: 206, 221, 802		
	<i>Consider Providing Audio Amplification System and Assistive Listening Devices for Meeting Use</i>	N/A	N/A
	Notes: This is a conference room that has gallery seating, assumed to be used by various board/commission public meetings. Room has no audio amplification so assistive listening system not required but both would assist public with understanding and participating. Federal Guideline: 219.2, 219.3, 706.1		
	316 Human Resources		
08b-39	<i>Main Lobby Entry Door</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$200
	Notes: Visual text is serif font (Times Roman, required to be sans serif). Sign is located on the hinge side of the door (req'd. to be on the latch side). Federal Guideline: 703.2-4, 703.4.2		
	<i>Replace Door Hardware</i>	Low	\$300
	Notes: Knobs on door require grasping and twisting. Federal Guideline: 404.2.7		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force is 10 lbs (5 lb max.). Cost is for new closer. Federal Guideline: 404.2.9		
	<i>Provide Maneuvering Space on Push and Pull Side of Door</i>	High	\$1,500
	Notes: Door maneuvering space not provided parallel to doorway on pull side (8" provided, min. 18") or push side (8" provided for door with latch and closer, 12" req'd.). Consider having door swing opposite way and out into lobby to provide clearances which would be difficult for person in wheelchair to access HR/Benefits Office. Federal Guideline: 404.2.4.1		

Item #	Description	Priority	Probable Cost
09-10, 09-11	<i>Public Access Corridors from Entry Door to HR Offices</i>		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Electrical outlets at 13" (15-48" req'd.). Lowest cost option is to mount power strip at compliant height. Federal Guideline: 205.1, 308		
16-5 & 16-6	<i>Single-User Restrooms</i>		
	<i>NOTE: there are a pair of restrooms, both are non-compliant with ADA requirements and cannot be made so without significant modifications. List of non-compliant items provided for informational purposes only, restrooms outside the offices should be considered the accessible restrooms.</i>		
	<i>Provide Compliant Directional Signage</i>	Low	\$100
	Notes: Provide signage directing users to accessible restrooms on this floor. No signage provided. Clear width of door is well under 32" min. req'd. and there are no clear spaces within. Door hardware are knobs. Rooms too small to provide all required clear spaces without moving walls. Piping below sink not insulated. Mirror and paper towel dispenser mounted too high. Toilet clearances non-compliant. Toilet paper dispenser in wrong location. Toilet has no grab bars. Federal Guideline: 216.8, 703, 404		
18-11	<i>Break Room/Kitchenette</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.2-4		
	319 Purchasing Offices		
08b-25	<i>Conference Room Door</i>		
	<i>Provide Wall Signage (2 doors)</i>	Low	\$400
	Notes: No wall signage provided. Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Replace Door Hardware (2 doors)</i>	Low	\$600
	Notes: Knobs on door require grasping and twisting. Federal Guideline: 404.2.7		
08b-29	<i>Office Entry Doorway and Door</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$200
	Notes: Visual text is serif font (Times Roman, required to be sans serif). Braille is only 1/4" from tactile characters (3/8" min. req'd.). Federal Guideline: 703.2-4		

Item #	Description	Priority	Probable Cost
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force is 10 lbs (5 lb max.). Cost is for new closer. Federal Guideline: 404.2.9		
	<i>Provide Kick Plate on Push Side of Door</i>	Low	\$110
	Notes: 9-1/2" to ornate moulding (10" min. smooth req'd). Federal Guideline: 404.2.10		
8b-41	<i>Break Room Door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Replace Door Hardware</i>	Low	\$300
	Notes: Knobs on door require grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Maneuvering Space on Push Side of Door</i>	Low	\$50
	Notes: Door maneuvering space of 5" provided parallel to doorway on pull side (min. 18" req'd.). Move table with microwave closer to refrigerator, may fully correct. Federal Guideline: 404.2.4.1		
09-12	<i>Corridors in Purchasing Area</i>		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 51-1/2" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Electrical outlets at 11" (15-48" req'd.). Lowest cost option is to mount power strip at compliant height. Federal Guideline: 205.1, 308		
	<i>Lower Fire Alarm Activation Device</i>	Medium	\$200
	Notes: Device at stairway door is at 60" (over 48" max. ht.). This is a life-safety item that should be corrected. Federal Guideline: 205.1, 308.2-3		
18-12	<i>Conference Room</i>		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 51-1/2" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Electrical outlets at 12" (15-48" req'd.). Lowest cost option is to mount power strip at compliant height. Federal Guideline: 205.1, 308		
18-15	<i>Lobby Area</i>		
	<i>Protect Protruding Objects</i>	Low	\$50
	Notes: Service counter protrudes 6-1/2" at 44" ht. (4" max. between 27" and 80" high). Provide permanent cane detectable element below. Federal Guideline: 307.2		

Item #	Description	Priority	Probable Cost
18-19	<i>Break Room</i>		
	<i>Provide 1 of Each Type of Storage</i>	Low	\$50
	Notes: At least 1 of every type storage is required to be within 48" reach range. Lockers and clothing rod are all above 48". Federal Guideline: 307.2		
34-11	<i>Purchasing Service Counter</i>		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$200
	Notes: Counter height is 45-1/4" (28"-34" ht. max. for working surface; 36" max. for verbal interaction). Provide alternate location to service persons in wheelchair. Federal Guideline: 904.4.1, 904.4.2		
	320 Risk Management Offices		
08b-30	<i>Office Entry Door</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$200
	Notes: Braille is only 1/4" from tactile characters (3/8" min. req'd.). Federal Guideline: 703.2-4		
	<i>Replace Door Hardware</i>	Low	\$300
	Notes: Knobs on door require grasping and twisting. Federal Guideline: 404.2.7		
Level 4			
	Main Entrance and Lobby		
	County Commission Room Corridor/Lobby (Northwest Wing)		
07-9	<i>Corridor Drinking Fountain</i>		
	<i>Provide Paper Cup Dispenser</i>	Medium	\$50
	Notes: "Hi-lo" fountain is not provided. Fountain provided does not meet dimensional requirements for either persons in wheelchair or standing person. Fountain was barely operational at evaluation. Federal Guideline: 211, 602		
09-18	<i>County Commission Room Lobby</i>		
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Electrical outlets at 14" (15-48" req'd.). Lowest cost option is to mount power strip at compliant height. Federal Guideline: 205.1, 308		
	<i>Protect Protruding Objects</i>	Low	\$400
	Notes: Wall mounted display screen protrudes 7-1/2" at 64" ht., AED unit 5-1/2" at 52" ht., and fire alarm visual strobe 5" at 79-1/2" ht. (4" max. between 27" and 80" high). Provide permanent cane detectable element below and raise fire strobe. Federal Guideline: 307.2		

Item #	Description	Priority	Probable Cost
	Building Maintenance/General Services Corridor/Lobby (Connector/West Wing)		
07-8	<i>Corridor Drinking Fountain</i>		
	<i>Provide Paper Cup Dispenser</i>	Medium	\$50
	Notes: "Hi-lo" fountain is not provided. Fountain provided does not meet dimensional requirements for either persons in wheelchair or standing person. Fountain was barely operational at evaluation. Federal Guideline: 211, 602		
8b-55	<i>Fire Door at Top of Ramp</i>		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer. Federal Guideline: 404.2.8.1		
	<i>Modify Vision Panel</i>	Low	\$450
	Notes: Vision panel below 66" is at 46" ht. (43" max.) Federal Guideline: 404.2.11		
8b-56	<i>Connector Wing Central Stair Door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Visual text, Braille, and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Replace Door</i>	Low	\$1,500
	Notes: Door height is 70-3/8" (80" min. req'd). Federal Guideline: 309.4, 404.2.7, 404.2.2		
	<i>Adjust Door Closer</i>	Low	Included Above
	Notes: Closing speed is under 5 second minimum and operating force is 14 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Modify Vision Panel</i>	Low	Included Above
	Notes: Vision panel below 66" is at 46" ht. (43" max.) Federal Guideline: 404.2.11		
	<i>Provide Maneuvering Space on Pull and Push Side of Door</i>	Low	TBD
	Notes: Door maneuvering space parallel to doorway on pull side only 5" (min. 18" req'd.) and 5-3/4" on push side (12" min. req'd. for door with latch and closer). Federal Guideline: 404.2.4.1, 404.2.6		
8b-59	<i>West Wing stair door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Visual text, Braille, and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 14 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		

Item #	Description	Priority	Probable Cost
	<i>Modify Vision Panel</i>	Low	Included Above
	Notes: Vision panel below 66" is at 60 ht. (43" max.) Federal Guideline: 404.2.11		
09-17	<i>Hallways in Assessing Area</i>		
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Electrical outlets at 13-1/2" (15-48" req'd.). Lowest cost option is to mount power strip at compliant height. Federal Guideline: 205.1, 308		
	<i>Protect Protruding Objects</i>	Low	\$200
	Notes: Drinking fountain protrudes 17" at 27-1/2" ht., door closer is at 79" ht. and hanging sign at 78" ht. (4" max. between 27" and 80" high). Provide permanent cane detectable element below, move sign. Federal Guideline: 307.2		
	<i>Lower Fire Alarm Activation Device</i>	Medium	\$200
	Notes: Device outside Room 205 is at 59" (over 48" max ht.). This is a life-safety item that should be corrected. Federal Guideline: 205.1, 308.2-3		
13-5	<i>Ramp Leading to Commission Area</i>		
	<i>Provide Edge Protection</i>	Medium	\$500
	Notes: Ramps are required to provide edge protection to prevent a 4" sphere from passing. One side of ramp is mostly parallel to a wall, which serves same purpose. Most cost-effective solution would be to add either a bottom rail to the existing handrails that is 4" or less above the ramp surface or add a 4" curb edge. Federal Guideline: 405.9.2		
	<i>Provide Compliant Top Landing</i>	Medium	\$800
	Notes: Existing landing is only 55" deep (60" min. req'd.) and the door blocks the width when propped open (landing width required to be full width of the ramp. Door opens into landing, which is permitted overlap. Option may be to move the ramp away from the top landing by at least 5" to provide full depth required for top landing, which would require modifications to the handrails on the wall side. Federal Guideline: 405.9.2		
	<i>Modify Handrails</i>	Medium	\$250
	Handrails on the wall side are not continuous and 12" extensions at the top of the ramp are not parallel with the ground surface. Federal Guideline: 505.2, 505.10.1		
13-6	<i>Ramp in Corridor Near 426</i>		
	<i>Provide Handrails</i>	Medium	\$500
	Handrails are required on both sides for all ramps with a 6" rise. No handrails currently in place as required. Federal Guideline: 505		

Item #	Description	Priority	Probable Cost
15-10	<i>Men's Restroom Near Room 426</i>		
	<i>Provide Compliant Directional Signage</i>	Medium	\$200
	Notes: This restroom is significantly out of compliance and cannot be made compliant without significant work being done. Provide directional sign to other restrooms on this level. Address compliance if needed in the future. Federal Guideline: 216.8, 703		
15-11	<i>Women's Restroom Near Room 426</i>		
	<i>Provide Compliant Directional Signage</i>	Medium	\$200
	Notes: This restroom is significantly out of compliance and cannot be made compliant without significant work being done. Provide directional sign to other restrooms on this level. Address compliance if needed in the future. Federal Guideline: 216.8, 703		
	Assessing/Register of Deeds Corridor/Lobby (East Wing)		
07-7	<i>Lobby Area Drinking Fountain</i>		
	<i>Provide Paper Cup Dispenser</i>	Medium	\$50
	Notes: "Hi-lo" fountain is not provided. Fountain provided does not meet dimensional requirements for either persons in wheelchair or standing person. Fountain was not operational at time of evaluation. Federal Guideline: 211		
8b-50	<i>Double-Leaf Entry Doors from Elevator Lobby</i>		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 8 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Kick Plate on Push Side of Doors</i>	Medium	\$220
	Notes: 7" to glazing. (10" min. smooth req'd) Federal Guideline: 404.2.10		
8b-37	<i>East Wing NW stair door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Braille and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Modify Panic Hardware</i>	Low	\$450
	Notes: Panic hardware protrudes 4-3/4" into door clear opening when fully open (4" max. allowed). Federal Guideline: 404.2.3		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 19 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Modify Vision Panel</i>	Low	\$450
	Notes: Vision panel below 66" is at 58" ht. (43" max.) Federal Guideline: 404.2.11		

Item #	Description	Priority	Probable Cost
8b-38	<i>East Wing SE Stair Door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Visual text, Braille, and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Modify Panic Hardware</i>	Low	\$450
	Notes: Panic hardware protrudes 4-7/8" into door clear opening when fully open (4" max. allowed). Federal Guideline: 404.2.3		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 16 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Modify Vision Panel</i>	Low	\$450
	Notes: Vision panel below 66" is at 57-5/8" ht. (43" max.) Federal Guideline: 404.2.11		
	<i>Provide Maneuvering Space</i>	Low	\$50
	Notes: Move desk that blocks push side clear space. Federal Guideline: 404.2.4.1, 404.2.6		
09-15	<i>Hallways in Assessing Area</i>		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switch is at 50" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308.2-3		
	<i>Lower Fire Alarm Activation Device</i>	Medium	\$200
	Notes: Device outside Room 205 is at 57" (over 48" max. ht.). This is a life-safety item that should be corrected. Federal Guideline: 205.1, 308.2-3		
15-12	<i>Women's Restroom Near Register of Deeds</i>		
	<i>Adjust Signage</i>	Low	\$50
	Notes: Existing sign has lowest tactile characters at 47-1/2" (48" min. req'd.). Federal Guideline: 216.8, 703.3-4		
	<i>Adjust Door Closer</i>	Low	\$900
	Notes: Closing speed of inner door is under 5 second minimum and operating force of both doors is 8 lbs. (5 lb. max.). Cost is for new closer for both. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Soap Dispenser</i>	Low	\$100
	Notes: Operable part at 51-1/2" (15"-48" max). Federal Guideline: 308, 604.7		

Item #	Description	Priority	Probable Cost
	<i>Provide Required Stall Hardware</i>	Medium	\$200
	Notes: Handles not provided on stall door (handles req'd. on both sides). Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Provide Required Clear Space in Wheelchair Stall</i>	Medium	\$0
	Notes: Room is available but partially blocked by trash can. Remove trash can from stall. Federal Guideline: 604.3.1		
	<i>Reposition Grab Bars</i>	Medium	\$400
	Notes: Top of gripping surface of both grab bars at 37-1/2" min. (33-36" req'd.). Side grab bar extends 51-1/2" from rear wall (54" min. req'd.) and rear bar centered 7"/29" (12"/24" req'd.). Federal Guideline: 604.5, 609.4		
	<i>Relocate Air Freshener in Stall</i>	Low	\$50
	Notes: Is located 3" above the side grab bar within the req'd. 12" clear space. Federal Guideline: 609.3		
	<i>Relocate Coat Hook</i>	Low	\$50
	Notes: Coat hook located at 61" ht. (15"-48" req'd.). Federal Guideline: 308, 603.4		
15-13	<i>Men's Restroom Near Register of Deeds</i>		
	<i>Provide Compliant Signage</i>	Low	\$200
	Notes: Braille is only 1/4" below tactile text (3/8" min. req'd.). Federal Guideline: 216.8, 703.3-4		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force exceeds 5 lb. max. Cost is for new closer. Federal Guideline: 404.2.9		
	<i>Provide Kick Plate on Push Side of Door</i>	Low	\$110
	Notes: 9-1/2" to vent (10" min. smooth req'd.). Federal Guideline: 404.2.10		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Soap Dispenser</i>	Low	\$100
	Notes: Operable part at 52" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$50
	Notes: Paper towel dispenser projects 9" at 43" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Replace One Urinal</i>	Medium	\$920
	Notes: Top of lip is 25" high. (17" max. ht.). Rim projects 12" from wall (13 1/2" min.) Federal Guideline: 605.2		

Item #	Description	Priority	Probable Cost
	<i>Modify Stall Door Hinges and Add Hardware</i>	Medium	\$200
	Notes: Stall door is not self-closing. Handles not provided. Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Relocate Toilet</i>	Low	\$765
	Notes: Toilet is not offset from entrance as required. Toilet centerline 18-1/4" from side wall (16-18" req'd.). Federal Guideline: 604.8.1.2, 604.2, 604.6		
	<i>Replace Flush Controls</i>	Low	\$400
	Notes: Flush control located on narrow side of toilet (wide req'd.). Replace with auto flush sensor. Federal Guideline: 604.6		
	<i>Provide Required Clear Space in Wheelchair Stall</i>	Medium	\$0
	Notes: Room is available but partially blocked by trash can. Remove trash can from stall. Federal Guideline: 604.3.1		
	<i>Reposition Grab Bars</i>	Medium	\$400
	Notes: Top of gripping surface of both grab bars at 37" (33-36" req'd.). Side grab bar extends 53" from rear wall (54" min. req'd.) and rear bar centered 10"/26" (12"/24" req'd.). Federal Guideline: 604.5, 609.4		
	<i>Relocate Coat Hook</i>	Low	\$50
	Notes: Coat hook located at 60" ht. (15"-48" req'd.). Federal Guideline: 308, 603.4		
	413 Assessing Kitchenette		
8b-44	<i>Door</i>		
	<i>Replace Door Hardware</i>	Low	\$300
	Notes: Knobs on door require grasping and twisting. Federal Guideline: 404.2.7		
	414 Assessing		
8b-51	<i>Conference Room Doors (3 total)</i>		
	<i>Provide Wall Signage</i>	Low	\$600
	Notes: No wall signage provided. Braille and Raised Text signage with visual text required on latch side of door. Federal Guideline: 703.2-4		
	<i>Replace Door Hardware</i>	Low	\$900
	Notes: Knobs and locks on doors require grasping and twisting. Federal Guideline: 404.2.7, 309.4		
8b-52	<i>Main Entry Door</i>		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 6 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		

Item #	Description	Priority	Probable Cost
09-16	<i>Hallways in Assessing Office Area</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$1,000
	Notes: A total of 16 offices in this space, not all with compliant signage. Ensure all signs are located on latch side of door and installed at compliant height. Some signs have Braille only 1/4" below tactile characters (3/8" min. req'd.). Federal Guideline: 703.2-4		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50-1/2" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
18-26	<i>Conference Room</i>		
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Electrical outlets in the room are all blocked by furniture and are at 16" ht. (15-48" req'd.). Lowest cost alternative is likely an extension cord with power strip mounted to a firm surface between 15-48" ht. Federal Guideline: 205.1, 308		
	<i>Protect Protruding Objects</i>	Low	\$50
	Notes: Wall mounted television protrudes 5-1/2" at 58" ht. (4" max. between 27" and 80" high) but currently protected by movable furniture. Provide permanent cane detectable element below. Federal Guideline: 307.2		
35-5	<i>Kitchenette</i>		
	<i>Reposition Sink</i>	Low	\$750
	Notes: Sink rim is 36-1/8" high (34" max. req'd). Reposition such that rim of sink does not exceed 34" max. Federal Guideline: 305.3, 606.2, 606.3, 606.4		
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Electrical outlets in the room are all blocked by furniture and are at 45" ht. with 22-1/2" reach over countertop (44" max. with reach between 20-25") . Lowest cost alternative is a power strip mounted to a firm surface between 15-48" ht. Federal Guideline: 205.1, 308		
	<i>Provide Accessible Storage</i>	Low	\$600
	Notes: One (1) of each type of storage must be within 48" max. ht. reach range. Upper cabinets at 60". Federal Guideline: 225, 305, 811.2		
	<i>Reposition Towel Dispenser and Soap Dispenser</i>	Low	\$100
	Notes: Operable parts at 58" and 50", respectively (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Protect Protruding Objects</i>	Low	Include Above
	Notes: Paper towel dispenser protrudes 9" at 58" ht. (4" max. between 27" and 80" high). Relocate outside of circulation area. Federal Guideline: 307.2		

Item #	Description	Priority	Probable Cost
	416 Register of Deeds		
8b-45	<i>Break Room/Lounge Door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Visual text, Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Replace Door Hardware</i>	Low	\$300
	Notes: Knobs on door require grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	\$100
	Notes: Door maneuvering space not provided parallel to doorway on pull side (10-1/2" provided for door with latch and closer, 18" req'd.). Space is blocked by movable book storage shelves. Federal Guideline: 404.2.4.1		
8b-46	<i>Employee Entry Door</i>		
	<i>Provide Compliant Signage</i>	Low	\$200
	Notes: Signage provided on door is limited to non-compliant tactile/visual text only. Braille and Raised Text that is all capital letters signage required on latch side of door. Bottom of highest tactile letters at 64-1/4" (60" max.). Federal Guideline: 703.2-4, 704.1		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Door closes faster than the 5 sec. minimum. Cost is for new closer. Federal Guideline: 404.2.8.1		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	\$100
	Notes: Door maneuvering space not provided parallel to doorway on pull side (15" provided for door with latch and closer, 18" req'd.). Space is blocked by furniture. Federal Guideline: 404.2.4.1		
8b-47	<i>Kitchenette Door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	\$0
	Notes: Door maneuvering space on pull side blocked by trash can. Move the trash can. Federal Guideline: 404.2.4.1		
8b-48	<i>Public Entry Door</i>		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 9 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		

Item #	Description	Priority	Probable Cost
18-27	<i>Secured Lobby Area</i>		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 51-1/2" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
18-28	<i>Vault</i>		
	<i>Provide Storage within Reach Ranges</i>	N/A	N/A
	Notes: Some items stored above 48" ht. (15-48" req'd.). May be permissible as self-service shelves. Federal Guideline: 225, 811.2, 305		
34-21	<i>Break Room Table</i>		
	<i>Provide Accessible Table/Working Surface</i>	Low	\$50
	Notes: Table knee space is only 25-1/2" (27" ht. min. req'd.). Provide new table that can be used to provide accommodation. Cost assumes existing table elsewhere moved to this space. Federal Guideline: 904.4.1, 904.4.2		
34-28	<i>Interior Vault Area Service Counter</i>		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	N/A	N/A
	Notes: Counter height is 44-7/8" (28"-34" ht. max. for working surface; 36" max. for verbal interaction). Alternate location to service persons in wheelchair available. Federal Guideline: 904.4.1, 904.4.2		
34-29	<i>Public Hallway Service Counter</i>		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$50
	Notes: Counter height is 42" (28"-34" ht. max. for working surface; 36" max. for verbal interaction). Provide alternate location to service persons in wheelchair. Cost is for accessible table to be provided in the hallway from other location. Federal Guideline: 904.4.1, 904.4.2		
35-4	<i>Kitchenette</i>		
	<i>Reposition Sink</i>	Low	\$750
	Notes: Sink rim is 36-1/8" high (34" max. req'd). Reposition such that rim of sink does not exceed 34" max. Federal Guideline: 305.3, 606.2, 606.3, 606.4		
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Electrical outlets in the room are all blocked by furniture and are at 49" ht. (15-48" req'd.) with 24" reach over countertop. Lowest cost alternative is a power strip mounted to a firm surface between 15-48" Federal Guideline: 205.1, 308		
	<i>Provide Accessible Storage</i>	Low	\$600
	Notes: One (1) of each type of storage must be within 48" max. ht. reach range. Upper cabinets at 62"+. Federal Guideline: 225, 305, 811.2		
	<i>Reposition Towel Dispenser and Toaster Oven</i>	Low	\$50
	Notes: Operable parts at 54" and 50-1/2", respectively (15"-48" max). Federal Guideline: 308, 604.7		

Item #	Description	Priority	Probable Cost
	430 Commission Room		
8b-54	<i>NW Commission Room Door (exit only)</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$200
	Notes: Visual text is serif font (Times Roman, required to be sans serif). Braille is only 1/4" separated from tactile letters (3/8" min. req'd.). Federal Guideline: 703.2-4, 703.4.2		
	<i>Replace Door & Hardware</i>	Low	\$1,950
	Notes: Door width is 27" (32" min. req'd for 1 leaf of double doors). Federal Guideline: 309.4, 404.2.7, 404.2.2		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 8 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Modify Vision Panel</i>	Low	\$450
	Notes: Vision panel below 66" is at 50" (43" max. allowed). Federal Guideline: 404.2.11		
8b-60	<i>Commission Room Main Entry Door</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$50
	Notes: Visual text is serif font (Times Roman, required to be sans serif). Federal Guideline: 703.2-4, 703.4.2		
	<i>Replace Door & Hardware</i>	Low	N/A
	Notes: Door width is 28" (32" min. req'd for 1 leaf of double doors). County Sheriff's officer present to assist persons in need of entry as accommodation. Federal Guideline: 309.4, 404.2.7, 404.2.2		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 8 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Modify Vision Panel</i>	Low	\$450
	Notes: Vision panel below 66" is at 49" (43" max. allowed). Federal Guideline: 404.2.11		

Item #	Description	Priority	Probable Cost
13-4	<i>Commission Room Ramp to Commissioner's seating</i>		
	<i>Modify Ramp and Provide Handrails</i>	Medium	\$2,500
	Notes: Ramp has a total rise of 6-1/2". Ramps with 6" or greater rise require handrails on both sides. The current ramp has no handrails. Clear width currently 39" with additional space for rails, 36" is required between handrails with 1-1/2" min. clearance from wall. Attention will need to be given to handrail design to comply with these requirements. Also, the top landing is only 48" deep (60" min. req'd.). The ramp would need to be shortened by 12" min. and made steeper to stay within the existing footprint. Existing slope is 5.10% so there is room to work with a steeper slope. Once at the top of the ramp, the accessible route to the nearest Commissioner's station is quite narrow and may need to be modified. Cost assumes only rebuild of a steeper ramp, addition of handrails, and compliant ramp surfacing. Federal Guideline: 405, 505		
18-22	<i>Commission Room</i>		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50-1/2" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Protect Protruding Objects</i>	Low	\$50
	Notes: Wall-mounted television behind Commission seating protrudes 5" at 78" ht. (4" max. between 27" and 80" high). Provide permanent cane detectable element below. Federal Guideline: 307.2		
	<i>432 Kitchen/Break Room</i>		
8b-53	<i>Entry Vestibule Doors from Hallway</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided. Visual text, Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Adjust Door Closer</i>	Low	\$900
	Notes: Closing speed is under 5 second minimum and operating force is 11 lbs. (5 lb. max.) for both doors. Cost is for new closers. Federal Guideline: 404.2.8.1, 404.2.9		
20-2	<i>Meeting Room Assembly Area</i>		
	<i>Provide Dedicated Wheelchair and Companion Spaces</i>	Low	\$200
	Notes: Only 1 space marked for companions, retractable arm rest is functional but difficult to operate. Adequate space exists in aisle and elsewhere to provided dedicated wheelchair spaces and adjacent companion seats. Cost is for signs and markings on benches. Federal Guideline: 206, 221, 802		

Item #	Description	Priority	Probable Cost
	<i>Provide Assistive Listening Devices and Signage</i>	High	\$1,500
	Notes: No signage is present and no indication that assistive listening system and devices are available as required for all courtrooms. Per table 219.3, 6 receivers are required, 2 must be hearing-aid compatible. Cost is for signs in hallway and in the room and devices. Federal Guideline: 219.2-219.3, 216.10, 703.7.2.4, 706.1		
34-20	<i>Mayor's Table</i>		
	<i>Provide Accessible Table/Working Surface</i>	Low	\$500
	Notes: Table knee space is only 24-1/2" (27" ht. min. req'd.). Provide new table that can be used to provide accommodation. Cost assumes new table similar to others in the room. Federal Guideline: 904.4.1, 904.4.2		
35-6	<i>Kitchen</i>		
	<i>Reposition Sink and Provide Knee Space Below</i>	Low	\$750
	Notes: Sink rim is 36" high (34" max. req'd). Reposition such that rim of sink does not exceed 34" max. Kitchen with oven/range is required to have knee space below the sink. Federal Guideline: 606.2, 606.3		
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Electrical outlets in the room are all blocked by furniture and are at 45" ht. with 22-1/2" reach over countertop (44" max. with reach between 20-25") . Lowest cost alternative is a power strip mounted to a firm surface between 15-48" ht. Federal Guideline: 205.1, 308		
	<i>Provide Accessible Storage</i>	Low	\$600
	Notes: One (1) of each type of storage must be within 48" max. ht. reach range. Federal Guideline: 225, 305, 811.2		
	<i>Replace Range/Oven</i>	Medium	\$1,000
	Notes: Controls must be operable without reaching over burners. Purchase new range/oven that has all controls on front panel. Federal Guideline: 804.6.4, 804.6.5.3		
	<i>Reposition Towel Dispenser and Soap Dispenser</i>	Low	\$100
	Notes: Operable parts above 48" max. Federal Guideline: 308, 309, 604.7		
	<i>Provide New Microwave</i>	Low	\$200
	Notes: Operable parts of existing microwave over the sink are above 48" max. Least costly option is to purchase a 2nd unit and place on countertop within reach range. Federal Guideline: 308, 309		

Item #	Description	Priority	Probable Cost
	433 Training/Conference Room		
8b-49	<i>Entry Door from Hallway</i>		
	<i>Provide Compliant Signage</i>	Low	\$200
	Notes: Signage provided has visual text that is serif font (Times Roman, sans serif font req'd.). Braille is separated from tactile characters by 1/4" (3/8" min. req'd.). Federal Guideline: 703.2-4		
	<i>Replace Door Hardware</i>	Low	\$300
	Notes: Knobs on door require grasping and twisting. Federal Guideline: 404.2.7		
	<i>Adjust Door Closer and Fix Door</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 12 lbs. (5 lb. max.). Operating force issue due to door rubbing on side of the door jamb near the top. Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Replace Door Hardware</i>	Low	\$300
	Notes: Knobs and lock on door from Training Room to kitchen/break room require grasping and twisting. Federal Guideline: 404.2.7		
18-25	<i>Training Room</i>		
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Electrical outlets at 14-1/2" (15-48" req'd.). Lowest cost option is to mount power strip at compliant height. Federal Guideline: 205.1, 308		
	Facility Total:		\$345,360

General Notes: 1. Electrical switches and outlets are often employee operated/not for public use. Unless noted otherwise, these elements are not included in this summary. 2. Many improvements that may be needed require additional investigation to explore options and costs. Items with costs noted at "TBD" require additional investigation. Cost for these items are not included in the total cost of required improvements and will increase this number.



Animal Shelter

Data collected -
February 2018

Exterior

Item #	Description	Priority	Probable Cost
01b	Parking		
	24 total parking spaces provided in lot, 2 marked as accessible but no van spaces. Spaces and access aisles combined could meet the requirement for van-accessible if restriped from existing 10'1" spaces and 5'0" access aisle to 8' min. for all and provide 2 compliant van-accessible spaces. No signs provided. 1 total accessible space required, which must be van-accessible.		
	Provide Accessible Parking Space	High	\$600
	Notes: Provide minimum 1 van stall (8' min. space/8' min. access aisle) by restriping existing spaces. Provide compliant signage with ISA and van-accessible designation on at least 1 sign at 60" min. height. Federal Guideline: 208.2, 208.2.4, 502		

Interior

Item #	Description	Priority	Probable Cost
	Exterior Entrance		
08a	Provide Means of Egress Signage	High	\$100
	Notes: Visual only provided. Tactile required. Federal Guideline: 216.4, 703		
	Replace Threshold	Medium	\$500
	Notes: Threshold is 7/8" high (1/4" max; 1/2" beveled). Federal Guideline: 402.5, 404.2.3		
	Adjust Door Closer	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost assumes new closer in case adjustment is unsuccessful. Federal Guideline: 404.2.8.1		
	Lobby		
18-6	Lobby		
	Lower Light Switch or Provide Occupancy Sensor	Low	N/A
	Notes: Electrical switches at 50" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below	Low	\$200
	Notes: Service counter projects 4-5/8" at 42" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		

Item #	Description	Priority	Probable Cost
34-2	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$200
	Notes: Counter height is 43-1/2" (28"-34" ht. max. for working surface; 36" max. for verbal interaction). Provide alternate location to service persons in wheelchair in voting area. Federal Guideline: 904.4.1, 904.4.2		
16-1	<i>Men's Restroom</i>		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 10 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Reposition Sink</i>	Low	\$600
	Notes: Sink rim is 34-1/4" high (34" max. req'd). Reposition such that rim of sink does not exceed 34" max. Federal Guideline: 305.3, 606.2, 606.3		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50-1/2" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Reposition Toilet</i>	Low	\$765
	Notes: Centerline of toilet located at 20" from side wall (16"-18" req'd). Federal Guideline: 604.2		
	<i>Replace Flush Controls</i>	Medium	\$400
	Notes: Flush controls are not located on wide side of toilet. Replace with auto flush sensor. Federal Guideline: 604.6		
	<i>Replace and Reposition Grab Bars</i>	Low	\$1,000
	Notes: Side grab bar extends less than 54" min. req'd. from rear wall. Rear grab bar is only 30" long (36" min. req'd.) and installed 16" relative to toilet centerline (12"/24" relative to toilet centerline req'd.). Federal Guideline: 604.5, 609.4		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$150
	Notes: Toilet paper dispensers mounted within 12" clear space above side grab bar. Federal Guideline: 609.3		
16-3	<i>Women's Restroom</i>		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 10 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Reposition Sink</i>	Low	\$600
	Notes: Sink rim is 34-1/4" high (34" max. req'd). Reposition such that rim of sink does not exceed 34" max. Federal Guideline: 305.3, 606.2, 606.3		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50-1/2" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		

Item #	Description	Priority	Probable Cost
	<i>Reposition Toilet</i>	Low	\$765
	Notes: Centerline of toilet located at 19-1/2" from side wall (16"-18" Federal Guideline: 604.2		
	<i>Replace Flush Controls</i>	Medium	\$400
	Notes: Flush controls are not located on wide side of toilet. Replace with auto flush sensor. Federal Guideline: 604.6		
	<i>Replace and Reposition Grab Bars</i>	Low	\$1,000
	Notes: Side grab bar extends less than 54" min. req'd. from rear wall. Rear grab bar is only 30" long (36" min. req'd.) and installed 15" relative to toilet centerline (12"/24" relative to toilet centerline req'd.). Federal Guideline: 604.5, 609.4		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$150
	Notes: Toilet paper dispensers mounted within 12" clear space above side grab bar. Federal Guideline: 609.3		
	East Corridor		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$200
	Notes: Hand sanitizer unit projects 5" at 54" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	North Corridor		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 49-1/2" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	Cat Room		
08b-1	<i>Entry Door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided, visual text sign over the door. Braille and Raised Text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force is 9 lbs. (5 lb max.). Cost assumes new closer. Federal Guideline: 404.9.2		
18-1	<i>Cat Room</i>		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$200
	Notes: Hand sanitizer unit projects 5" at 48" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	Conference Room		
08b-2	<i>Entry Door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No wall signage provided, visual text sign over the door. Braille and Raised Text signage required on latch side of door. Federal Guideline: 703.2-4		

Item #	Description	Priority	Probable Cost
	<i>Provide Maneuvering Space on Push Side of Door</i>	Low	\$50
	Notes: Door maneuvering space not provided parallel to doorway on push side (5" provided for door with latch and closer, 12" req'd.). Furniture blocks required space. Federal Guideline: 404.2.4.1		
	<i>Rearrange Furniture to Provide Clear Spaces</i>	Low	\$50
	Notes: Cages obstruct clear spaces at light switches and outlets. Federal Guideline: 703.2-4		
	Featured Cat Room		
08b-3	<i>Entry Door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No signage provided. Visual text, Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force is 9 lbs. (5 lb max.). Cost assumes new closer. Federal Guideline: 404.9.2		
	<i>Provide Maneuvering Space on Push and Pull Side of Door</i>	High	TBD
	Notes: Door maneuvering space not provided parallel to doorway on pull side (13" provided, min. 18") or push side (5" provided for door with latch and closer, 12" req'd.). Federal Guideline: 404.2.4.1		
	Large Dog Room		
08b-4	<i>Entry Door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No signage provided. Visual text, Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 8 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
18-1	<i>Cat Room</i>		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$200
	Notes: Hand sanitizer unit projects 5" at 48" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	Small Dog Room		
08b-5	<i>Entry Door</i>		
	<i>Provide Wall Signage</i>	Low	\$200
	Notes: No signage provided. Visual text, Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force is 9 lbs. (5 lb max.). Cost assumes new closer. Federal Guideline: 404.9.2		

Item #	Description	Priority	Probable Cost
	<i>Provide Maneuvering Space on Pull Side of Door</i>	High	TBD
	Notes: Door maneuvering space not provided parallel to doorway on pull side (9" provided, min. 18"). Federal Guideline: 404.2.4.1		
	Room 110 Staff Lounge		
16-2	<i>Unisex Restroom</i>		
	<i>NOTE: this restroom is not wheelchair accessible. Only required modification would be addition of a sign directing people to the accessible restrooms in the lobby. All other non-compliant items noted for reference only.</i>		
	<i>Provide Wall Signage</i>	Medium	\$200
	Notes: Provide visual directional signage directing users to the lobby restrooms. Federal Guideline: 703.2-4		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	N/A	N/A
	Notes: Door maneuvering space not provided parallel to doorway on pull side (12" provided, min. 18"), blocked by vending machine. Move machine. Federal Guideline: 404.2.4.1		
	<i>Replace Sink</i>	N/A	N/A
	Notes: Sink is cabinet style which provides no knee or toe space. Federal Guideline: 212.3, 306.3, 309, 606.2		
	<i>Reposition Sink</i>	N/A	N/A
	Notes: Sink rim is 34-3/4" high (34" max. req'd). Reposition such that rim of sink does not exceed 34" max. Federal Guideline: 305.3, 606.2, 606.3		
	<i>Reposition Mirror</i>	N/A	N/A
	Notes: Bottom edge of reflecting surface over sink is at 50" ht. (40" max.). Federal Guideline: 603.3		
	<i>Reposition Paper Towel and Soap Dispenser</i>	N/A	N/A
	Notes: Operable parts at 51" & 50" (15"-48" max). 1991 ADAAG allows up to 54", reposition when room is altered Federal Guideline: 308, 604.7		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	N/A	N/A
	Notes: Paper towel dispenser projects 8" at 51" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	N/A	N/A
	Notes: Electrical switches at 50" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Clear Space Adjacent to Toilet</i>	N/A	N/A
	Notes: Required 60" space from toilet wall to beyond toilet blocked by sink. Room is only 66" width. Federal Guideline: 604.3.1		

Item #	Description	Priority	Probable Cost
	<i>Replace Flush Controls</i>	N/A	N/A
	Notes: Flush controls are not located on wide side of toilet. Replace with auto flush sensor. Federal Guideline: 604.6		
	<i>Provide Grab Bars</i>	N/A	N/A
	Notes: None Provided. Side and rear bars req'd. Federal Guideline: 308, 604.5, 609		
35	<i>Kitchenette</i>		
	<i>Provide Clear Floor Space</i>	Low	\$50
	Notes: Required 60" space within the room is obstructed by tables and chairs. Rearrange items to reduce obstructions. Federal Guideline: 804.2.2		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Electrical outlets are all blocked by furniture. Lowest cost option is to mount power strip at compliant height. Federal Guideline: 205.1, 308		
	<i>Provide Accessible Storage</i>	Low	\$600
	Notes: One (1) of each type of storage must be within 48" max. ht. reach range. Federal Guideline: 225, 305, 811.2		
	<i>Provide Clear Floor Space at Refrigerator</i>	Low	\$50
	Notes: Clear space for freezer door on side-by-side unit may be difficult for wheelchair user to access. Move as far from wall to right of unit as possible. Federal Guideline: 804.6.6		
	<i>Reposition Microwave, Paper Towel, and Soap Dispenser</i>	Low	\$150
	Notes: Microwave access blocked by tables. Operable parts of dispensers outside reach range of 15"-48". Federal Guideline: 308, 604.7		
	Facility Total:		\$13,380
General Notes: Some improvements that may be needed require additional investigation to explore options and costs. Items with costs noted at "TBD" require additional investigation. Cost for these items are not included in the total cost of required improvements and will increase this number.			



Blount County Justice Center

Data collected -
March & April 2018

Exterior

Item #	Description	Priority	Probable Cost
	Parking		
	<i>NOTE: There is parking on the east and west side of the facility. Parking was split based on natural divisions and uses. On the east side, the north lot is primarily overflow, the center lot used by the public for the courts, and the south lot for access to the jail. Parking on the west side is primarily employees and county vehicles. For compliance determination total site parking in the 3 east lots are combined.</i>		
01a-1,2,3	East Side Parking		
	<i>229 total spaces present, 0 van and 5 accessible total provided. Lot requires total of 7 accessible, 2 of which must be van-accessible</i>		
	<i>Provide minimum total of 5 accessible and 2 van-accessible spaces.</i>	Medium	\$1,000
	Notes: Restriping the existing 5 accessible spaces and moving signs, along with providing at least 1 van-accessible sign, would provide 1 accessible and 4 van-accessible spaces. An additional 2 accessible spaces would need to be located in spaces closest to the building entrances used by the public in the center lot. Consider adding another curb ramp to access the pedestrian route to the jail. Cost includes only restriping spaces, new signs, and relocating existing signs. Federal Guideline: 208.2, 502		
01a-4	West Side Parking (<i>NOTE: many spaces in this lot are reserved, reserved spaces not included in parking count</i>).		
	<i>39 total spaces present, 0 van and 0 accessible total provided. Lot requires total of 2 accessible, 1 of which must be van-accessible.</i>		
	<i>Provide minimum total of 1 accessible and 1 van-accessible spaces with access aisle and signage.</i>	Low	\$500
	Notes: Determine best location for placement proximal to one of the employee entrances, ensuring proper slopes exist. Provide restriped spaces, new signs, and shared access aisle. Federal Guideline: 208.2, 502		

Item #	Description	Priority	Probable Cost
	Accessible Routes and Curb Ramps		
02	<i>Curb Ramps</i>		
	<i>Reconstruct existing curb ramp to reduce side slopes of flares.</i>	Medium	\$700
	Notes: Existing flare slopes exceed 33% (10% max. allowed), which creates a trip hazard to all walking users. Ramp width exceeds 36" min. required so can be accomplished within existing space. Add striping between curb areas and accessible parking to create access aisle and discourage parking that would block the ramp. Federal Guideline: 406.3, 406.5, 406.6		
	<i>Construct New Ramp to the South of Accessible Parking</i>	Medium	\$1,200
	Notes: Constructing a new ramp south of the existing center lot accessible parking would be closer to the jail entrance and provide better access. It would also be much closer to the new accessible parking spaces required in this lot. Federal Guideline: 405.4, 406.4, 404.2.4		
	<i>Construct Compliant Ramp on the West Parking Area</i>	Medium	\$1,200
	Notes: Constructing a compliant ramp on the west parking area will provide employees access from the new accessible spaces to an employee entrance. Consider which door would best serve most employees and place parking and new compliant ramp at that location. Existing ramp does not comply. Federal Guideline: 405, 406, 404		
Interior			
Common Elements			
Item #	Description	Priority	Probable Cost
	Interior Stairs		
11-1	<i>East Employee Stairs from East Parking Lot</i>		
	<i>Provide compliant handrails on all interior stairs when stairs are altered.</i>	Low	TBD
	Notes: Several interior stairways have compliance issues, including with non-compliant handrails. Stairways that are not part of an accessible route are not required to comply with 504 except for compliance with handrail requirements of 505 when the stairs are altered. Federal Guideline: 210.1, 505		
	<i>Provide required signage within stairwells at each floor landing identifying the level.</i>	Low	\$800
	Notes: Stairs are required to have visual and tactile signs at all levels within the stairwell to indicate the level. These signs are to be placed adjacent to the door accessing the interior of the building and are in addition to egress signage included in items 08a-Exterior Door below. Federal Guideline: 216.4, 703.2		

Item #	Description	Priority	Probable Cost
11-2	<i>Southeast Employee Stairs</i>		
	<i>Provide compliant handrails on all interior stairs when stairs are altered.</i>	Low	TBD
	Notes: Several interior stairways have compliance issues, including with non-compliant handrails. Stairways that are not part of an accessible route are not required to comply with 504 except for compliance with handrail requirements of 505 when the stairs are altered. Federal Guideline: 210.1, 505		
	<i>Provide required signage within stairwells at each floor landing identifying the level.</i>	Low	\$800
	Notes: Stairs are required to have visual and tactile signs at all levels within the stairwell to indicate the level. These signs are to be placed adjacent to the door accessing the interior of the building and are in addition to egress signage included in items 08a-Exterior Door below. Federal Guideline: 216.4, 703.2		
11-3	<i>Northwest Employee Stairs from Police Parking</i>		
	<i>Provide compliant handrails on all interior stairs when stairs are altered.</i>	Low	TBD
	Notes: Several interior stairways have compliance issues, including with non-compliant handrails. Stairways that are not part of an accessible route are not required to comply with 504 except for compliance with handrail requirements of 505 when the stairs are altered. Federal Guideline: 210.1, 505		
	<i>Provide required signage within stairwells at each floor landing identifying the level.</i>	Low	\$800
	Notes: Stairs are required to have visual and tactile signs at all levels within the stairwell to indicate the level. These signs are to be placed adjacent to the door accessing the interior of the building and are in addition to egress signage included in items 08a-Exterior Door below. Federal Guideline: 216.4, 703.2		
11-4	<i>Southwest Employee Stairs from Police Parking</i>		
	<i>Provide compliant handrails on all interior stairs when stairs are altered.</i>	Low	TBD
	Notes: Several interior stairways have compliance issues, including with non-compliant handrails. Stairways that are not part of an accessible route are not required to comply with 504 except for compliance with handrail requirements of 505 when the stairs are altered. Federal Guideline: 210.1, 505		

Item #	Description	Priority	Probable Cost
	<i>Provide required signage within stairwells at each floor landing identifying the level.</i>	Low	\$800
	Notes: Stairs are required to have visual and tactile signs at all levels within the stairwell to indicate the level. These signs are to be placed adjacent to the door accessing the interior of the building and are in addition to egress signage included in items 08a-Exterior Door below. Federal Guideline: 216.4, 703.2		
11-5	<i>Northwest Public Stairs</i>		
	<i>Provide compliant handrails on all interior stairs when stairs are altered.</i>	Low	TBD
	Notes: Several interior stairways have compliance issues, including with non-compliant handrails. Stairways that are not part of an accessible route are not required to comply with 504 except for compliance with handrail requirements of 505 when the stairs are altered. Federal Guideline: 210.1, 505		
	<i>Provide required signage within stairwells at each floor landing identifying the level.</i>	Low	\$800
	Notes: Stairs are required to have visual and tactile signs at all levels within the stairwell to indicate the level. These signs are to be placed adjacent to the door accessing the interior of the building and are in addition to egress signage included in items 08a-Exterior Door below. Federal Guideline: 216.4, 703.2		
	Elevators		
14-1	<i>Employee Elevator</i>		
	<i>Provide hoistway signs at all levels that are compliant.</i>	High	\$300
	Notes: Existing floor indicator signs have Braille to the side of the tactile floor number. Braille is required to be below corresponding text. Provide required sign that include tactile star, level number, and Braille which is below all text. Federal Guideline: 407.2.3.1		
14-2	<i>Public Elevators (2 cars)</i>		
	<i>Provide hoistway signs at all levels that are compliant.</i>	High	\$600
	Notes: Existing floor indicator signs have Braille to the side of the tactile floor number. Braille is required to be below corresponding text. Provide required sign that include tactile star, level number, and Braille which is below all text. Federal Guideline: 407.2.3.1		

Item #	Description	Priority	Probable Cost
Level 1			
Item #	Description	Priority	Probable Cost
	Exterior Entrances		
08a-1	<i>Employee Entrance to Stairwell from East Parking Lot</i>		
	<i>Provide visual "Employees Only" sign at door.</i>	Low	\$100
	Provide signage to identify as an employee entrance, existing sign on door is faded and not readable from a distance. Federal Guideline: 210, 504, 304, 505		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Visual only provided. Tactile required. Federal Guideline: 216.4, 703		
08a-2	<i>Northwest Employee Entrance</i>		
	<i>Provide visual sign with ISA pictogram at accessible employee entrance and directional sign at other.</i>	Low	\$400
	Provide signage to identify which employee entrance on the west side is accessible, with ramp and compliant route in closest proximity to parking (see item 01a-4). Place directional sign at other door directing disabled users to the accessible entrance. Federal Guideline: 210, 504, 304, 505		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Visual only provided. Tactile required. Federal Guideline: 216.4, 703		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 20 lbs (15 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
08a-3	<i>Southwest Employee Entrance</i>		
	<i>Provide visual sign with ISA pictogram at accessible employee entrance and directional sign at other.</i>	Low	Included Above
	Provide signage to identify which employee entrance on the west side is accessible, with ramp and compliant route in closest proximity to parking (see item 01a-4). Place directional sign at other door directing disabled users to the accessible entrance. Federal Guideline: 210, 504, 304, 505		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Visual only provided. Tactile required. Federal Guideline: 216.4, 703		
08a-4	<i>Public Entrance</i>		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Visual only provided. Tactile required. Federal Guideline: 216.4, 703		
	<i>Replace Door & Hardware</i>	Low	\$1,950
	Notes: Door width is 31-3/4" (32" min. req'd.). Is a double-leaf door with divider. Federal Guideline: 309.4, 404.2.7, 404.2.2		

Item #	Description	Priority	Probable Cost
	<i>Provide Better Signage at Power Door Controls</i>	High	\$200
	Notes: Neither control button is highly visible, recommend signage be placed to make these more visible. Federal Guideline: 404.3		
	Main Entrance and 1st Floor Public Areas		
7-1	<i>Drinking Fountain</i>		
	<i>Replace Non-Compliant Fountains</i>	Low	\$2,000
	Notes: High fountain for standing persons was not operable at the time of the evaluation. Bubbler height for wheelchair fountain at 36-1/2" (36" max.). Spouts located 6-1/2" from the front of the fountain (3-5" allowed depending on angle of stream). Provide paper cup dispenser and waste receptacle temporarily until the fountain is replaced. Federal Guideline: 211, 602.4, 602.5, 602.6		
	<i>Provide cane-detectable objects to protect fountain not located in an alcove.</i>	Medium	\$200
	Notes: Located within circulation area in main hallway. Federal Guideline: 307		
08b-4	<i>Interior Northwest Public Stairwell Door</i>		
	<i>NOTE: This public stairwell is the only public stairs in the facility. The egress door to the exterior leads to a concrete stoop but there is no accessible route from the stoop to get away from the building in the event of a fire or other evacuation.</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$100
	Notes: Existing sign on the inside of the door includes tactile letters and Braille. Pictogram also required. Add stair pictogram sign. Federal Guideline: 703.6.2		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force is 8 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.9		
08b-5	<i>Security Corridor Exit Door to Vestibule</i>		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 8 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Kick Plate on Push Side of Door</i>	Medium	\$110
	Notes: 9-1/4" to glazing (10" min. smooth req'd). Federal Guideline: 404.2.10		
	<i>Provide Maneuvering Space on Push Side of Door</i>	Medium	\$50
	Notes: Door maneuvering space is less than 12" clear space on latch side required for a door with closer and latch. Ensure that latch is disengaged or move partition wall separating the entrance and the exit in the security area. Cost assumes former. Federal Guideline: 404.2.4.1		

Item #	Description	Priority	Probable Cost
08b-6	<i>1st Floor Public Corridor Entry Doors from Security</i>		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 9 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Kick Plate on Push Side of Door</i>	Medium	\$110
	Notes: 9-1/4" to glazing (10" min. smooth req'd). Federal Guideline: 404.2.10		
09-1	<i>Public Corridors</i>		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$400
	Notes: Drinking fountain protrudes (see form 7-1). Service counter for Circuit Court Clerk & General Sessions Clerk projects 12" at 40-1/4" and General Sessions Civil & Order of Protection projects 12" at 41" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
09-3	<i>Entry Corridor at Security</i>		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$0
	Notes: Mailboxes on the wall protrude 6-1/2" at 35-3/4" ht. (4" max. between 27" and 80" high). Currently protected by vending machines that are not permanent. Federal Guideline: 307.2		
15-1	<i>026 Men's Restroom</i>		
	<i>Provide Compliant Wall Signage</i>	Medium	\$100
	Notes: Two signs present, both on the latch side wall. One sign has ISA pictogram with tactile letters and Braille. The other has room number tactile characters and Braille. Provide a single compliant sign that includes the ISA and gender pictogram, tactile letters for "Men" and room number if desired, and Braille. Federal Guideline: 216.8, 703.6		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 12 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		

Item #	Description	Priority	Probable Cost
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	\$50
	Notes: Door maneuvering space of 21" provided parallel to doorway on pull side is blocked by trash can. Move trash can. Federal Guideline: 404.2.4.1		
	<i>Reposition Sink</i>	Medium	\$850
	Notes: Sink rim is 35-1/4" high (34" max. req'd). Countertop is at 34-1/2" so will require reinstallation of countertop for one sink position. Reposition such that rim of sink does not exceed 34" max. Federal Guideline: 606.3		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 41-3/4" ht. (40" max.). Lower mirror over the lowered sink above. Federal Guideline: 603.3		
	<i>Reposition Soap Dispenser</i>	Low	\$50
	Notes: Operable part at 51-1/2" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Paper towel dispenser projects 8" at 48" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Provide Required Stall Hardware</i>	Medium	\$200
	Notes: Handle not provided on outside of stall door (handles req'd. on both sides). Lock is at 52" height (48" max.) and not operable with closed fist. Replace or lower lock. Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Reposition Toilet</i>	Low	\$765
	Notes: Centerline of toilet located at 18-3/8" from side wall (16"-18" req'd). Federal Guideline: 604.2		
	<i>Replace Flush Controls</i>	Medium	\$400
	Notes: Flush controls are not located on wide side of toilet. Replace with auto flush sensor. Federal Guideline: 604.6		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted 14" in front of toilet (7"-9" to centerline req'd). Federal Guideline: 604.7		
	<i>Reposition Rear Grab Bar</i>	Low	\$300
	Notes: Rear grab bar is installed 12-1/2"/23-1/2" relative to toilet centerline (12"/24" relative to toilet centerline req'd.). Federal Guideline: 604.5, 609.4		
	<i>Relocate Coat Hook</i>	Low	\$50
	Notes: Coat hook on inside of stall door located at 62" ht. (15"-48" req'd). Federal Guideline: 308, 603.4		

Item #	Description	Priority	Probable Cost
15-2	<i>025 Women's Restroom</i>		
	<i>Provide Compliant Wall Signage</i>	Medium	\$100
	Notes: Two signs present, both on the latch side wall. One sign has ISA pictogram with tactile letters and Braille. The other has room number tactile characters and Braille. Provide a single compliant sign that includes the ISA and gender pictogram, tactile letters for "Men" and room number if desired, and Braille. Federal Guideline: 216.8, 703.6		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 12 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	TBD
	Notes: Door maneuvering space provided parallel to doorway on pull side is 17-1/4" (18" min. req'd.). Determine options. Federal Guideline: 404.2.4.1		
	<i>Reposition Sink</i>	Medium	\$850
	Notes: Sink rim is 35" high (34" max. req'd). Countertop is at 34-1/4" so will require reinstallation of countertop for one sink position. Reposition such that rim of sink does not exceed 34" max. Federal Guideline: 606.3		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 41-1/4" ht. (40" max.). Lower mirror over the lowered sink above. Federal Guideline: 603.3		
	<i>Reposition Soap Dispenser</i>	Low	\$50
	Notes: Operable part at 50-1/4" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Paper towel dispenser projects 8-1/2" at 48" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Provide Required Stall Hardware</i>	Medium	\$100
	Notes: Handle not provided on outside of stall door (handles req'd. on both sides). Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Reposition Toilet</i>	Low	\$765
	Notes: Centerline of toilet located at 18-1/2" from side wall (16"-18" req'd). Federal Guideline: 604.2		
	<i>Replace Flush Controls</i>	Medium	\$400
	Notes: Flush controls are not located on wide side of toilet. Replace with auto flush sensor. Federal Guideline: 604.6		

Item #	Description	Priority	Probable Cost
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted 12-1/2" in front of toilet (7"-9" to centerline req'd). Federal Guideline: 604.7		
	<i>Relocate Coat Hook</i>	Low	\$50
	Notes: Coat hook on inside of stall door located at 62" ht. (15"-48" req'd). Federal Guideline: 308, 603.4		
	East Employee Area		
08b-1	<i>Interior East Employee Stairwell Door</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$100
	Notes: Existing sign on the inside of the door includes tactile letters and Braille. Pictogram also required. Add stair pictogram sign. Federal Guideline: 703.6.2		
	<i>Provide Maneuvering Space on Push Side of Door</i>	Medium	\$50
	Notes: Door maneuvering space is partially blocked by recycling container. Move container to provide 12" clear space on latch side. Federal Guideline: 404.2.3-4, 404.2.7, 404.2.10		
08b-10	<i>Room 040 Cost Collections Break Room</i>		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	TBD
	Notes: Door maneuvering space on the pull side of the door is 7" (18" min. req'd.) due to blockage by table. Door is typically propped open. Explore options to provide alternate dining surface or location of table. Federal Guideline: 404.2.3-4, 404.2.7, 404.2.4.1		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 12 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
08b-11	<i>Door at Cost Collections to East Employee Corridor</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$100
	Notes: No sign present, add sign with visual text "Employees Only". Federal Guideline: 216.8, 703.2		
	<i>Provide Maneuvering Space on Push and Pull Side of Door</i>	Low	TBD
	Notes: Door maneuvering space on the pull side of the door is 7" (18" min. req'd.) and push side is 9" (12" min. req'd. for door with closer and latch). Explore options to provide required clearances. Federal Guideline: 404.2.3-4, 404.2.7, 404.2.4.1		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 8 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		

Item #	Description	Priority	Probable Cost
09-2	<i>East Employee Corridor</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$300
	Notes: Three (3) offices have no signage. Provide compliant signs for all permanent spaces. Federal Guideline: 216.8, 703		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
16-2	<i>043 Unisex Restroom</i>		
	<i>NOTE: this restroom is non-compliant with ADA requirements. List of non-compliant items provided for informational purposes only, determine which other restrooms could be considered the accessible restrooms for the employees in this area.</i>		
	<i>Provide Compliant Signage</i>	Low	\$200
	Notes: Provide directional sign with visual text directing disabled users to utilize the locker room restrooms. Include compliant sign for the room with identifiers but exclude ISA. Existing sign includes room number and Braille only, no indication it is a restroom. Federal Guideline: 216.4, 703, 407.4.3		
	<i>Replace Door Hardware</i>	N/A	N/A
	Notes: Locks require grasping and twisting and are at 54-1/2" height (48" max. allowed). Federal Guideline: 404.2.7, 308		
	<i>Adjust Door Closer</i>	N/A	N/A
	Notes: Closing speed is under 5 second minimum and operating force is 7 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	N/A	N/A
	Notes: Door maneuvering space on the pull side of the door is 14-1/2" (18" min. req'd.). Storage items block. Federal Guideline: 404.2.3-4, 404.2.7, 404.2.10		
	<i>Provide Electrical Outlets</i>	N/A	N/A
	Notes: Electrical outlets are a power strip lying on the floor (15-48" req'd.). Lowest cost option is to mount power strip at compliant height. Federal Guideline: 205.1, 308		
	<i>Provide Clear Space at Toilet</i>	N/A	N/A
	Notes: Existing clear space from near wall of toilet to sink is 37" (60" min. req'd.). Pay machine being stored in the space blocks the front of the toilet. Federal Guideline: 604.3.1		
	<i>Reposition Toilet Paper Dispenser</i>	N/A	N/A
	Notes: Toilet paper dispenser on the rear wall behind the toilet (in front of toilet 7-9" req'd.). Federal Guideline: 604.7		

Item #	Description	Priority	Probable Cost
	<i>Provide Compliant Grab Bars</i>	N/A	N/A
	Notes: Grab bars are at 30-1/4" and 32-1/2" height (33-36" req'd.). Side grab bar is 18" long (42" min. req'd.) and rear bar is 24" (36" min. req'd.). Federal Guideline: 604.5, 609.4		
34-4	<i>Service Counter at Cost Collections</i>		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$900
	Notes: Counter heights are 43-1/8" (28"-34" ht. max. for working surface; 36" max. for verbal interaction). Provide alternate location to service persons in wheelchair and provide lowered section with 36" max. height for verbal. Federal Guideline: 904.4.1, 904.4.2		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Service counter protrudes 9" at 42-1/4" ht. (4" max. between 27" and 80" high). Cost for temporary fix until height is corrected. Federal Guideline: 307.2		
35b-1	<i>East Employee Break Room/Kitchenette</i>		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reverse Refrigerator Door Swing</i>	Medium	\$100
	Notes: Refrigerator and freezer doors swing into the clear space. Reverse the doors to allow for latch side approach that provides clear space. Federal Guideline: 804.6.6		
	<i>Reposition Towel Dispenser</i>	Low	\$50
	Notes: Operable part at 61" (15"-48" max). Federal Guideline: 308, 604.7		
	Sheriff		
08b-2	<i>Interior Northwest Employee Stairwell Door</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$100
	Notes: Existing sign on the inside of the door includes tactile letters and Braille. Pictogram also required. Add stair pictogram sign. Federal Guideline: 703.6.2		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force is 8 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.9		
08b-3	<i>Interior Southwest Stairwell Door</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$100
	Notes: Existing sign on the inside of the door includes tactile letters and Braille. Pictogram also required. Add stair pictogram sign. Federal Guideline: 703.6.2		

Item #	Description	Priority	Probable Cost
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force is 12 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.9		
08b-7	<i>Room 001 Door from Public Corridor</i>		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 9 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
08b-8	<i>Room 017 Men's Locker Room</i>		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 10 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	High	\$200
	Notes: Two signs present. Sign on door have large visual and tactile text with Braille. Wall sign has non-compliant font for visual text along with tactile room number and Braille. Restroom within the space requires gender pictogram and ISA if accessible. Provide compliant signage. Federal Guideline: 216.4, 703, 407.4.3		
08b-9	<i>Room 020 Women's Locker Room</i>		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 12 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	High	\$200
	Notes: Two signs present. Sign on door have large visual and tactile text with Braille. Wall sign has non-compliant font for visual text along with tactile room number and Braille. Restroom within the space requires gender pictogram and ISA if accessible. Provide compliant signage. Federal Guideline: 216.4, 703, 407.4.3		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Medium	TBD
	Notes: Door maneuvering space on the pull side of the door is 13-1/2" (18" min. req'd.). Explore options to provide compliant clear space. Federal Guideline: 404.2.3-4, 404.2.7, 404.2.10		
08b-13	<i>Room 018 Doors From Weight Room to Locker Rooms (2 doors)</i>		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Low	\$200
	Notes: Signs on wall have large visual and tactile text with Braille. Restroom within the space requires gender pictogram and ISA if accessible. Provide compliant signage. Priority Low given context. Federal Guideline: 216.4, 703, 407.4.3		

Item #	Description	Priority	Probable Cost
	<i>Provide Clear Space at Sign</i>	Low	Included Above
	Notes: Women's locker room sign on the wall of the weight room is blocked by movable bench. Men's sign is blocked by equipment. Place new signs on the door. Federal Guideline: 216.4, 703, 407.4.3		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 11 lbs. (5 lb. max.) for Women's. Men's door is typically propped open. Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	TBD
	Notes: Door maneuvering space on the pull side of the door is 13" (18" min. req'd.). Explore options to provide compliant clear space. Federal Guideline: 404.2.3-4, 404.2.7, 404.2.10		
09	<i>Sheriff Corridors</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$2,500
	Notes: Numerous offices and other exempt spaces have non-compliant or missing signage. Provide compliant signs for all permanent spaces. Federal Guideline: 216.8, 703		
15-3	<i>Sheriff Men's Locker Room Restroom</i>		
	<i>Reposition Soap Dispenser</i>	Low	\$50
	Notes: Operable part at 49-1/2" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Paper towel dispenser projects 8-1/2" at 49" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Reposition Urinal</i>	Low	\$450
	Notes: Urinal lip is 18" from floor (17" max.). Federal Guideline: 605.2		
	<i>Provide Required Stall Hardware</i>	Medium	\$100
	Notes: Handle not provided on outside of stall door (handles req'd. on both sides). Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Reposition Toilet</i>	Low	\$765
	Notes: Centerline of toilet located at 18-1/2" from side wall (16"-18" req'd.). Federal Guideline: 604.2		
	<i>Adjust Stall Partitions or Replace Door</i>	Medium	\$200
	Notes: Wheelchair stall door will not close, as it rubs on the latch side wall. Federal Guideline: 604		

Item #	Description	Priority	Probable Cost
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted 10-1/2" in front of toilet (7"-9" to centerline req'd). Federal Guideline: 604.7		
	<i>Reposition Rear Grab Bar</i>	Low	\$300
	Notes: Rear grab bar is installed 10-1/2"/31-1/2" relative to toilet centerline (12"/24" relative to toilet centerline req'd.). Bar is 42" long (36" bar req'd.). Federal Guideline: 604.5, 609.4		
	<i>Relocate Coat Hook</i>	Low	\$50
	Notes: Coat hook on inside of stall door located at 62" ht. (15"-48" req'd). Federal Guideline: 308, 603.4		
15-4	<i>Sheriff Women's Locker Room Restroom</i>		
	<i>Reposition Soap Dispenser</i>	Low	\$50
	Notes: Operable part at 50-1/2" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Paper towel dispenser projects 8-1/2" at 46" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Relocate Coat Hook</i>	Low	\$50
	Notes: Coat hook on inside of stall door located at 54" ht. (15"-48" req'd). Federal Guideline: 308, 603.4		
	<i>Provide Required Stall Hardware</i>	Medium	\$100
	Notes: Handle not provided on outside of stall door (handles req'd. on both sides). Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Reconfigure Partitions</i>	Medium	\$700
	Notes: Toilet is required to be on side wall farthest from the entry door opening. The existing toilet is immediately in line in front of the door. Reconfigure partitions to have door opening opposite toilet. Federal Guideline: 604.8.1.2		
	<i>Reposition Toilet</i>	Low	\$765
	Notes: Centerline of toilet located at 18-3/4" from side wall (16"-18" req'd). Federal Guideline: 604.2		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted 10-1/2" in front of toilet (7"-9" to centerline req'd). Federal Guideline: 604.7		

Item #	Description	Priority	Probable Cost
	<i>Reposition Rear Grab Bar</i>	Low	\$300
	Notes: Rear grab bar is installed 12-3/4"/23-1/4" relative to toilet centerline (12"/24" relative to toilet centerline req'd.). Federal Guideline: 604.5, 609.4		
	<i>Relocate Coat Hook</i>	Low	\$50
	Notes: Coat hook on inside of stall door located at 62" ht. (15"-48" req'd.). Federal Guideline: 308, 603.4		
16-1	<i>Men's Restroom</i>		
	<i>NOTE: this restroom is non-compliant with ADA requirements. Is located immediately across the hall from locker room restrooms. List of non-compliant items provided for informational purposes only, locker room restrooms should be considered the accessible restrooms.</i>		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Medium	\$200
	Notes: Provide directional sign with visual text directing disabled users to utilize the locker room restrooms. Include compliant sign for the room with identifiers but exclude ISA. Federal Guideline: 216.4, 703, 407.4.3		
	<i>Replace Door Hardware</i>	N/A	N/A
	Notes: Locks require grasping and twisting. Federal Guideline: 404.2.7		
	<i>Insulate Water Lines</i>	N/A	N/A
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	N/A	N/A
	Notes: Bottom edge of reflecting surface over sink is at 43" ht. (40" max.). Federal Guideline: 603.3		
	<i>Provide Clear Space at Toilet</i>	N/A	N/A
	Notes: Existing clear space from near wall of toilet to sink is 37" (60" min. req'd.). Federal Guideline: 604.3.1		
	<i>Reposition Sink</i>	N/A	N/A
	Notes: Sink and plumbing need to be moved to accommodate clear space for accessible restroom. Federal Guideline: 604.3.1		
	<i>Reposition Toilet</i>	N/A	N/A
	Notes: Wall hung toilet has seat at 19-1/2" height (17"-19" req'd.). Federal Guideline: 604.4		
	<i>Replace Flush Controls</i>	N/A	N/A
	Notes: Flush controls are not located on wide side of toilet. Replace with auto flush sensor. Federal Guideline: 604.6		
	<i>Provide Compliant Grab Bars</i>	N/A	N/A
	Notes: No grab bars provided. Federal Guideline: 604.5, 609.4		

Item #	Description	Priority	Probable Cost
	<i>Reposition Toilet Paper Dispenser</i>	N/A	N/A
	Notes: Toilet paper dispensers mounted 10-1/2" in front of toilet (7-9" req'd.). Federal Guideline: 604.7		
17-1	<i>Men's Locker Room Shower</i>		
	<i>NOTES: Sheriff's locker rooms and shower are used almost exclusively by officers, who cannot perform essential job functions with most severe disabilities. These are common use spaces however, and required to be accessible.</i>		
	<i>Relocate Coat Hook</i>	Low	\$50
	Notes: Coat hook on inside of stall door located at 55" ht. (15"-48" req'd.). Federal Guideline: 308, 603.4		
	<i>Provide Accessible Shower</i>	Low	TBD
	Notes: Existing shower is roll-in type that is 47-1/2" wide and 70" deep (30" min. depth and 60" min. width req'd.). Shower grab bars, seat, and other accessible features do not meet the requirement for a roll-in shower. Investigate options for corrections or modification for a transfer shower. Cost is Low considering primary users. Federal Guideline: 607, 608, 609		
17-2	<i>Women's Locker Room Shower</i>		
	<i>NOTES: Sheriff's locker rooms and shower are used almost exclusively by officers, who cannot perform essential job functions with most severe disabilities. These are common use spaces however, and required to be accessible.</i>		
	<i>Relocate Coat Hook</i>	Low	\$50
	Notes: Coat hook on inside of stall door located at 72" ht. (15"-48" req'd.). Federal Guideline: 308, 603.4		
	<i>Provide Accessible Shower</i>	Low	TBD
	Notes: Existing shower is roll-in type that is 48" wide and 48" deep (30" min. depth and 60" min. width req'd.). Shower grab bars, seat, removable shower head, and other accessible features do not meet the requirement for a roll-in shower. Investigate options for corrections or modification for a transfer shower. Cost is Low Federal Guideline: 607, 608, 609		
18-1	<i>001 Sheriff's Lobby Area</i>		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	\$220
	Notes: Electrical switches at 50" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
18-2	<i>Sheriff's Workout Room</i>		
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Workout equipment blocks all electrical outlets. Lowest cost option is to mount power strip at compliant height with clear space. Federal Guideline: 205.1, 308		

Item #	Description	Priority	Probable Cost
	<i>Provide Clear Space</i>	Low	TBD
	Notes: Clear space of 30"x48" is required for at least 1 of every type of equipment, spaces can overlap or be shared. Many pieces of equipment do not have a 36" or 32" for 24" or less route to them nor a clear space adjacent. Facility used primarily by police officers but is considered a common use area that needs to comply. Compliance may not permit all equipment to remain in room and will require at least rearrangement of all equipment in the space. Federal Guideline: 305, 1004		
19-1	<i>017 Sheriff's Men's Locker Room</i>		
	<i>Provide Compliant Benches in Changing Area</i>	Medium	\$600
	Notes: There are no benches in the locker room. Minimum of 1 that complies with 1004 is required. Federal Guideline: 803.4, 903		
19-2	<i>020 Sheriff's Women's Locker Room</i>		
	<i>Provide Compliant Benches in Changing Area</i>	Medium	\$600
	Notes: There are no benches in the locker room. Minimum of 1 that complies with 1004 is required. Federal Guideline: 803.4, 903		
34-1	<i>001 Sheriff's Service Counter (2)</i>		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$200
	Notes: Counter height is 42" (28"-34" ht. max. for working surface; 36" max. for verbal interaction). Provide alternate location to service persons in wheelchair. Federal Guideline: 904.4.1, 904.4.2		
	<i>Clerk and Master/Court Clerk</i>		
09-5	<i>Clerk and Master Corridors</i>		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Medium	\$900
	Notes: Nine (9) offices have no signage. Provide compliant signs for all permanent spaces. Federal Guideline: 216.4, 703, 407.4.3		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer. Federal Guideline: 404.2.8.1		
16-4	<i>053 Men's Restroom</i>		
	NOTE: this pair of restrooms are non-compliant with ADA requirements. They serve a number of employees in this section and should be considered for alteration to make one compliant. Women's appears to be more compliant and less costly to renovate. It is possible that 2 unisex restrooms could be constructed in same space, one would be accessible. Men's costs not included, with several costs TBD due to unknowns in moving walls that may be load bearing or contain plumbing and/or electrical.		

Item #	Description	Priority	Probable Cost
	<i>Provide Compliant Signage</i>	Low	N/A
	Notes: Existing sign includes tactile letters and Braille only, no indication it is a restroom or gender pictogram. Provide compliant sign that includes ISA and gender pictograms when altered. Federal Guideline: 216.4, 703, 407.4.3		
	<i>Replace Door Hardware</i>	Low	N/A
	Notes: Lock requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Turning Area within Room</i>	High	N/A
	Notes: Room does not have adequate turning radius for wheelchair. Would be corrected only by alteration of room by moving walls. Federal Guideline: 606.2, 304.3, 306.3		
	<i>Reposition Sink</i>	Low	N/A
	Notes: Sink rim is 34-3/4" high (34" max. req'd). Reposition such that rim of sink does not exceed 34" max. Federal Guideline: 606.3		
	<i>Insulate Water Lines</i>	Medium	N/A
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	N/A
	Notes: Bottom edge of reflecting surface over sink is at 41-1/2" ht. (40" max.). Federal Guideline: 603.3		
	<i>Reposition Toilet</i>	Low	N/A
	Notes: Centerline of toilet located at 18-1/2" from side wall (16"-18" req'd). Federal Guideline: 604.2		
	<i>Provide Clear Space at Toilet</i>	High	TBD
	Notes: Existing clear space from near wall of toilet to sink is 34-1/2" (60" min. req'd.). Room is only 56-3/4" wide. Federal Guideline: 604.3.1		
	<i>Modify Toilet Seat</i>	Low	N/A
	Notes: Toilet seat height is 16" (17"min. -19" max. req'd). Federal Guideline: 604.4		
	<i>Reposition Toilet Paper Dispenser</i>	Low	N/A
	Notes: Dispenser mounted 12" in front of toilet (7"-9" to centerline req'd). Federal Guideline: 604.7		
	<i>Replace Flush Controls</i>	Medium	N/A
	Notes: Flush controls are not located on wide side of toilet. Replace with auto flush sensor. Federal Guideline: 604.6		
	<i>Provide Grab Bars</i>	High	N/A
	Notes: None provided. Side and rear bars req'd. Federal Guideline: 308, 604.5, 609		

Item #	Description	Priority	Probable Cost
16-5	053 Women's Restroom		
	NOTE: this pair of restrooms are non-compliant with ADA requirements. They serve a number of employees in this section and should be considered for alteration to make one compliant. Costs included only for Women's since it is more compliant but largest cost is TBD due to need to move walls that may be structural or contain plumbing, etc.		
	Provide Compliant Signage	Low	\$200
	Notes: Existing sign includes tactile letters and Braille only, no indication it is a restroom or gender pictogram. Provide compliant sign that includes ISA and gender pictograms when altered. Federal Guideline: 216.4, 703, 407.4.3		
	Replace Door Hardware	Low	\$220
	Notes: Lock requires grasping and twisting. Federal Guideline: 404.2.7		
	Provide Turning Area within Room	High	TBD
	Notes: Room does not have adequate turning radius for wheelchair. Would be corrected only by alteration of room by moving walls. Federal Guideline: 606.2, 304.3, 306.3		
	Reposition Sink	Low	\$600
	Notes: Sink rim is 34-1/4" high (34" max. req'd). Reposition such that rim of sink does not exceed 34" max. Federal Guideline: 606.3		
	Insulate Water Lines	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	Lower Light Switch or Provide Occupancy Sensor	Low	\$220
	Notes: Electrical switches at 51" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	Reposition Coat Hook	Low	\$50
	Notes: Coat hook located at 71" ht. (15"-48" req'd). Federal Guideline: 308, 603.4		
	Reposition Toilet	Low	\$765
	Notes: Centerline of toilet located at 20" from side wall (16"-18" req'd). Federal Guideline: 604.2		
	Provide Clear Space at Toilet	High	TBD
	Notes: Existing clear space from near wall of toilet to sink is 39" (60" min. req'd.). Room is only 63" wide. Federal Guideline: 604.3.1		
	Modify Toilet Seat	Low	\$75
	Notes: Toilet seat height is 16" (17"min. -19" max. req'd). Federal Guideline: 604.4		

Item #	Description	Priority	Probable Cost
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted 11-1/2" in front of toilet (7"-9" to centerline req'd). Federal Guideline: 604.7		
	<i>Provide Compliant Grab Bar</i>	High	\$500
	Notes: Rear grab bar is only 30" in length (36" min. req'd.). Position properly on installation. Federal Guideline: 308, 604.5, 609		
	<i>Remove/Reposition Protruding Objects Below Grab Bar</i>	Low	Included Above
	Notes: Pipes for the toilet are only 1/4" below the grab bars (1-1/2" min. req'd.). Install new rear grab bar with required clearance. Cost for relocation included above. Federal Guideline: 609.3		
34-3	<i>Service Counters at Clerk & Master and Court Clerk (2)</i>		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$1,800
	Notes: Counter height is 44" (28"-34" ht. max. for working surface; 36" max. for verbal interaction). Provide alternate location to service persons in wheelchair and provide lowered section with 36" max. height for verbal interaction at both windows. Federal Guideline: 904.4.1, 904.4.2		
35b-2	<i>Employee Break Room/Kitchenette</i>		
	<i>Reposition Sink</i>	Low	\$800
	Notes: Multiple sinks present, all have rim at 36-1/4" high (34" max. req'd). Reposition one so rim of sink does not exceed 34" max. Federal Guideline: 606.3		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reverse Refrigerator Door Swing</i>	Medium	\$100
	Notes: Refrigerator and freezer doors swing into the clear space. Reverse the doors to allow for latch side approach that provides clear space. Federal Guideline: 804.6.6		
	<i>Reposition Towel Dispenser</i>	Low	\$50
	Notes: Operable part at 61" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Circuit Court Clerk</i>		
09-4	<i>Circuit Court Clerk Employee Corridor</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$700
	Notes: Seven (7) offices have no signage. Provide compliant signs for all permanent spaces. Federal Guideline: 216.8, 703		

Item #	Description	Priority	Probable Cost
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
16-3	<i>Unisex Restrooms (two restrooms, 037 and one in file room very similar)</i>		
	<i>NOTE: this restroom is non-compliant with ADA requirements. This restroom serves a number of employees in this section and should be considered for alteration to make it compliant. Other restroom within file room has better option to make compliant.</i>		
	<i>Provide Compliant Signage</i>	Low	\$200
	Notes: Existing sign includes room number and Braille only, no indication it is a restroom. Visual text is serif font. Provide compliant sign that includes ISA and gender pictograms when altered. Federal Guideline: 216.4, 703, 407.4.3		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	\$50
	Notes: Door maneuvering space on the pull side of the door is blocked by trash can. Federal Guideline: 404.2.3-4, 404.2.7, 404.2.10		
	<i>Reposition Paper Towel Dispenser</i>	Low	\$100
	Notes: Operable parts at 51" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Eliminate Protruding Objects</i>	Low	Included Above
	Notes: Paper towel dispenser protrudes 8" at 51-1/2". Federal Guideline: 308, 604.7		
	<i>Reposition Coat Hook</i>	Low	\$50
	Notes: Coat Hook located at 67" ht. (15"-48" req'd). Federal Guideline: 308, 603.4		
	<i>Provide Clear Space at Toilet</i>	Medium	TBD
	Notes: Existing clear space from near wall of toilet to sink is 37" (60" min. req'd.). Room width is only 62-1/2". Federal Guideline: 604.3.1		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted 11-1/2" in front of toilet (7"-9" to centerline req'd). Federal Guideline: 604.7		
	<i>Provide Compliant Grab Bar</i>	High	\$500
	Notes: Rear grab bar is only 30" in length (36" min. req'd.). Position properly on installation. Federal Guideline: 308, 604.5, 609		
	<i>Remove/Reposition Protruding Objects Above Grab Bar</i>	Low	\$50
	Notes: Toilet seat cover dispenser are within the 12" clear space above the grab bars. Relocate. Federal Guideline: 609.3		

Item #	Description	Priority	Probable Cost
34-3	<i>Service Counters at Circuit Court Clerk , General Services Civil, and Order of Protection (3)</i>		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$2,700
	Notes: Counter heights are 44"-44-3/4" (28"-34" ht. max. for working surface; 36" max. for verbal interaction). Provide alternate location to service persons in wheelchair and provide lowered section with 36" max. height for verbal interaction at all 3 windows. Federal Guideline: 904.4.1, 904.4.2		
35a-1	<i>Circuit Court Clerk Kitchen</i>		
	<i>Provide Knee Space Below Sink.</i>	Low	\$1,200
	Notes: Kitchens with a cooking device (over/stove) requires that the sink provide knee space below. Modify cabinets to meet requirements. Federal Guideline: 212.3, 606.3, 306.3.1		
	<i>Provide Oven/Stove with Controls on Front Panel</i>	High	\$1,000
	Notes: Cooking devices are required to have controls on the front so they do not require users to reach across burners to operate them. Install a new oven/stove with the proper controls. Federal Guideline: 804.6.5.3		
	<i>Reposition Soap Dispenser and Move Microwave</i>	Low	\$50
	Notes: Operable parts at 60" and 49", respectively (15"-48" max). Federal Guideline: 308		
	<i>Lower Fire Alarm Activation Device</i>	Low	\$400
	Notes: Devices are at 51-3/4" and 57" (over 48" max ht.). This is compliant with 54" allowed by 1991 ADAAG but a life-safety item. Federal Guideline: 205.1, 308		
Level 2			
Item #	Description	Priority	Probable Cost
	2nd Floor Public Hallways and Corridors		
7-2	<i>Drinking Fountain</i>		
	<i>Replace Non-Compliant Fountains</i>	Low	\$2,000
	Notes: High fountain for standing persons was not operable at the time of the evaluation. Spouts located over 6" from the front of the fountain (3-5" allowed depending on angle of stream) and only 12-1/2" from rear wall (15" min. req'd.). Provide paper cup dispenser and waste receptacle temporarily until the fountain is replaced. Federal Guideline: 211, 602.4, 602.5, 602.6		
	<i>Provide cane-detectable objects to protect fountain not located in an alcove.</i>	Medium	\$200
	Notes: Located within circulation area in main hallway. Federal Guideline: 307		
09-6	<i>Public Corridors</i>		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		

Item #	Description	Priority	Probable Cost
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Drinking fountain protrudes (see form 7-2). AED unit on the wall protrudes 7-1/4" at 32-1/2" ht. (4" max. between 27" and 80" high). Cost is for AED unit only. Federal Guideline: 307.2		
15-5	<i>255 Men's Restroom</i>		
	<i>Provide Compliant Wall Signage</i>	Medium	\$100
	Notes: Two signs present, both on the latch side wall. One sign has male pictogram with tactile letters and Braille. The other has room number tactile characters and Braille. Provide a single compliant sign that includes the ISA and gender pictogram, tactile letters for "Men" and room number if desired, and Braille. Federal Guideline: 216.8, 703.6		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Operating force is 8 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.9		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	\$50
	Notes: Door maneuvering space of 21-1/4" provided parallel to doorway on pull side is blocked by trash can. Move trash can. Federal Guideline: 404.2.4.1		
	<i>Reposition Sink</i>	Medium	\$850
	Notes: Sink rim is 34-3/4" high (34" max. req'd). Countertop is at 34-1/4" so will require reinstallation of countertop for one sink position. Reposition such that rim of sink does not exceed 34" max. Federal Guideline: 606.3		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Required at 1 sink, include ISA symbol. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 41-1/4" ht. (40" max.). Lower mirror over the lowered sink above. Federal Guideline: 603.3		
	<i>Reposition Paper Towel and Soap Dispenser</i>	Low	\$100
	Notes: Operable part at 51" and 52" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Paper towel dispenser projects 8-1/2" at 51" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Reposition Urinal</i>	Low	\$450
	Notes: Urinal lip is 18-1/4" from floor (17" max) Federal Guideline: 605.2		

Item #	Description	Priority	Probable Cost
	<i>Provide Required Stall Hardware</i>	Medium	\$100
	Notes: Handle not provided on outside of stall door (handles req'd. on both sides). Federal Guideline: 213.3, 604.8, 404.2		
	<i>Reposition Toilet</i>	Low	\$765
	Notes: Centerline of toilet located at 18-1/2" from side wall (16"-18" req'd). Federal Guideline: 604.2		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted 11" in front of toilet (7"-9" to centerline req'd). Federal Guideline: 604.7		
	<i>Reposition Rear Grab Bar</i>	Low	\$300
	Notes: Rear grab bar is installed 12-1/2"/23-1/2" relative to toilet centerline (12"/24" relative to toilet centerline req'd.). Federal Guideline: 604.5, 609.4		
	<i>Relocate Coat Hook</i>	Low	\$50
	Notes: Coat hook on inside of stall door located at 61-1/4" ht. (15"-48" req'd). Federal Guideline: 308, 603.4		
15-6	<i>254 Women's Restroom</i>		
	<i>Provide Compliant Wall Signage</i>	Medium	\$100
	Notes: Two signs present, both on the latch side wall. One sign has ISA pictogram with tactile letters and Braille. The other has room number tactile characters and Braille. Provide a single compliant sign that includes the ISA and gender pictogram, tactile letters for "Women" and room number if desired, and Braille. Federal Guideline: 216.8, 703.6		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Operating force is 8 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	TBD
	Notes: Door maneuvering space provided parallel to doorway on pull side is 17" (18" min. req'd.) and also blocked by trash can. Move trash can to maximize clearance. Determine options. Federal Guideline: 404.2.4.1		
	<i>Reposition Sink</i>	Medium	\$850
	Notes: Sink rim is 34-1/2" high (34" max. req'd). Countertop is at 34" so will require reinstallation of countertop for one sink position. Reposition such that rim of sink does not exceed 34" max. Federal Guideline: 606.3		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Required at 1 sink, include ISA symbol. Federal Guideline: 606.5		

Item #	Description	Priority	Probable Cost
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 41-1/4" ht. (40" max.). Lower mirror over the lowered sink above. Federal Guideline: 603.3		
	<i>Reposition Paper Towel and Soap Dispenser</i>	Low	\$100
	Notes: Operable parts at 51" and 52-1/2" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Paper towel dispenser projects 8-1/2" at 51" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Provide Required Stall Hardware</i>	Medium	\$100
	Notes: Handle not provided on outside of stall door (handles req'd. on both sides). Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Reposition Toilet</i>	Low	\$765
	Notes: Centerline of toilet located at 19-1/4" from side wall (16"-18" req'd). Federal Guideline: 604.2		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted 12" in front of toilet (7"-9" to centerline req'd). Federal Guideline: 604.7		
	<i>Reposition Rear Grab Bar</i>	Low	\$300
	Notes: Rear grab bar is installed 13-1/2"/22-1/2" relative to toilet centerline (12"/24" relative to toilet centerline req'd.). Federal Guideline: 604.5, 609.4		
	<i>Relocate Coat Hook</i>	Low	\$50
	Notes: Coat hook on inside of stall door located at 62" ht. (15"-48" req'd). Federal Guideline: 308, 603.4		
	Sheriff		
08b-14	<i>218 Sheriff's Break Room Door</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$50
	Notes: Existing sign visual text is serif font and letters are only 1/4" high (5/8" min. req'd.). Federal Guideline: 703.2		
08b-15	<i>237 Criminal Investigation Division (CID) Conference Room Doors (2)</i>		
	<i>Provide Maneuvering Space on Latch Side</i>	Low	TBD
	Notes: 18" clear parallel to door on latch side is required on pull side of door (16-1/2" provided at one door). Door remains open except when a meeting is taking place. Federal Guideline: 404.2.4.1		

Item #	Description	Priority	Probable Cost
16-6	214 Men's Restroom		
	<i>NOTE: this pair of restrooms are non-compliant with ADA requirements. They serve a number of employees in this section and should be considered for alteration to make one compliant. Costs included only for Women's since it is more compliant but largest cost is TBD due to need to move walls that may be structural or contain plumbing, etc.</i>		
	Provide Compliant Signage	Low	N/A
	Notes: Two signs present, both on the latch side wall. One sign has male pictogram with tactile letters and Braille. The other has room number tactile characters and Braille. Provide a single compliant sign that includes the ISA and gender pictogram, tactile letters for "Men" and room number if desired, and Braille. Federal Guideline: 216.8, 703.6		
	Replace Door Hardware	Low	N/A
	Notes: Lock requires grasping and twisting. Federal Guideline: 404.2.7		
	Provide Maneuvering Space on Pull Side of Door	Low	N/A
	Notes: Door maneuvering space provided parallel to doorway on pull side is blocked by trash receptacle. Move trash can. Federal Guideline: 404.2.4.1		
	Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below	Low	N/A
	Notes: Paper towel dispenser projects 8-1/2" at 51" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	Reposition Toilet	Low	N/A
	Notes: Centerline of toilet located at 19-1/2" from side wall (16"-18" req'd.). Federal Guideline: 604.2		
	Provide Clear Space at Toilet	High	N/A
	Notes: Existing clear space from near wall of toilet to sink is 37-1/4" (60" min. req'd.). Federal Guideline: 604.3.1		
	Reposition Toilet Paper Dispenser	Low	N/A
	Notes: Dispenser mounted 10" in front of toilet (7"-9" to centerline req'd.). Federal Guideline: 604.7		
	Provide Compliant Grab Bar	High	N/A
	Notes: Rear grab bar is only 30" in length (36" min. req'd.). Position properly on installation. Federal Guideline: 308, 604.5, 609		
16-7	215 Women's Restroom		
	<i>NOTE: this pair of restrooms are non-compliant with ADA requirements. They serve a number of employees in this section and should be considered for alteration to make one compliant. Costs included only for Women's since it is more compliant but largest cost is TBD due to need to move walls that may be structural or contain plumbing, etc.</i>		

Item #	Description	Priority	Probable Cost
	<i>Provide Compliant Signage</i>	Low	\$100
	Notes: Two signs present, both on the latch side wall. One sign has tactile letters and Braille. The other has room number tactile characters and Braille. Visual text on 2nd sign not compliant. Provide a single compliant sign that includes the ISA and gender pictogram, tactile letters for "Women" and room number if desired, and Braille. Federal Guideline: 216.8, 703.6		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Lock requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	Included Below
	Notes: Door maneuvering space provided parallel to doorway on pull side is blocked by trash receptacle and paper towel dispenser. Move items, cost included below. Federal Guideline: 404.2.4.1		
	<i>Reposition Sink</i>	Low	\$600
	Notes: Sink rim is 34-3/8" high (34" max. req'd). Reposition such that rim of sink does not exceed 34" max. Federal Guideline: 606.3		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Relocate Coat Hook</i>	Low	\$50
	Notes: Coat hook located above 66" ht. (15"-48" req'd.). Federal Guideline: 308, 603.4		
	<i>Provide Clear Space at Toilet</i>	High	TBD
	Notes: Existing clear space from near wall of toilet to sink is 37-1/2" (60" min. req'd.). Federal Guideline: 604.3.1		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted 15-1/2" in front of toilet (7"-9" to centerline req'd). Federal Guideline: 604.7		
	<i>Provide Compliant Grab Bar</i>	High	\$500
	Notes: Rear grab bar is only 30" in length (36" min. req'd.). Provides only 1-1/4" space between bar and wall (1-1/2" req'd.). Position properly on installation. Federal Guideline: 308, 604.5, 609		
18-3	<i>218 Sheriff's Break Room</i>		
	<i>Provide Storage in Reach Range</i>	Low	\$100
	Notes: Upper cabinets above 48" reach range. Ensure all items stored above 48" are also below 48". Federal Guideline: 307.2		

Item #	Description	Priority	Probable Cost
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$500
	Notes: Drinking fountain, which is out of order, protrudes 18-1/2" at 36" ht. (4" max. between 27" and 80" high) and blocks access to the sink. Remove fountain and repair plumbing to code. Existing drain from sink runs along wall to drinking fountain drain. When fountain is removed the paper towel dispenser will be protruding, relocate. Federal Guideline: 307.2		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
18-4	<i>237 CID Conference Room</i>		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>256 Judicial Commissioner</i>		
	<i>NOTE: this restroom is non-compliant with ADA requirements. It serves a number of employees in this section and should be considered for alteration to make one compliant. Largest cost is TBD due to need to move plumbing and/or walls that may be structural or contain plumbing, etc.</i>		
08b-16	<i>Entry Door</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$50
	Notes: Existing sign visual text is serif font (sans serif req'd.). Federal Guideline: 703.2		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 7 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>District Attorney General</i>		
08b-17	<i>292 Conference Room Door</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$50
	Notes: Existing sign visual text is serif font (sans serif req'd.). Federal Guideline: 703.2		
08b-18	<i>294 Public Area Entry Door</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$50
	Notes: Existing sign visual text is serif font (sans serif req'd.). Federal Guideline: 703.2		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 8 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		

Item #	Description	Priority	Probable Cost
	<i>Provide Maneuvering Space on Push Side of Door</i>	Low	\$0
	Notes: Door maneuvering space not provided parallel to doorway on push side (4" provided for door with latch and closer, 12" req'd.). Blocked by chair, move the chair. Federal Guideline: 404.2.4.1		
08b-19	<i>295 DA Employee Work Area Entry Door</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$50
	Notes: Existing sign visual text is serif font (sans serif req'd.). Federal Guideline: 703.2		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 11 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
16-8	<i>268 Unisex Restroom</i>		
	<i>Provide Compliant Directional Signage</i>	Low	\$100
	Notes: Signage provided included a paper "PRIVATE - Employees Only" sign on the door and a wall sign with tactile letters and Braille. No indication that it is a restroom. Federal Guideline: 216.8, 703.3-4		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Lock requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Reposition Side and Rear Grab Bars</i>	Low	\$500
	Notes: Rear grab bar within 1/2" of pipes for toilet (1-1/2" clearance required). Raise both grab bars to provide equal height and clearances. Federal Guideline: 604.5.1-2		
	<i>Provide Clear Space at Toilet</i>	Medium	TBD
	Notes: Existing clear space from near wall of toilet to sink is less than the 60" min. req'd. Federal Guideline: 604.3.1		
18-6	<i>292 DA Conference Room</i>		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Dry erase board cabinet protrudes 4-1/2" at 37-1/2" ht. (4" max. between 27" and 80" high). Provide 1" min. furring strip on the wall parallel with each side that is cane-detectable. Federal Guideline: 307.2		
18-7	<i>294 DA Offices Public Waiting Room</i>		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 49-1/4" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		

Item #	Description	Priority	Probable Cost
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Chairs block all electrical outlets. Lowest cost option is to mount power strip at compliant height. Federal Guideline: 205.1, 308		
	<i>298 General Sessions Courtroom</i>		
08b-20	<i>Exterior Entry Door</i>		
	<i>Provide Compliant Wall Signage and Relocate</i>	Low	\$100
	Notes: Existing sign visual text is serif font (sans serif req'd.). Signs on double leaf doors are required to be to the right (existing sign is on the left side). Relocate new sign to the right side. Federal Guideline: 703.2		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 8 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
08b-21	<i>Interior Entry Door</i>		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force is 8 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.9		
37-1	<i>General Sessions Courtroom</i>		
	<i>Provide Assistive Listening Devices and Signage</i>	High	\$1,500
	Notes: No signage is present and no indication that assistive listening system and devices are available as required for all courtrooms. Per table 219.3, 5 receivers are required, 2 of which must be hearing-aid compatible. Federal Guideline: 219.2-219.3, 216.10, 703.7.2.4, 706.1		
	<i>Provide Accessible Table for Litigants</i>	Low	\$100
	Notes: Table knee space is only 26-1/4" (27" ht. min. req'd.). Provide new table that can be used to provide accommodation. Cost assumes locating table elsewhere that can be moved. Federal Guideline: 904.4.1, 904.4.2		
	<i>Provide Access to Witness Stand and Court Reporter Station</i>	High	TBD
	Notes: Both have access with a 6" step up from main level. There may be room for a ramp but needs additional review. Federal Guideline: 808		
	<i>Provide Accessible Work Surface for Court Reporter</i>	Medium	\$500
	Notes: Knee space is only 25-1/4" (27" ht. min. req'd.) due to keyboard tray. Cost assumes some casework may be needed. Federal Guideline: 904.4.1, 904.4.2		
	<i>Provide Compliant Height Lectern</i>	Medium	\$800
	Notes: Existing 41" high lectern does not permit sight lines to user in a wheelchair. Provide lower height unit with working surface no higher than 34". Federal Guideline: 902		

Item #	Description	Priority	Probable Cost
	<i>Provide Access to Judge's Bench</i>	High	TBD
	Notes: Access requires two 6" steps up from main level. Review options for access. Federal Guideline: 808		
Level 3			
Item #	Description	Priority	Probable Cost
	3rd Floor Public Hallways and Corridors		
7-3	<i>Drinking Fountain</i>		
	<i>Replace Non-Compliant Fountains</i>	Low	\$2,000
	Notes: Fountain was not operable at the time of the evaluation. Spouts located over 6" from the front of the fountain (3-5" allowed depending on angle of stream) and only 12-1/2" from rear wall (15" min. req'd.). Provide paper cup dispenser and waste receptacle temporarily until the fountain is replaced. Federal Guideline: 211, 602.4, 602.5, 602.6		
	<i>Provide cane-detectable objects to protect fountain not located in an alcove.</i>	Medium	\$200
	Notes: Located within circulation area in main hallway. Federal Guideline: 307		
15-7	<i>306 Women's Restroom</i>		
	<i>Provide Compliant Wall Signage</i>	Medium	\$100
	Notes: Two signs present, both on the latch side wall. One sign has ISA pictogram with tactile letters and Braille (no gender pictogram). The other has room number tactile characters and Braille. Consider a single compliant sign that includes the ISA and gender pictogram, tactile letters for "Women" and room number if desired, and Braille. Federal Guideline: 216.8, 703.6		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 15 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Maneuvering Space on Latch Side</i>	Medium	\$350
	Notes: 18" clear parallel to door on latch side is required on pull side of door (16-3/4" provided). Consider reversing hinge side/swing of door to comply and have door swing out into hallway. Also trash can is within space, move trash can. Federal Guideline: 404.2.4.1		
	<i>Reposition Sink</i>	Medium	\$850
	Notes: Sink rim is 34-3/4" high (34" max. req'd). Countertop is at 34" so different type sink that is flush mount or under the countertop for one sink position. Reposition such that rim of sink does not exceed 34" max. Federal Guideline: 606.3		

Item #	Description	Priority	Probable Cost
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 41" ht. (40" max.). Lower mirror over the lowered sink above. Federal Guideline: 603.3		
	<i>Reposition Soap Dispenser</i>	Low	\$100
	Notes: Operable parts at 48-3/4" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Paper towel dispenser projects 8-1/2" at 47" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Provide Required Stall Hardware</i>	Medium	\$100
	Notes: Handle not provided on outside of stall door (handles req'd. on both sides). Federal Guideline: 213.3, 604.8, 404.2		
	<i>Reposition Toilet</i>	Medium	\$765
	Notes: Centerline of toilet located at 20-3/8" from side wall (16"-18" req'd). Federal Guideline: 604.2		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted 11-3/4" in front of toilet (7"-9" to centerline req'd). Federal Guideline: 604.7		
	<i>Reposition Rear Grab Bar</i>	Low	\$300
	Notes: Rear grab bar is installed 14-1/2"/21-1/2" relative to toilet centerline (12"/24" relative to toilet centerline req'd.). Federal Guideline: 604.5, 609.4		
	<i>Relocate Coat Hook</i>	Low	\$50
	Notes: Coat hook on inside of stall door located at 62" ht. (15"-48" req'd). Federal Guideline: 308, 603.4		
15-8	<i>307 Men's Restroom</i>		
	<i>Provide Compliant Wall Signage</i>	Medium	\$100
	Notes: Two signs present, both on the latch side wall. One sign has ISA pictogram with tactile letters and Braille (no gender pictogram). The other has room number tactile characters and Braille. Consider a single compliant sign that includes the ISA and gender pictogram, tactile letters for "Women" and room number if desired, and Braille. Federal Guideline: 216.8, 703.6		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Operating force is 14 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		

Item #	Description	Priority	Probable Cost
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	\$50
	Notes: Door maneuvering space provided parallel to doorway on pull side is blocked by trash can. Move trash can. Federal Guideline: 404.2.4.1		
	<i>Reposition Sink</i>	Medium	\$850
	Notes: Sink rim is 34-1/2" high (34" max. req'd). Countertop is at 34" so will require reinstallation of countertop for one sink position. Reposition such that rim of sink does not exceed 34" max. Federal Guideline: 606.3		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 41-1/4" ht. (40" max.). Lower mirror over the lowered sink above. Federal Guideline: 603.3		
	<i>Replace One Urinal</i>	Medium	\$920
	Notes: Top of lip is 23-3/4" high (17" max. ht.). Rim projects only 11-1/2" from wall (13 1/2" min.). Flush control at 51" high (48" max.). Federal Guideline: 605.2		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Paper towel dispenser projects 9-1/2" at 48" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Reposition Urinal</i>	Low	\$450
	Notes: Urinal lip is 18" from floor (17" max) Federal Guideline: 605.2		
	<i>Provide Required Stall Hardware</i>	Medium	\$400
	Notes: Handle not provided on outside of stall door (handles req'd. on both sides). Door is not self-closing, replace spring hinge. Door stop is broken so the door swings both in and out. Repair stop. Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Reposition Toilet</i>	Low	\$765
	Notes: Centerline of toilet located at 19-3/4" from side wall (16"-18" req'd). Federal Guideline: 604.2		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted 12" in front of toilet (7"-9" to centerline req'd). Federal Guideline: 604.7		
	<i>Reposition Rear Grab Bar</i>	Low	\$300
	Notes: Rear grab bar is installed 13-1/2"/22-1/2" relative to toilet centerline (12"/24" relative to toilet centerline req'd.). Federal Guideline: 604.5, 609.4		
	<i>Relocate Coat Hook</i>	Low	\$50
	Notes: Coat hook on inside of stall door located at 62" ht. (15"-48" req'd). Federal Guideline: 308, 603.4		

Item #	Description	Priority	Probable Cost
	<i>Employee Corridors</i>		
	300 Circuit Court Division 1 - Chancery Court		
8b-22	<i>300c Jury Room Entry Door</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$200
	Notes: Wall signage provided includes only Visual text, which is serif font (sans serif req'd.). Braille and raised text signage required on latch side of door. Federal Guideline: 703.2-4		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 17 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>NOTE: Two restrooms provided, only 1 needs to be accessible. Costs provided for lowest cost option in Women's, with some improvements needed at both (signs).</i>		
16-9	<i>300 Women's Jury Restroom</i>		
	<i>Provide Compliant Wall Signage</i>	Medium	\$100
	Notes: Two signs present, both on the latch side wall. One sign has ISA pictogram with tactile letters and Braille (no gender pictogram). The other has room number tactile characters and Braille. Consider a single compliant sign that includes the ISA and gender pictogram, tactile letters for "Women" and room number if desired, and Braille. Federal Guideline: 216.8, 703.6		
	<i>Provide 18" Clear Space at Sign</i>	Low	\$50
	Notes: Sign clear space is blocked by trash can. Move trash can. Federal Guideline: 216.8, 703.6, 703.4.1		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Lock requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Door closes faster than min. 5 seconds and operating force is 7 lbs. (5 lb max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Reposition Sink</i>	Low	\$600
	Notes: Sink rim is 34-1/4" high (34" max. req'd). Reposition such that rim of sink does not exceed 34" max. Federal Guideline: 606.3		
	<i>Provide Clear Space at Toilet</i>	Medium	TBD
	Notes: Existing clear space from near wall of toilet to sink is 39" (60" min. req'd.). Federal Guideline: 604.3.1		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$100
	Notes: Dispenser mounted within 12" in front of toilet centerline (7-9" req'd.). Federal Guideline: 604.7		

Item #	Description	Priority	Probable Cost
	<i>Reposition Rear Grab Bar</i>	Low	\$300
	Notes: Rear grab bar is installed 15-1/2"/20-1/2" relative to toilet centerline (12"/24" relative to toilet centerline req'd.). Federal Guideline: 604.5, 609.4		
16-10	<i>300 Men's Jury Restroom</i>		
	<i>Provide Compliant Wall Signage</i>	Medium	\$100
	Notes: Two signs present, both on the latch side wall. One sign has ISA pictogram with tactile letters and Braille (no gender pictogram). The other has room number tactile characters and Braille. Consider a single compliant sign that includes the ISA and gender pictogram, tactile letters for "Women" and room number if desired, and Braille. Federal Guideline: 216.8, 703.6		
	<i>Provide 18" Clear Space at Sign</i>	Low	\$50
	Notes: Sign clear space is blocked by trash can. Move trash can. Federal Guideline: 216.8, 703.6, 703.4.1		
	<i>Replace Door Hardware</i>	Low	N/A
	Notes: Lock requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Adjust Door Closer</i>	Low	N/A
	Notes: Door closes faster than min. 5 seconds and operating force is 9 lbs. (5 lb max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Reposition Toilet</i>	Low	N/A
	Notes: Toilet centerline 19" from side wall (16-18" req'd.). Federal Guideline: 604.8.1.2, 604.2, 604.6		
	<i>Provide Clear Space at Toilet</i>	Medium	N/A
	Notes: Existing clear space from near wall of toilet to sink is 40-1/2" (60" min. req'd.). Federal Guideline: 604.3.1		
	<i>Replace Flush Controls</i>	Medium	N/A
	Notes: Flush controls are not located on wide side of toilet. Replace with auto flush sensor. Federal Guideline: 604.6		
	<i>Reposition Toilet Paper Dispenser</i>	Low	N/A
	Notes: Dispenser mounted within 10-1/2" in front of toilet centerline (7-9" req'd.). Federal Guideline: 604.7		
	<i>Reposition Rear Grab Bar</i>	Low	N/A
	Notes: Rear grab bar is installed 17"/19" relative to toilet centerline (12"/24" relative to toilet centerline req'd.). Federal Guideline: 604.5, 609.4		

Item #	Description	Priority	Probable Cost
34-7	<i>300c Jury Room Table</i>		
	<i>Provide Accessible Table</i>	Low	\$100
	Notes: Table knee space is only 26-1/2" (27" ht. min. req'd.). Provide new table that can be used to provide accommodation. Cost assumes locating table elsewhere that can be moved. Federal Guideline: 904.4.1, 904.4.2		
37-2	<i>Circuit Court 1 Courtroom</i>		
	<i>Provide Assistive Listening Devices and Signage</i>	High	\$1,500
	Notes: No signage is present and no indication that assistive listening system and devices are available as required for all courtrooms. Per table 219.3, 5 receivers are required, 2 of which must be hearing-aid compatible. Federal Guideline: 219.2-219.3, 216.10, 703.7.2.4, 706.1		
	<i>Provide Accessible Table for Litigants</i>	Low	\$200
	Notes: Table knee space is only 26-1/2" (27" ht. min. req'd.). Provide new table that can be used to provide accommodation. Cost assumes locating tables elsewhere that can be moved. Federal Guideline: 904.4.1, 904.4.2		
	<i>Provide Access to Jury Box</i>	High	TBD
	Notes: A 6" step up from main level is required for front row. Provide a removable seat for a wheelchair in the space. Will require additional study to provide access and adequate clearances. Federal Guideline: 808		
	<i>Provide Access to Witness Stand and Court Clerk Station</i>	High	TBD
	Notes: Both have access with a 6" step up from main level. There may be room for a ramp but needs additional review. Federal Guideline: 808		
	<i>Provide Accessible Work Surface for Court Reporter</i>	Medium	\$500
	Notes: Knee space is only 24-1/2" (27" ht. min. req'd.) due to keyboard tray. Cost assumes some casework may be needed. Federal Guideline: 904.4.1, 904.4.2		
	<i>Provide Compliant Height Lectern</i>	Medium	\$800
	Notes: Existing 41" high lectern does not permit sight lines to user in a wheelchair. Provide lower height unit with working surface no higher than 34". Federal Guideline: 902		
	<i>Provide Access to Judge's Bench</i>	High	TBD
	Notes: Access requires three 6" steps up from main level. Review options for access. Federal Guideline: 808		

Item #	Description	Priority	Probable Cost
	301 General Sessions Court Division 1		
8b-24	301 General Sessions Court Outer Entry Door		
	<i>Provide Compliant Wall Signage</i>	Low	\$200
	Notes: Wall signage provided includes Visual text with serif font (sans serif req'd.). Sign is located on the left side of double leaf doors (req'd. on the right side). Federal Guideline: 703.2-4		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force is 7 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.9		
37-3	General Sessions 1 Courtroom		
	<i>Provide Assistive Listening Devices and Signage</i>	High	\$1,500
	Notes: No signage is present and no indication that assistive listening system and devices are available as required for all courtrooms. Per table 219.3, 3 receivers are required, 2 of which must be hearing-aid compatible. Federal Guideline: 219.2-219.3, 216.10, 703.7.2.4, 706.1		
	<i>Provide Accessible Table for Litigants</i>	Low	\$200
	Notes: Table knee space is only 26-1/2" (27" ht. min. req'd.). Provide new table that can be used to provide accommodation. Cost assumes locating tables elsewhere that can be moved. Federal Guideline: 904.4.1, 904.4.2		
	<i>Provide Access to Jury Box</i>	High	TBD
	Notes: A 6" step up from main level is required for front row. Will require additional study to provide access and adequate clearances. Federal Guideline: 808		
	<i>Provide Access to Witness Stand and Court Reporter Station</i>	High	TBD
	Notes: Both have access with a 6" step up from main level. There may be room for a ramp but needs additional review. Federal Guideline: 808		
	<i>Provide Compliant Height Lectern</i>	Medium	\$800
	Notes: Existing 41-1/2" high lectern does not permit sight lines to user in a wheelchair. Provide lower height unit with working surface no higher than 34". Federal Guideline: 902		
	<i>Provide Access to Judge's Bench</i>	High	TBD
	Notes: Access requires three 6" steps up from main level. Review options for access. No room for turning space (49"x49", 36"x60" min. req'd.). Additional study needed. Federal Guideline: 808, 304.3, 306		
	<i>Provide Accessible Table</i>	Low	\$100
	Notes: Table knee space is only 26-1/2" (27" ht. min. req'd.). Provide new table that can be used to provide accommodation. Cost assumes locating table elsewhere that can be moved. Federal Guideline: 904.4.1, 904.4.2		

Item #	Description	Priority	Probable Cost
	304 Circuit Court Division 2		
16-11	314 & 315 Unisex Jury Restrooms		
	<i>NOTE: Two restrooms provided, only 1 needs to be accessible. Costs provided for lowest cost option in Room 314, with some improvements needed at both (signs).</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$400
	Notes: Room 314 sign has no gender pictogram, Room 315 has only room number. Provide new compliant sign for both that include visual text, tactile characters, and Braille with pictograms. Federal Guideline: 216.8, 703.6		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Door closes faster than min. 5 seconds and operating force is 9 lbs. (5 lb max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Lock requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Paper towel dispenser projects 8-1/2" at 42" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Provide Clear Space at Toilet</i>	Medium	TBD
	Notes: Existing clear space from rear wall of toilet to sink is 38-1/2" (60" min. req'd.). Federal Guideline: 604.3.1		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$100
	Notes: Dispenser mounted within 9-1/2" in front of toilet centerline (7-9" req'd.). Federal Guideline: 604.7		
	<i>Reposition Both Grab Bars</i>	Low	\$600
	Notes: Side grab bar positioned only 49" from rear wall (54" min. req'd.) and rear grab bar is installed 14"/22" relative to toilet centerline (12"/24" relative to toilet centerline req'd.). Federal Guideline: 604.5, 609.4		
37-4	304 Circuit Court 2 and 313 Jury Room		
	<i>Provide Assistive Listening Devices and Signage</i>	High	\$1,500
	Notes: No signage is present and no indication that assistive listening system and devices are available as required for all courtrooms. Per table 219.3, 3 receivers are required, 2 of which must be hearing-aid compatible. Federal Guideline: 219.2-219.3, 216.10, 703.7.2.4, 706.1		

Item #	Description	Priority	Probable Cost
	<i>Provide Accessible Table for Litigants</i>	Low	\$200
	Notes: Table knee space is only 26-1/2" (27" ht. min. req'd.). Provide new table that can be used to provide accommodation. Cost assumes locating tables elsewhere that can be moved. Federal Guideline: 904.4.1, 904.4.2		
	<i>Provide Compliant Access to Jury Box</i>	High	TBD
	Notes: A 6" step up from main level is required for front row. Existing ramp exiting to deliberation room is too steep at 9.0% (8.3% max.). Will require additional study to provide access and adequate clearances. Federal Guideline: 808		
	<i>Provide Access to Witness Stand and Court Clerk Station</i>	High	TBD
	Notes: Both have access with a 6" step up from main level. Ramp accessing witness stand has inadequate top landing depth of 44" (60" min. req'd.) and maneuvering space. Existing top landing blocked by AV cart. Federal Guideline: 808		
	<i>Provide Accessible Work Surface for Court Reporter</i>	Medium	\$500
	Notes: Knee space is only 25" (27" ht. min. req'd.) due to keyboard tray. Cost assumes some casework may be needed. Federal Guideline: 904.4.1, 904.4.2		
	<i>Provide Compliant Height Lectern</i>	Medium	\$800
	Notes: Existing 42" high lectern does not permit sight lines to user in a wheelchair. Provide lower height unit with working surface no higher than 34". Federal Guideline: 902		
	<i>Provide Access to Judge's Bench</i>	High	TBD
	Notes: Access requires three 6" steps up from main level and only 28" width aisle. Review options for access. No room for turning space (36"x60" min. req'd.). Additional study needed. Federal Guideline: 808, 304.3, 306		
	<i>Provide Accessible Table</i>	Low	\$100
	Notes: Table knee space is only 26-1/2" (27" ht. min. req'd.). Provide new table that can be used to provide accommodation. Cost assumes locating table elsewhere that can be moved. Federal Guideline: 904.4.1, 904.4.2		
	308 Jury Pool Room		
8b-25	<i>Entrance from Courtroom Hallway</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$200
	Notes: No signage is provided. Visual text, tactile characters, and Braille req'd. Federal Guideline: 703.2-4		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force is 7 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.9		

Item #	Description	Priority	Probable Cost
8b-26	<i>Entrance from Public Hallway</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$50
	Notes: Wall signage provided includes Visual text with serif font (sans serif req'd.). Federal Guideline: 703.2		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 9 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	321 Conference Room		
8b-27	<i>Entrance Door</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$50
	Notes: Wall signage provided includes Visual text with serif font (sans serif req'd.). Federal Guideline: 703.2		
34-8	<i>Conference Room Table</i>		
	<i>Provide Accessible Table</i>	Low	\$100
	Notes: Table knee space is only 26-1/2" (27" ht. min. req'd.). Provide new table that can be used to provide accommodation. Cost assumes locating table elsewhere that can be moved. Federal Guideline: 904.4.1, 904.4.2		
	326 Conference Room		
8b-28	<i>Entrance Door</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$50
	Notes: Wall signage provided includes Visual text with serif font (sans serif req'd.). Federal Guideline: 703.2		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Lock requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 12 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	High	\$50
	Notes: Door maneuvering space not provided parallel to doorway on pull side (14-1/2" provided, min. 18" req'd.). Move furniture. Federal Guideline: 404.2.4.1		
16-12	327 Men's Restroom		
	<i>Provide Compliant Wall Signage</i>	Medium	\$100
	Notes: Two signs present, both on the latch side wall. One sign has ISA pictogram with tactile letters and Braille (no gender pictogram). The other has room number tactile characters and Braille. Consider a single compliant sign that includes the ISA and gender pictogram, tactile letters for "Men" and room number if desired, and Braille. Federal Guideline: 216.8, 703.6		

Item #	Description	Priority	Probable Cost
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Lock requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Door closes faster than min. 5 seconds and operating force is 9 lbs. (5 lb max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Medium	\$50
	Notes: Door with latch and closer provides only 5-1/2" push side clearance parallel to the door (12" on latch push side req'd.). Blocked by cabinets. Consider removing closer. Federal Guideline: 404.2.3-4, 404.2.7, 404.2.10		
	<i>Provide Clear Space at Toilet</i>	Medium	TBD
	Notes: Existing clear space from near wall of toilet to sink is 39" (60" min. req'd.). Federal Guideline: 604.3.1		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$100
	Notes: Dispenser mounted within 12" in front of toilet centerline (7-9" req'd.). Federal Guideline: 604.7		
	<i>Provide Compliant Grab Bar</i>	Medium	\$500
	Notes: Rear grab bar is only 1-1/4" clear from wall (1-1/2" min. req'd.). Federal Guideline: 609.3		
16-10	<i>328 Men's Restroom</i>		
	<i>Provide Compliant Wall Signage</i>	Medium	\$100
	Notes: Two signs present, both on the latch side wall. One sign has ISA pictogram with tactile letters and Braille (no gender pictogram). The other has room number tactile characters and Braille. Consider a single compliant sign that includes the ISA and gender pictogram, tactile letters for "Women" and room number if desired, and Braille. Federal Guideline: 216.8, 703.6		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Lock requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Door closes faster than min. 5 seconds and operating force is 12 lbs. (5 lb max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Medium	\$50
	Notes: Door with latch and closer provides only 5-1/2" push side clearance parallel to the door (12" on latch push side req'd.). Blocked by cabinets. Consider removing closer. Federal Guideline: 404.2.3-4, 404.2.7, 404.2.10		

Item #	Description	Priority	Probable Cost
	<i>Reposition Sink</i>	Low	\$600
	Notes: Sink rim is 34-1/2" high (34" max. req'd). Reposition such that rim of sink does not exceed 34" max. Federal Guideline: 606.3		
	<i>Provide Clear Space at Toilet</i>	Medium	TBD
	Notes: Existing clear space from near wall of toilet to sink is 52" (60" min. req'd.). Federal Guideline: 604.3.1		
	<i>Replace Flush Controls</i>	Medium	\$400
	Notes: Flush controls are not located on wide side of toilet. Replace with auto flush sensor. Federal Guideline: 604.6		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$100
	Notes: Dispenser mounted within 13" in front of toilet centerline (7-9" req'd.). Federal Guideline: 604.7		
	<i>Provide Compliant Grab Bar</i>	Medium	\$500
	Notes: Rear grab bar is only 1-1/4" clear from wall (1-1/2" min. req'd.). Existing bar also centered 11"/25" on toilet centerline (12"/24" req'd.). Federal Guideline: 609.3		
	334 Conference Room		
8b-29	<i>Entrance Door</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$50
	Notes: Wall signage provided includes Visual text with serif font (sans serif req'd.). Federal Guideline: 703.2		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	High	\$50
	Notes: Door maneuvering space not provided parallel to doorway on pull side (4" provided, min. 18" req'd.). Move furniture. Federal Guideline: 404.2.4.1		
34-10	<i>Conference Room Table</i>		
	<i>Provide Accessible Table</i>	Low	\$100
	Notes: Table knee space is only 26-1/2" (27" ht. min. req'd.). Provide new table that can be used to provide accommodation. Cost assumes locating table elsewhere that can be moved. Federal Guideline: 904.4.1, 904.4.2		
	Facility Total:		\$100,500

General Notes: Many improvements that may be needed require additional investigation to explore options and costs. Items with costs noted at "TBD" require additional investigation. Cost for these items are not included in the total cost of required improvements and will increase this number.



Justice Center Vehicle Maintenance Garage

Data collected -
April 2018

Exterior

Item #	Description	Priority	Probable Cost
01b			
	<i>Parking is provided in a shared lot on the west side of the Justice Center. Many spaces are reserved for vehicles awaiting maintenance/repair. No spaces near the maintenance garage are designated as accessible. At least 1 van-accessible space should be considered.</i>		
	<i>Provide Accessible Parking Space</i>	High	\$600
	Notes: Provide minimum 1 van stall (8' min. space/8' min. access aisle) by restriping existing spaces. Provide compliant signage with ISA and van-accessible designation on at least 1 sign at 60" min. height. Federal Guideline: 208.2, 208.2.4, 502		

Interior

Item #	Description	Priority	Probable Cost
07	<i>Drinking Fountain</i>		
	<i>Replace Non-Compliant Fountain</i>	Low	\$2,000
	Notes: Fountain is single-unit high fountain, not accessible to persons in wheelchair. Federal Guideline: 211, 602.4, 602.5, 602.6		
08a	<i>Exterior Entry Door</i>		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Knobs require grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: No signage provided. Visual text, Braille, and Raised Text signage required on latch side of door. Federal Guideline: 216.4, 703		
	<i>Replace Threshold</i>	Medium	\$500
	Notes: Threshold is basically a step to get in (1/4" max; 1/2" beveled is max. allowed). This is a barrier to entry by wheelchair user, who would have to access via the overhead vehicle door. Federal Guideline: 402.5, 404.2.3		
16	<i>Restroom</i>		
	<i>NOTE: this restroom is not wheelchair accessible. Would require enlarging the existing space to provide proper clearances. Investigation of options to make this restroom is required, costs for limited items are below. Largest costs would be enlarging the space by moving walls.</i>		
	<i>Provide Compliant Restroom Signage</i>	High	\$100
	Notes: No compliant signage provided. Only visual "PRIVATE" and "KEEP DOOR CLOSED" signs are on the door. Visual text, Braille, and Raised Text signage required on latch side of door. Federal Guideline: 216.4, 703		

	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Knobs require grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	High	TBD
	Notes: Door maneuvering space provided parallel to doorway on pull side is 8" (18" min. req'd.). Determine options. Federal Guideline: 404.2.4.1		
	<i>Provide Maneuvering Space Inside the Room</i>	High	TBD
	Notes: 60" turning diameter required in the room (42" provided). Requires additional investigation. Door swings into the room. Federal Guideline: 606.2, 304.3, 306.3		
	<i>Reposition Sink</i>	High	\$1,600
	Notes: Sink rim is 34-1/2" high (34" max. req'd). Sink is in a vanity and provides no knee space. Federal Guideline: 305.3, 606.2, 606.3		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 50" ht. (40" max.). Lower mirror over the lowered sink above. Federal Guideline: 603.3		
	<i>Reposition Paper Towel and Soap Dispensers</i>	Low	\$50
	Notes: Operable part at 51" and 50" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Lower Light Switch or Provide Occupancy Sensor and Provide Outlet</i>	Low	N/A
	Notes: Electrical switches at 54" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Outlets at 50" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Required Clear Space at Light Switch</i>	Low	N/A
	Notes: 30"x42" clear space provided (30"x48" req'd.). Correct when altered. Federal Guideline: 205.1, 308		
	<i>Reposition Toilet</i>	Medium	\$765
	Notes: Centerline of toilet located at 22" from side wall (16"-18" req'd). Federal Guideline: 604.2		
	<i>Provide Clear Space at Toilet</i>	High	TBD
	Notes: Existing clear space from near wall of toilet to sink is 37" (60" min. req'd.). Federal Guideline: 604.3.1		
	<i>Replace Flush Controls</i>	Medium	\$400
	Notes: Flush controls are not located on wide side of toilet. Replace with auto flush sensor. Federal Guideline: 604.6		
	<i>Provide Grab Bars</i>	Low	\$1,200
	Notes: No grab bars provided. Federal Guideline: 604.5, 609.4		

18	Staff Break Room		
	<i>Provide Compliant Signage</i>	High	\$100
	Notes: No compliant signage provided. Only visual "KEEP DOOR CLOSED" sign is on the door. Visual text, Braille, and Raised Text signage required on latch side of door. Federal Guideline: 216.4, 703		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Knobs require grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Medium	\$50
	Notes: Door maneuvering space provided parallel to doorway on pull side is less than 18" min. req'd. Is blocked by trash can, move trash can. Federal Guideline: 404.2.4.1		
	<i>Provide Maneuvering Space Inside the Room</i>	High	TBD
	Notes: 60" turning diameter required in the room. Requires reducing or rearranging furniture in the space. Door swings into the room. Federal Guideline: 606.2, 304.3, 306.3		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 51" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Electrical outlets are all blocked by furniture. Lowest cost option is to mount power strip at compliant height. Federal Guideline: 205.1, 308		
	<i>Provide Clear Floor Space at Refrigerator</i>	Low	\$50
	Notes: Clear space for refrigerator door on side-by-side unit may be difficult for wheelchair user to access. Move as far to right of unit as possible. Federal Guideline: 804.6.6		
	<i>Reposition Microwave, Paper Towel, and Soap Dispenser</i>	Low	\$150
	Notes: Microwave access blocked by tables. Operable parts of dispensers outside reach range of 15"-48". Federal Guideline: 308, 604.7		
	Facility Total:		\$8,425
General Notes: Many improvements that may be needed require additional investigation to explore options and costs. Items with costs noted at "TBD" require additional investigation. Cost for these items are not included in the total cost of required improvements and will increase this number.			



County Jail

Data collected -
February 2018

Exterior

Item #	Description	Priority	Probable Cost
01b	Parking		
	<i>Parking for the jail is in shared lots with the Justice Center. See the Justice Center appendix for recommendations.</i>		

Interior

Item #	Description	Priority	Probable Cost
	Exterior Entrance		
08a	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Visual only provided. Tactile required. Federal Guideline: 216.4, 703		
08b	Interior Doors		
	<i>All interior doors other than restrooms in the lobby are operated by jail staff. These doors are exempt generally from the standards.</i>		
09	Public Visitation Hallway		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
11	Interior Stairway to Visitation		
	<i>The jail provides an accessible visitation room on the main floor. Stairs that do not provide access to the public in a correctional facility are exempt; however, these stairs do provide public access and would be required to meet the standards since they are the only egress route from the upper floor to the discharge level.</i>		
	<i>Provide Complaint Steps</i>	Low	\$1,500
	Notes: Nosings on the stairs have a 0% slope (parallel with the tread), which is a trip hazard. Provide covers that can meet the 30 degree max. slope from vertical. Priority is low due to presence of alternate visitation on main level. Federal Guideline: 504.5		
	<i>Provide Compliant Handrails</i>	Low	N/A
	Notes: The outer handrail extension is only 11" (12" min. req'd.) at the top flight and none is provided on the inside. Handrails are only required to be modified when the stair is altered. For reference only. Federal Guideline: 904.4.1, 904.4.2		
16-1	Lobby Men's Restroom		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force is 14 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.9		

	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Provide Clear Space Adjacent to Toilet</i>	High	TBD
	Notes: Required 60" space from toilet wall to beyond toilet blocked by sink, only 38" space provided. Will require additional investigation to determine options to provide at least 1 accessible restroom in the lobby. Federal Guideline: 604.3.1		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$100
	Notes: Toilet paper dispenser mounted 13" in front of toilet (7-9" req'd.). Federal Guideline: 604.7		
	<i>Replace and Reposition Rear Grab Bar</i>	Medium	\$500
	Notes: Rear grab bar is only 30" long (36" min. req'd.) and installed 13-1/2" relative to toilet centerline (12"/24" relative to toilet centerline req'd.). Federal Guideline: 604.5		
	<i>Reposition Toilet Sanitizer Dispenser</i>	Low	\$100
	Notes: Toilet sanitizer dispenser mounted 5" above rear grab bar (12" clear space req'd.). Federal Guideline: 604.7		
16-2	Lobby Women's Restroom		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force is 12 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.9		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Provide Clear Space Adjacent to Toilet</i>	High	TBD
	Notes: Required 60" space from toilet wall to beyond toilet blocked by sink, only 38" space provided. Will require additional investigation to determine options to provide at least 1 accessible restroom in the lobby. Federal Guideline: 604.3.1		
	<i>Replace Flush Controls</i>	Medium	\$400
	Notes: Flush controls are not located on wide side of toilet. Replace with auto flush sensor. Federal Guideline: 604.6		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$100
	Notes: Toilet paper dispenser mounted 14" in front of toilet (7-9" req'd.). Federal Guideline: 604.7		
	<i>Replace and Reposition Rear Grab Bar</i>	Medium	\$500
	Notes: Rear grab bar is only 30" long (36" min. req'd.) and installed 13-1/2" relative to toilet centerline (12"/24" relative to toilet centerline req'd.). Federal Guideline: 604.5		

	<i>Reposition Hand Dryer and Toilet Sanitizer Dispenser</i>	Low	\$300
	Notes: Hand dryer mounted above side grab bar and toilet sanitizer dispenser mounted 5" above rear grab bar (12" clear space req'd.). Federal Guideline: 604.7		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$150
	Notes: Toilet paper dispensers mounted within 12" clear space above side grab bar. Federal Guideline: 609.3		
16-3	Inmate's Dayroom Restroom		
	<i>NOTE: there is only 1 toilet and related fixture for inmates in the common use dayroom area and it is not accessible.</i>		
17	Inmate's Dayroom Shower		
	<i>NOTE: there is only 1 shower, with 2 positions inside for inmates in the common use dayroom area and it is not accessible. Does not meet either the roll-in or transfer shower dimensional or clear space requirements, among others.</i>		
18-1	Attorney Meeting Room		
	<i>Provide Compliant Wall Signage</i>	Low	\$100
	Notes: No signage. Provide compliant signs for all permanent spaces. Federal Guideline: 216.8, 703		
18-2	Classroom		
	<i>Provide Compliant Wall Signage</i>	Low	\$100
	Notes: No signage. Provide compliant signs for all permanent spaces. Federal Guideline: 216.8, 703		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Fire extinguisher protrude 5-1/2" at 36" ht. (4" max. between 27" and 80" high). Wall-mounted television protrudes also but is protected by movable furniture. Federal Guideline: 307.2		
18-3	Intake Room		
	<i>Provide Compliant Wall Signage</i>	Low	\$100
	Notes: No signage. Provide compliant signs for all permanent spaces. Federal Guideline: 216.8, 703		
18-4	Medical Waiting Room		
	<i>Provide Compliant Wall Signage</i>	Low	\$100
	Notes: No signage. Provide compliant signs for all permanent spaces. Federal Guideline: 216.8, 703		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Information kiosk protrude 5" at 52" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
18-5	Multi-Purpose Room		
	<i>Provide Compliant Wall Signage</i>	Low	\$100
	Notes: No signage. Provide compliant signs for all permanent spaces. Federal Guideline: 216.8, 703		

	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	High	\$400
	Notes: Open staircase has no protection below. Provide cane-detectable barriers below stairs to prevent injury. Federal Guideline: 307.2		
18-8	<i>Sallyport</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$100
	Notes: No signage. Provide compliant signs for all permanent spaces. Federal Guideline: 216.8, 703		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Mailboxes protrude 20" at 48" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Provide Compliant Threshold</i>	Low	\$200
	Notes: Threshold at entry is 1" (1/2" max. beveled). Federal Guideline: 404.2.5		
18-9	<i>Dayroom Unit D</i>		
	<i>Provide Compliant Wall Signage</i>	Low	\$100
	Notes: No signage. Provide compliant signs for all permanent spaces. Federal Guideline: 216.8, 703		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	High	\$400
	Notes: Open staircase has no protection below. Provide cane-detectable barriers below stairs to prevent injury. Federal Guideline: 307.2		
31a	<i>Detention-Correctional Facility</i>		
	<i>Provide Compliant Telephone Handsets in Visitation Area</i>	Low	\$400
	Notes: 25% of telephone handsets must be hearing-aid compatible and have volume controls that auto reset to base volume. None provided in either visitation area. Federal Guideline: 216.8, 703		
	<i>Ensure Adequate Clear Space is Provided at Beds</i>	Low	TBD
	Notes: 5% of cells with 25 or more beds must provide 30"x48" clear space at beds. Federal Guideline: 232.2.1, 305.3, 807.2		
31b-1	<i>ADA Housing Cell</i>		
	<i>Provide Compliant Bench</i>	Low	\$600
	Notes: Bench seat height is 19-1/4" (17-19" req'd.), seat is 12" deep (20-24" req'd.), and 18" long (42" min. req'd.). Federal Guideline: 803.4, 903		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 44" ht. (40" max.). Lower mirror over the lowered sink above. Federal Guideline: 603.3		
	<i>Provide Compliant Height Bed</i>	Low	N/A
	Notes: Height of bed is at 22" ht. (17-19" req'd.). Federal Guideline: Advisory		

	<i>Provide Compliant Height Desk</i>	Low	\$150
	Notes: Height of working surface is at 35" ht. (28-34" req'd.). Federal Guideline: 902		
	<i>Reposition Toilet</i>	Low	\$765
	Notes: Centerline of toilet located at 18-1/2" from side wall (16"-18" req'd.). Federal Guideline: 604.2		
	<i>Provide Compliant Grab Bars</i>	High	\$760
	Notes: Rear grab bar is bent and only 35" in length (36" min. req'd.). Side grab bar extends only 52" from rear wall (54" min. req'd.). Federal Guideline: 308, 604.5, 609		
31b-2	<i>ADA Holding Cell</i>		
	<i>Provide Compliant Bench</i>	Low	\$600
	Notes: Bench seat height is 16" (17-19" req'd.) and seat is 31" deep (20-24" req'd.). Federal Guideline: 803.4, 903		
	<i>Provide Compliant ADA Sink and Toilet</i>	Low	\$1,400
	Notes: Existing fixture not compliant. Federal Guideline: 606		
31b-3	<i>Medical Housing Cell</i>		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 44" ht. (40" max.). Lower mirror over the lowered sink above. Federal Guideline: 603.3		
	<i>Provide Compliant Height Bed</i>	Low	N/A
	Notes: Height of bed is at 24" ht. (17-19" req'd.). Federal Guideline: Advisory		
	<i>Provide Compliant Grab Bars</i>	High	\$760
	Notes: Rear grab bar is only 30" in length (36" min. req'd.). Side grab bar extends only 53" from rear wall (54" min. req'd.). Federal Guideline: 308, 604.5, 609		
	<i>Ensure Adequate Clear Space is Provided at Toilet</i>	Low	TBD
	Notes: Sink encroaches into clear space. Federal Guideline: 604.3.1		
	Facility Total:		\$12,385
General Notes: 1. Some secured prisoner areas were excluded from the evaluation. The county is obligated to provide compliance with accessibility needs of prisoners per the ADASAD. Many improvements that may be needed require additional investigation to explore options and costs.			



Operations Center

Data collected
March 2018

NOTES: This facility was under renovation at the time of the evaluation. Many interior spaces were being modified and comments below reflect conditions at the time of the evaluation. Several parking areas can be used for parking but the primary lots were evaluated, others are used mostly for storage or not used. Several exterior employee doors had no interior route to them, often blocked in some way, and were not evaluated. Several exterior stairs were not evaluated as they do not provide a connection to a parking area that is used extensively. Also, several common use spaces (conference rooms, etc.) do not have visual fire alarms. Verify use of all spaces upon completion of renovations and ensure all common use and public spaces are provided with visual fire alarms.

Exterior

Item #	Description	Priority	Probable Cost
1a-1	Conservation and Records Parking Lot		
	19 total spaces provided, 2 identified as accessible (0 van).		
	Provide Van Accessible Parking and Signage	Low	\$300
	Notes: Provide compliant signage at both spaces. Provide "Van Accessible" placard on one space, meets dimensional requirements. Federal Guideline: 208.2, 208.2.4		
	Provide Accessible Route	Medium	\$100
	Notes: No compliant route exists to a public entrance. Closest entrance is locked door for employees only. Provide signage identifying route to accessible entrance. Federal Guideline: 208.2, 208.2.4		
	Protect Accessible Route	Medium	\$400
	Notes: Accessible route from parking to employee door can be blocked by vehicles overhanging the sidewalk. Provide bumper blocks. Federal Guideline: 502.3		
1a-2	Development Services Parking Lot		
	22 total spaces provided, 2 identified as accessible (0 van).		
	Provide Van Accessible Parking and Signage	Low	\$300
	Notes: Provide compliant signage at both spaces. Provide "Van Accessible" placard on one space, meets dimensional requirements. Federal Guideline: 208.2, 208.2.4, 502.6		

Item #	Description	Priority	Probable Cost
1a-3	Main Front Parking Lot		
	190 total spaces provided, 0 identified as accessible. NOTE: this lot provides no accessible route to a public entrance that is close to the parking lot. Stairs required. Consider adding spaces to other lots that meet total accessible parking requirements for this lot.		
	Provide Van Accessible Parking and Signage	High	\$1,600
	Notes: Total of 6 accessible spaces required, 1 van. Provide compliant signage at all spaces. Provide "Van Accessible" placard on one space. Federal Guideline: 208.2, 208.2.4, 502.6		
4	Accessible Routes		
	Replace Front Sidewalk	Medium	\$1,200
	Notes: Sidewalks vary in cross slope from 2.5 up to 5.0%. Surface level changes up to 1-1/2" (1/2" max. beveled allowed) and gaps exceed 3/4" (1/2" max.). Federal Guideline: 403.3, 403.4, 403.2		
6	Stairs at Front Parking Lot		
	Provide Compliant Stairs and Handrails	Medium	\$1,200
	Notes: Stair treads/risers not uniform. Landings have slopes of 3.9% to 8.5% (2% max. allowed). Handrails not compliant. Federal Guideline: 504, 505		
Interior			
Common Elements			
Item #	Description	Priority	Probable Cost
	Highway and Development Services		
	Common Use/Circulation Spaces		
8a-4	Main Public Entrance		
	Provide Means of Egress Signage	High	\$100
	Notes: Only visual EXIT sign provided. Federal Guideline: 216.4, 703		
	Adjust Door Closer	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer assuming worst case that adjustment will not correct. Federal Guideline: 404.2.8.1		
08b-4	Door from Lobby to Main Corridor		
	Provide Compliant Signage	Low	\$100
	Notes: Consider signage indicating this is an employee-only or restricted access door. Federal Guideline: 216.4, 703		
	Adjust Door Closer	Low	\$450
	Notes: Operating force required is 8 lbs. (5 lbs. max.). Cost is for new closer assuming worst case that adjustment will not correct. Federal Guideline: 404.2.9		

Item #	Description	Priority	Probable Cost
08b-10	Door from Lobby to Office Corridor		
	<i>Provide Compliant Signage</i>	Low	\$100
	Notes: Consider signage indicating this is an employee-only or restricted access door. Federal Guideline: 216.4, 703		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 8 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Modify Vision Panel</i>	Low	\$450
	Notes: Vision panel below 66" is at 53" ht. (43" max.) Federal Guideline: 404.2.11		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	TBD
	Notes: Door maneuvering space on the pull side of the door is 11" (18" min. req'd.). Determine options. Federal Guideline: 404.2.3-4, 404.2.7, 404.2.10		
	East Men's Restroom		
08b-11	Inner Vestibule Entry Door		
	<i>Replace Door</i>	High	\$1,500
	Notes: Door width is 26-1/2" (32" min. req'd.). Explore options to widen and provide new door. Federal Guideline: 309.4, 404.2.7, 404.2.3		
	<i>Adjust Door Closer</i>	Low	included above
	Notes: Closing speed is under 5 second minimum and operating force is 8 lbs. (5 lb. max.). Cost is N/A, assumed to be corrected by new door. Federal Guideline: 404.2.8.1, 404.2.9		
	West Men's Restroom		
08b-12	Door to Warehouse		
	<i>Provide Compliant Signage</i>	Medium	\$200
	Notes: Signage provided includes only visual text. Accessible restrooms must also include the ISA, gender pictogram, tactile text, and Braille. Federal Guideline: 216.8, 703.3-4		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force is 13 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.9		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Lock hardware requires grasping and twisting. Federal Guideline: 404.2.7		
15-3	Men's Restroom		
	<i>NOTE: this restroom should be made compliant.</i>		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer. Federal Guideline: 404.2.8.1		

Item #	Description	Priority	Probable Cost
	<i>Reposition Sink</i>	Low	\$600
	Notes: Sink knee space is 24" high (27" min. req'd). Reposition provide minimum knee underclearance. Federal Guideline: 606.3, 306.3.1		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 53" ht. (40" max.). Federal Guideline: 603.3		
	<i>Reposition Towel and Soap Dispensers</i>	Low	\$50
	Notes: Operable parts at 51" and 52" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$200
	Notes: Paper towel dispenser protrudes 9" at 51" and hand dryer projects 7" at 46" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switch is at 51" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308.2-3		
	<i>Lower Urinal</i>	Low	\$450
	Notes: Top of lip is 24" high (17" max. ht.) and required to comply when more than 1 is present. Federal Guideline: 605.2		
	<i>Modify Stall Door Hinges and Add Hardware</i>	Medium	\$200
	Notes: Stall door is not self closing. Handle not provided on inside of stall door (req'd. on both sides). Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Reconfigure Partitions</i>	Medium	\$700
	Notes: Doorway opening opposite toilet on partition wall cannot be more than 4" from adjacent sidewall (this one is 8") to allow for wheelchair entry and movement within stall. Consider reversing door swing to allow for latch side approach (currently hinge side), as urinal partially blocks clear space. Federal Guideline: 604.8.1.2		
	<i>Reposition Toilet</i>	Medium	\$765
	Notes: Centerline of toilet located at 19-1/2" from side wall (16"-18" req'd.). Federal Guideline: 604.2		

Item #	Description	Priority	Probable Cost
	<i>Replace Flush Controls</i>	Medium	\$400
	Notes: Flush controls are not located on wide side of toilet. Replace with auto flush sensor. Federal Guideline: 604.6		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted 14" in front of toilet (7"-9" to centerline req'd.) and within 3" above grab bar (12" clear req'd.). Federal Guideline: 604.7, 609.3		
	<i>Reposition Side Grab and Rear Grab Bar</i>	Low	\$500
	Notes: Side grab bar extends more than 12" from rear wall. Rear grab bar is required to be installed with 12"/24" relative to toilet centerline. Federal Guideline: 604.5		
	<i>Relocate Coat Hook</i>	Low	\$50
	Notes: Coat Hook located at 62" ht. (15"-48" req'd.). Federal Guideline: 308, 603.4		
	<i>Provide Compliant Ambulatory Stall</i>	High	\$2,300
	Notes: Fixture count of 2 urinals and 4 toilets requires provision of an ambulatory accessible stall. Determine stall that best meets requirements and provide grab bars on both side walls and outswinging door. Federal Guideline: 213.3, 604.8, 404.2		
09-2	Development Services Office Corridor		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Medium	\$900
	Notes: Many offices have no compliant signage. Provide compliant signs for all permanent spaces. Federal Guideline: 216.4, 703		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 51" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Protect Protruding Objects</i>	Low	\$100
	Notes: AED unit protrudes 7" at 50" ht. and soil profile board protrudes 5" at 37" (4" max. between 27" and 80" high). Provide permanent cane detectable element below. Federal Guideline: 307.2		
18-6	Development Services Lobby		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	\$50
	Notes: Electrical switches at 51" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Blocked by plant, move plant and correct when altered. Federal Guideline: 205.1, 308		

Item #	Description	Priority	Probable Cost
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$300
	Notes: Service counter protrudes 8" at 42" (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Lower Fire Alarm Activation Device</i>	Medium	\$200
	Notes: Device outside Room 205 is at 53-1/2" (over 48" max. ht.). This is a life-safety item that should be corrected. Federal Guideline: 205.1, 308.2-3		
34-5	Development Services Lobby Service Counter		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$600
	Notes: Counter height is 42" (28"-34" ht. max. for working surface; 36" max. for verbal interaction). Federal Guideline: 904.4.1, 904.4.2, 902		
	Conference Room #4		
8a-1	Exterior Entrance from Secure Parking		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Only visual EXIT sign provided. Federal Guideline: 216.4, 703		
	<i>Replace Threshold</i>	Medium	\$175
	Notes: Threshold is 1" (1/4" max; 1/2" beveled). Federal Guideline: 404.2.5		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Slide lock hardware requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer assuming worst case that adjustment will not correct. Federal Guideline: 404.2.8.1		
08b-2	Entry Door		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Low	\$100
	Notes: Signs on and above door have visual text only. Provide compliant signage on wall that includes visual and tactile text and Braille. Federal Guideline: 216.4, 703		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Lock hardware requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 8 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	\$50
	Notes: Door maneuvering space on the pull side of the door is 7" (18" min. req'd.). Move table that blocks the space. Federal Guideline: 404.2.3-4, 404.2.7, 404.2.10		

Item #	Description	Priority	Probable Cost
18-1	Conference Room		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$300
	Notes: Flat panel display protrudes 6" at 52" ht., fire extinguisher protrudes 8" at 38", and drop box protrudes 6" at 37" (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Lower Fire Alarm Activation Device</i>	Medium	\$200
	Notes: Device outside Room 205 is at 52" (over 48" max. ht.). This is a life-safety item that should be corrected. Federal Guideline: 205.1, 308.2-3		
	Conference Room #1		
08b-1	Entry Door		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Low	\$100
	Notes: Sign above door has visual text only. Provide compliant signage on wall that includes visual and tactile text and Braille. Federal Guideline: 216.4, 703		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Lock hardware requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	TBD
	Notes: Door maneuvering space on the pull side of the door is 13" (18" min. req'd.). Explore options to provide compliant clear space. Federal Guideline: 404.2.3-4, 404.2.7, 404.2.10		
18-5	Conference Room		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	Break Room		
08b-9	Doors to Warehouse		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Low	\$100
	Notes: No signage provided. Provide compliant signage on wall that includes visual and tactile text and Braille. Federal Guideline: 216.4, 703		
	<i>Modify Panic Hardware</i>	Low	\$450
	Notes: Panic hardware protrudes 5" into door clear opening when fully open (4" max. allowed). Federal Guideline: 404.2.3		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Operating force is 12 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.9		

Item #	Description	Priority	Probable Cost
	<i>Modify Vision Panel</i>	Low	\$450
	Notes: Vision panel below 66" is above 43" max. allowed. Federal Guideline: 404.2.11		
35b-2	Kitchenette		
	<i>Reposition Sink</i>	Low	\$800
	Notes: Sink has rim at 36" high (34" max. req'd). Reposition so rim of sink does not exceed 34" max. Federal Guideline: 606.3		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Items within Reach Ranges</i>	Low	\$150
	Notes: Some item operable parts (paper towels and toaster oven) above 48" ht. (15-48" req'd.). Federal Guideline: 225, 811.2, 305		
	Maintenance Shop Break Room		
08b-14	Door from Shop		
	<i>Provide Compliant Signage</i>	Medium	\$100
	Notes: No signage provided. Provide sign that includes the visual text, tactile text, and Braille. Federal Guideline: 216.8, 703.3-4		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 8 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
18-8	Break Room		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Electrical outlets in the room are provided at 11" (15-48" req'd.). Lowest cost alternative is likely a power strip mounted to a firm surface between 15-48" ht. Federal Guideline: 205.1, 308		
	Conservation and Records		
	Common Use/Circulation Spaces		
8a-2	South Exterior Door		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Only visual EXIT sign provided. Federal Guideline: 216.4, 703		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer assuming worst case that adjustment will not correct. Federal Guideline: 404.2.8.1		

Item #	Description	Priority	Probable Cost
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Lock hardware requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Kick Plate on Push Side of Door</i>	Medium	\$110
	Notes: 7" to glazing. (10" min. smooth req'd.). Federal Guideline: 404.2.10		
	<i>Provide Maneuvering Space on Push Side of Door</i>	Medium	TBD
	Notes: Door maneuvering space of 0" provided parallel to recessed door on push side (min. 12" req'd. on push for door with latch and closer). Least costly option is to disable latching mechanism during office hours. Federal Guideline: 404.2.4.1, 404.2.4.3		
8a-3	Exterior Entry Vestibule Doors		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Only visual EXIT sign provided. Federal Guideline: 216.4, 703		
	<i>Adjust Door Closer</i>	Low	N/A
	Notes: Closing speed is under 5 second minimum. Cost is N/A as this will be corrected with power door opener. Federal Guideline: 404.2.8.1		
	<i>Provide Kick Plate on Push Side of Door</i>	Medium	\$110
	Notes: 8-1/2" to glazing. (10" min. smooth req'd.). Federal Guideline: 404.2.10		
	<i>Provide Compliant Vestibule</i>	Low	\$1,500
	Notes: Doors in a series are required to provide 48" plus the width of the door swinging into the space. Only 36" provided. Investigate options, power door opener may be least impacting option that also corrects other issues noted. Federal Guideline: 404.2.6		
08b-3	Inner Vestibule Entry Door		
	<i>Adjust Door Closer</i>	Medium	N/A
	Notes: Closing speed is under 5 second minimum and operating force is 16 lbs. (5 lb. max.). Cost is N/A as this will be corrected with power door opener. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Kick Plate on Push Side of Door</i>	Medium	\$110
	Notes: 8-1/2" to glazing. (10" min. smooth req'd.). Federal Guideline: 404.2.10		
08b-7	North Office Corridor Door		
	<i>Provide Compliant Signage</i>	Low	\$100
	Notes: Consider signage indicating this is an employee-only or restricted access door. Federal Guideline: 216.4, 703		

Item #	Description	Priority	Probable Cost
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Medium	TBD
	<i>NOTE: This door had no hardware installed at the time of the evaluation. If a closer is used, 12" clear space is also required on the push side of the door.</i>		
	Notes: Door maneuvering space of 9" provided parallel to recessed door on pull side (min. 18" req'd.). Investigate options. Federal Guideline: 404.2.4.1, 404.2.4.3		
08b-8	Private Offices Corridor Door		
	<i>Provide Compliant Signage</i>	Low	\$100
	Notes: Consider signage indicating this is an employee-only or restricted access door. Federal Guideline: 216.4, 703		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Operating force is 16 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.9		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Medium	TBD
	<i>NOTE: This door had no hardware installed at the time of the evaluation. If a closer is used, 12" clear space is also required on the push side of the door.</i>		
	Notes: Door maneuvering space of 9" provided parallel to recessed door on pull side (min. 18" req'd.). Investigate options. Federal Guideline: 404.2.4.1, 404.2.4.3		
09-1	Conservation Private Office Corridor		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Medium	\$700
	Notes: Many offices have no compliant signage. Provide compliant signs for all permanent spaces. Federal Guideline: 216.4, 703		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
09-3	Conservation and Records Main Corridor		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Medium	\$2,200
	Notes: Many spaces exempt from review have no compliant signage. Provide compliant signs for all permanent spaces. Federal Guideline: 216.4, 703		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50-1/2" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
18-2	Lobby		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		

Item #	Description	Priority	Probable Cost
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$200
	Notes: AED protrudes 7" at 51" ht. and service counter protrudes 9-1/2" at 37" (4" max. between 27" and 80" high). Federal Guideline: 307.2		
34-3	Lobby Service Counter		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$600
	Notes: Counter height is 41" (28"-34" ht. max. for working surface; 36" max. for verbal interaction). Federal Guideline: 904.4.1, 904.4.2, 902		
34-6	Lobby Table		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$100
	Notes: Knee space below table is 24-1/2" (27" ht. min.). Cost assumes table elsewhere in facility can be moved. Federal Guideline: 904.4.1, 904.4.2, 902		
35b-1	Kitchenette within Corridor		
	<i>Reposition Sink</i>	Low	\$800
	Notes: Sink has rim at 36" high (34" max. req'd). Reposition so rim of sink does not exceed 34" max. Federal Guideline: 606.3		
15-1	Conservation Staff Men's Restroom		
	<i>NOTE: this restroom is not accessible and assumed to not be the accessible restroom. Public restrooms in this area should be identified as the accessible restroom.</i>		
	<i>Provide Directional Signage</i>	Medium	\$200
	Notes: Provide signage identifying this as an employee restroom and the public restrooms as the accessible restrooms. Federal Guideline: 216.8, 703.3-4		
15-2	Conservation Staff Women's Restroom		
	<i>NOTE: this restroom is not accessible and assumed to not be the accessible restroom. Public restrooms in this area should be identified as the accessible restroom.</i>		
	<i>Provide Directional Signage</i>	Medium	\$200
	Notes: Provide signage identifying this as an employee restroom and the public restrooms as the accessible restrooms. Federal Guideline: 216.8, 703.3-4		
16-1	Conservation Men's Public Restroom		
	<i>NOTE: this restroom is the only public men's restroom and should be identified as the accessible restroom.</i>		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 10 lbs. (5 lb. max.). Cost is for new closer, but least costly option is to remove the closer. Federal Guideline: 404.2.8.1, 404.2.9		

Item #	Description	Priority	Probable Cost
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 56" ht. (40" max.). Federal Guideline: 603.3		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Paper towel dispenser protrudes 8-1/2" at 56" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	\$150
	Notes: Electrical switch is at 50" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308.2-3		
	<i>Provide Clear Space at Toilet</i>	High	TBD
	Notes: Existing clear space from near wall of toilet to sink is 46" (60" min. req'd.). Room is only 77" wide. Federal Guideline: 604.3.1		
	<i>Modify Toilet Seat</i>	Low	\$75
	Notes: Toilet seat height is 16" (17"min. -19" max. req'd.). Federal Guideline: 604.4		
	<i>Reposition Side and Rear Grab Bars</i>	Low	\$500
	Notes: 42" long side grab bar is mounted 6" off rear wall for total 48" extension (54" req'd.). Relocate 12" max from rear wall. 36" long rear grab bar is located 13"/25" relative to toilet centerline (12"/24" req'd.). Top of grab bar gripping surface at 37" (33-36" req'd.). Federal Guideline: 604.5.1-2, 609.4		
16-2	Conservation Women's Public Restroom		
	<i>NOTE: this restroom is the only public women's restroom and should be identified as the accessible restroom.</i>		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 13 lbs. (5 lb. max.). Cost is for new closer, but least costly option is to remove the closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		

Item #	Description	Priority	Probable Cost
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 55-1/2" ht. (40" max.). Federal Guideline: 603.3		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Paper towel dispenser protrudes 8-1/2" at 56" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	\$150
	Notes: Electrical switch is at 50" (over 48" max ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308.2-3		
	<i>Provide Clear Space at Toilet</i>	High	TBD
	Notes: Existing clear space from near wall of toilet to sink is 46" (60" min. req'd.). Room is only 77" wide. Federal Guideline: 604.3.1		
	<i>Replace Flush Controls</i>	Medium	\$400
	Notes: Flush controls are not located on wide side of toilet. Replace toilet tank with flush control on wide side. Federal Guideline: 604.6		
	<i>Reposition Side and Rear Grab Bars</i>	Low	\$500
	Notes: 42" long side grab bar is mounted 6" off rear wall for total 48" extension (54" req'd.). Relocate 12" max from rear wall. 36" long rear grab bar is located 15-1/2"/20-1/2" relative to toilet centerline (12"/24" req'd.). Top of grab bar gripping surface at 37" (33-36" req'd.). Federal Guideline: 604.5.1-2, 609.4		
	Conservation Classroom		
08b-5	Entry Door		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Low	\$100
	Notes: No sign present. Provide compliant signage on wall that includes visual and tactile text and Braille. Federal Guideline: 216.4, 703		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Lock hardware requires grasping and twisting. Federal Guideline: 404.2.7		
18-3	Classroom		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		

Item #	Description	Priority	Probable Cost
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Electrical outlets in the room are provided along the floor in raceway (15-48" req'd.). Lowest cost alternative is likely a power strip mounted to a firm surface between 15-48" ht. Federal Guideline: 205.1, 308		
	Conservation Conference Room		
08b-6	Entry Door		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Low	\$100
	Notes: No sign present. Provide compliant signage on wall that includes visual and tactile text and Braille. Federal Guideline: 216.4, 703		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Lock hardware requires grasping and twisting. Federal Guideline: 404.2.7		
18-4	Conference Room		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Electrical outlets in the room are provided along the floor in raceway (15-48" req'd.). Lowest cost alternative is likely a power strip mounted to a firm surface between 15-48" ht. Federal Guideline: 205.1, 308		
	Records Lobby/Review Area		
08b-8	Entry Door		
	<i>Provide Compliant Signage</i>	Low	\$100
	Notes: Sign on door has visual text only. Provide compliant signage on wall that includes visual and tactile text and Braille. Federal Guideline: 216, 703		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Knob hardware requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 7 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
18-7	Lobby/Review Area		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	Facility Total:		\$37,205

Item #	Description	Priority	Probable Cost
General Notes: 1. Many improvements that may be needed require additional investigation to explore options and costs. Items with costs noted at "TBD" require additional investigation. Cost for these items are not included in the total cost of required improvements and will increase this number.			



Health Department

Data collected
March 2018

Exterior			
Item #	Description	Priority	Probable Cost
01a-1	Northeast Parking Lot		
	67 total spaces provided, 5 marked accessible (2 van accessible).		
	Provide Compliant Slopes at Accessible Spaces and Access Aisles	High	\$2,500
	Notes: Cross slopes vary up to 5.5% (2.0% max.). Replace remainder of sidewalk at 5% max. running slope and 2% max. cross slope. Mill and overlay pavement to achieve 2% max. slope in both directions. Federal Guideline: 302, 502.4		
01a-2	Southwest Parking Lot		
	17 total spaces provided, 1 marked accessible (0 van accessible).		
	Provide Van Accessible Parking	Medium	\$450
	Notes: Existing space not marked as van-accessible and has no access aisle. Space not closest to entrance and should be moved. Provide compliant dimensioned and sloped space and access aisle for van space and new sign at the space at complaint height. Federal Guideline: 208.2, 216.5, 502		
02	Northeast Parking Lot Curb Ramp		
	Provide Compliant Curb Ramp	Medium	\$1,750
	Notes: Existing ramp has running slope up to 11% (8.33% max.) and landings with 6.4% slope (2.0% max.). Reconstruct ramp and landing to be compliant, including flares. Federal Guideline: 405.2, 405.4, 406.4		
	Accessible Routes		
4-1	Front Sidewalk		
	Provide Compliant Sidewalks	Medium	\$2,500
	Notes: Sidewalks have running slope up to 5.9%, turning spaces with cross slopes up to 4.4%, settling of one panel that has created a level change exceeding 1/2", and 3/4" gap at some joints (1/2" max.). Also, tree branches obstruct at 60" in places. Replace sidewalk as noted at 5% max. running slope and 2% max. cross slope. Prune trees to remove obstructions to min. 80". Federal Guideline: 206.2.2, 403.3, 403.5		

Item #	Description	Priority	Probable Cost
Interior			
Common Elements			
Item #	Description	Priority	Probable Cost
	Note: Platform lift provided with emergency back-up power, which provides access to all levels. Also, emergency exits exist on two levels. Stairways are not considered emergency egress routes and not required to comply.		
13	Interior Ramp		
	<i>Modify Ramp and Handrails</i>	Low	TBD
	Notes: Existing ramp top landing is only 50" deep (60" min. req'd.). Handrail height top surface varies between 31-34" (34-38" and consistent height req'd.), and handrail extensions at top are only 9" (12" min. req'd.). Provide compliant landing and handrails. Requires further investigation to correct landing issue. Federal Guideline: 405.7.3, 505.4, 505.10.1		
14	Platform Lift		
	<i>Provide Compliant Lift</i>	Low	TBD
	Notes: Existing lift platform is 34" wide (36" min. req'd.) and 52" deep (48" min. req'd.). Lifts with more than 2 landings (3 present) must provide low-energy power doors/gates (not provided in this situation). Operation of controls requires more than 5 lbs. of force. Federal Guideline: 405.7.3, 505.4, 505.10.1		
Lower Level			
Item #	Description	Priority	Probable Cost
	Common Circulation Spaces		
7-1	General Clinic Drinking Fountain		
	<i>Provide Paper Cup Dispenser</i>	Medium	\$50
	Notes: "Hi-lo" fountain is not provided. Fountain provided does not meet dimensional requirements for standing person. Federal Guideline: 211		
18-2	General Clinic Lobby		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$200
	Notes: Fire extinguisher cabinet protrudes 6-1/2" at 32" height and service counter protrudes 5" at 43" (4" max. between 27" and 80" high). Federal Guideline: 307.2		
34-2	General Clinic Lobby Service Counter		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$600
	Notes: Counter height is 43-1/2" (28"-34" ht. max. for working surface; 36" max. for verbal interaction). Federal Guideline: 904.4.1, 904.4.2, 902		

Item #	Description	Priority	Probable Cost
15-1	146 Men's Restroom		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force required to open door is 13 lbs. (5 lbs. max.). Cost is for new closer. Federal Guideline: 404.2.9		
	<i>Provide Door Clear Space</i>	Low	TBD
	Notes: Only 9" clear space on latch pull side (18" req'd.) of door. Investigate options, including having door swing out into hallway. Federal Guideline: 404.2.4.1		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 43" ht. (40" max.). Federal Guideline: 603.3		
	<i>Modify Stall Door Hinges and Add Hardware</i>	Medium	\$300
	Notes: Stall door is not self closing. Handles not provided on both sides of stall door (req'd. on both sides). Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted outside of required 7"-9" to centerline from front of toilet. Federal Guideline: 604.7, 609.3		
	<i>Reposition Side and Rear Grab Bar</i>	Low	\$500
	Notes: Side grab bar extends more than 12" from rear wall. Rear grab bar is required to be installed with 12"/24" relative to toilet centerline (is 15"/21"). Federal Guideline: 604.5		
15-2	147 Women's Restroom		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed less than 5 sec. required and operating force required to open door is 17 lbs. (5 lbs. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Door Clear Space</i>	Low	\$50
	Notes: Only 5" clear space on latch push side (12" req'd. on door with closer and latch) of door. Least costly option would be to disable latching hardware. Federal Guideline: 404.2.4.1		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		

Item #	Description	Priority	Probable Cost
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 43" ht. (40" max.). Federal Guideline: 603.3		
	<i>Modify Stall Door Hinges and Add Hardware</i>	Medium	\$200
	Notes: Stall door is not self closing. Handles not provided on inside of stall door (req'd. on both sides). Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Reconfigure Partitions</i>	Low	N/A
	Notes: Doorway opening opposite toilet on partition wall cannot be more than 4" from adjacent sidewall (this one is 8-1/2") to allow for wheelchair entry and movement within stall. Stall is 9-1/2" excess width so impact is negligible. Address in the future when altered. Federal Guideline: 604.8.1.2		
	<i>Reposition Side and Rear Grab Bar</i>	Low	\$500
	Notes: Side grab bar extends more than 12" from rear wall. Rear grab bar is required to be installed with 12"/24" relative to toilet centerline (is 16"/20"). Federal Guideline: 604.5		
16-2	125/136/137/159 Unisex Restrooms		
	<i>NOTE: These unisex restrooms would be considered clustered at a single location and 50% are required to comply. Biggest issue to address is clear space at toilet, best option would be to install a recessed sink into adjacent room at 125 and 159. At least 1 of the accessible restrooms should be public. All items other than signs are only for 1 or 2 of the restrooms that are to be made accessible.</i>		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Low	\$600
	Notes: Existing signs at all restrooms are unisex with pictogram, tactile letters, and Braille. Provide compliant signage on wall that includes ISA on accessible spaces only. Provide directional signs indicating where accessible restrooms are located at other two. Relocate signs that have bottom of tactile letters above 60". Federal Guideline: 216.4, 703		
	<i>Reposition Mirror in 125 and 159</i>	Low	\$100
	Notes: Bottom edge of reflecting surface over sink is at 41" ht. (40" max.). Federal Guideline: 603.3		
	<i>Reposition Soap Dispenser in 159</i>	Low	\$50
	Notes: Operable parts at 51" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Paper towel dispenser in 159 protrudes 9" at 51" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		

Item #	Description	Priority	Probable Cost
	<i>Relocate Coat Hook</i>	Low	\$100
	Notes: Coat Hook located at 71" ht. (15"-48" req'd.). Federal Guideline: 308, 603.4		
	<i>Reposition Toilet in 125 and 159</i>	Medium	\$1,530
	Notes: Centerline of toilet located at 19" from side wall (16"-18" req'd.). Federal Guideline: 604.2		
	<i>Provide Sink Alcove in 125 and 159</i>	High	TBD
	Notes: Sink in both spaces obstruct toilet clear space. Provide min. 30" wide recessed alcove for sinks into adjacent spaces, ensuring that all sink dimensional requirements are met. Clerical spaces adjacent to both restrooms would seem to be logical options. Cost TBD due to unknowns of what is within the walls. Federal Guideline: 604.6		
	<i>Provide New Toilet Tank in 125</i>	Medium	TBD
	Notes: Provide new tank with flush control on wide side of toilet. Federal Guideline: 604.2, 606, 305, 309		
	<i>Reposition Toilet Paper Dispenser in 125 and 159</i>	Low	\$100
	Notes: Dispensers mounted outside 7"-9" to centerline from front of toilet. Federal Guideline: 604.7, 609.3		
	<i>Reposition Side Grab Bar and Replace Rear Grab Bar in 125 and 159</i>	Medium	\$2,000
	Notes: Side grab bar extends more than 12" from rear wall. Rear grab bar is only 30" long (36" min. req'd.). Ensure proper installation relative to centerline of toilet (12"/24"). Federal Guideline: 604.5		
	134 Break Room		
35-2	Kitchenette		
	<i>Reposition Sink</i>	Low	\$800
	Notes: Sink has rim at 36-1/2" high (34" max. req'd). Reposition so rim of sink does not exceed 34" max. Federal Guideline: 606.3, 212.3		
	<i>Provide Required Clear Spaces</i>	Low	\$50
	Notes: Clear spaces at electrical switches partially blocked by furniture. Rearrange or move to provide clear space. Federal Guideline: 804.6.1, 305		
	<i>Provide Items within Reach Ranges</i>	Low	\$50
	Notes: Paper towel dispenser operable parts at 49" ht. (15-48" req'd.). Federal Guideline: 225, 811.2, 305		
	<i>Provide Visual Fire Alarms</i>	Medium	\$400
	Notes: Visual fire alarms must be located in common use and general circulation areas. None in this space. Federal Guideline: 215.1, 702.1, NFPA 72		

Item #	Description	Priority	Probable Cost
	148 Dental Clinic		
08b-1	Waiting Room Entry Door		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Low	\$100
	Notes: Two signs provided, only room number sign required to have tactile but if tactile is provided on room name sign, it must be on latch side and bottom of tactile letters must be between 48-60". Provide compliant signage on wall that includes visual and tactile text and Braille. Federal Guideline: 216.4, 703		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force is 8 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.9		
18-1	Waiting Room		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$200
	Notes: Magazine rack protrudes 5" at 60" height and service counter protrudes 5-3/4" at 42" (4" max. between 27" and 80" high). Federal Guideline: 307.2		
18-7	Dental Exam Room (typical)		
	<i>Provide Turning Area for Wheelchair</i>	Low	\$100
	Notes: Provide 1 dental exam room min. with 60" diameter turning space for wheelchair user. Will require reconfiguration of chair. Federal Guideline: 304.3, 306		
	<i>Move Light Switch Clear Space Obstructions</i>	Low	included above
	Notes: Electrical switches blocked by furniture. Federal Guideline: 205.1, 308, 305.3		
	<i>Reposition Sink</i>	Low	\$800
	Notes: Sink has rim at 36-1/2" high (34" max. req'd). Reposition so rim of sink does not exceed 34" max. Federal Guideline: 606.3		
34-1	Dental Clinic Lobby Service Counter		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$600
	Notes: Counter height is 43-1/2" (28"-34" ht. max. for working surface; 36" max. for verbal interaction). Federal Guideline: 904.4.1, 904.4.2, 902		
Main Level			
Item #	Description	Priority	Probable Cost
	Common Circulation Spaces		
7-2 and 7-3	Main Lobby Drinking Fountains		
	<i>Provide Paper Cup Dispenser</i>	Medium	\$100
	Notes: "Hi-lo" fountain is provided but wheelchair fountain out of order. Wheelchair fountain out of order and does not provide required 27" knee space below. Federal Guideline: 211		

Item #	Description	Priority	Probable Cost
8a-1	Main Public Entrance		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: Only visual EXIT sign provided. Federal Guideline: 216.4, 703		
	<i>Provide Kick Plate on Push Side of Door</i>	Medium	\$440
	Notes: 8-1/2" to glazing on all 4 doors. (10" min. smooth req'd.). Federal Guideline: 404.2.10		
9-1	General Clinic Corridor		
	<i>Protect Protruding Objects</i>	Low	\$200
	Notes: Service counter and half door service counter protrude more than 4" max. between 27" and 80" high. Provide permanent cane detectable element below. Federal Guideline: 307.2		
18-3	Main Lobby		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Fire extinguisher cabinet protrudes 6-3/4" at 32" height (4" max. between 27" and 80" high). Federal Guideline: 307.2		
34-3	Main Lobby Service Counter		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$600
	Notes: Counter height is 42" (28"-34" ht. max. for working surface; 36" max. for verbal interaction). Federal Guideline: 904.4.1, 904.4.2, 902		
	202 Primary Care		
08b-4	Waiting Room Door		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Low	\$200
	Notes: Two signs provided, only room number sign required to have tactile but if tactile is provided on room name sign, it must be be compliant. Both signs on proper side of door but entirely blocked by plant and room name sign tactile letters above 60" height. Move plant and provide new visual text sign without tactile features. Federal Guideline: 216.4, 703		

Item #	Description	Priority	Probable Cost
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Lock hardware requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 14 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
18-6	Waiting Room		
	<i>Provide Visual Fire Alarms</i>	Medium	\$400
	Notes: Visual fire alarms must be located in common use and general circulation areas. None in this space. Federal Guideline: 215.1, 702.1, NFPA 72		
34-6	Primary Care Service Counter		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$600
	Notes: Counter height is 42" (28"-34" ht. max. for working surface; 36" max. for verbal interaction). Federal Guideline: 904.4.1, 904.4.2, 902		
	208 Primary Care Break Room		
35-5	Kitchenette		
	<i>Reposition Sink</i>	Low	\$800
	Notes: Sink has rim at 36-1/2" high (34" max. req'd). Reposition so rim of sink does not exceed 34" max. Federal Guideline: 606.3, 212.3		
	<i>Provide Items within Reach Ranges</i>	Low	\$50
	Notes: Microwave on top of refrigerator and above 48" ht. (15-48" req'd.). Federal Guideline: 225, 811.2, 305		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below at 1 Exam Room</i>	Low	\$100
	Notes: Paper towel dispenser protrudes 9" at 45-1/2" height (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Provide Visual Fire Alarms</i>	Medium	\$400
	Notes: Visual fire alarms must be located in common use and general circulation areas. None in this space. Federal Guideline: 215.1, 702.1, NFPA 72		

Item #	Description	Priority	Probable Cost
16-1	240/241 Unisex Administration Restrooms		
	<i>NOTE: These unisex restrooms cannot be made accessible without significant work, including enlarging the spaces. Should consider them to be non-accessible employee restrooms.</i>		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Low	\$400
	Notes: Existing signs at both rooms is only room number with tactile letters and Braille. Restrooms still require designation of gender or unisex. Provide compliant signage on wall that includes visual and tactile text and Braille indicating Unisex and do not include ISA on signs. Provide directional signs indicating where accessible restrooms are located. Federal Guideline: 216.4, 703		
Upper Level			
Item #	Description	Priority	Probable Cost
	Common Circulation Spaces		
	<i>NOTE: The emergency exit doors were not evaluated on this level. Consideration should be given for the set of double glass doors to be the employee entrance rather than single steel door due to access issues.</i>		
8a-2	Employee Entrance		
	<i>Replace Threshold</i>	Medium	\$175
	Notes: Threshold is 1" (1/4" max.; 1/2" if beveled). Federal Guideline: 404.2.5		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Lock hardware requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer assuming worst case that adjustment will not correct. Federal Guideline: 404.2.8.1		
15-3	309 Men's Restroom		
	<i>Provide Compliant Signage</i>	Medium	\$200
	Notes: Signage provided indicates this to be an accessible restroom, which it is not. Stall width of 39" (60" min. req'd.) would make it difficult to renovate without losing fixtures. Provide sign for restroom with required visual and tactile texts/Braille and gender pictogram without ISA. Provide directional sign indicating where nearest accessible restroom is located. Federal Guideline: 216.8, 703.3-4		

Item #	Description	Priority	Probable Cost
15-4	307 Women's Restroom		
	<i>Provide Compliant Signage</i>	Medium	\$200
	Notes: Signage provided indicates this to be an accessible restroom, which it is not. Stall width of 39" (60" min. req'd.) would make it difficult to renovate without losing fixtures. Provide sign for restroom with required visual and tactile texts/Braille and gender pictogram without ISA. Provide directional sign indicating where nearest accessible restroom is located. Federal Guideline: 216.8, 703.3-4		
	306 Break Room		
35-1	Kitchen		
	<i>Reposition Sink and Provide Knee Underclearance</i>	Low	\$800
	Notes: Sink has rim at 36-1/2" high (34" max. req'd). Reposition so rim of sink does not exceed 34" max. Kitchens with oven/stove and/or cooktop requires sink provide 27" min. knee space and insulation below. Federal Guideline: 606.3, 212.3, 306.3.1, 606.5		
	<i>Provide Required Clear Spaces</i>	Low	\$150
	Notes: Clear spaces at dishwasher and stove partially blocked by table. Recommended different size/shape table within the space. Federal Guideline: 804.6.1, 305		
	<i>Provide Oven/Stove with Controls on Front Panel</i>	High	\$1,000
	Notes: Cooking devices are required to have controls on the front so they do not require users to reach across burners to operate them. Install a new oven/stove with the proper controls. Federal Guideline: 804.6.5.3		
	<i>Provide Items within Reach Ranges</i>	Low	\$50
	Notes: Paper towel dispenser operable parts at 52" ht. (15-48" req'd.). Federal Guideline: 225, 811.2, 305		
	<i>Provide Visual Fire Alarms</i>	Medium	\$400
	Notes: Visual fire alarms must be located in common use and general circulation areas. None in this space. Federal Guideline: 215.1, 702.1, NFPA 72		
	312 Meeting Room		
08b-2	Meeting Room Door		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Low	\$100
	Notes: Two signs provided, only room number sign required to have tactile but if tactile is provided on room name sign, it must be on latch side and bottom of tactile letters must be between 48-60". Provide compliant signage on wall that includes visual and tactile text and Braille. Federal Guideline: 216.4, 703		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Lock hardware requires grasping and twisting. Federal Guideline: 404.2.7		

Item #	Description	Priority	Probable Cost
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force is 14 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.9		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	\$50
	Notes: Door maneuvering space on the pull side of the door (18" min. req'd.) is blocked by table. Relocate the table. Federal Guideline: 404.2.3-4, 404.2.7, 404.2.10		
16-4	404 WIC Waiting Room Restroom		
	<i>NOTE: 404 is public and located in waiting room. Determine options to make it compliant or make 416 the accessible restroom for the public. Determine if this space could be made accessible by providing sink alcove. Determine if sink can be recessed into lobby area to provide toilet clear space.</i>		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Low	\$200
	Notes: Existing sign visual text only 1/2" high (5/8" min. req'd.). Provide compliant signage on wall that includes ISA on accessible spaces only. Provide ISA on sign when made accessible, otherwise provide directional signs indicating where accessible restrooms are located. Relocate signs that have bottom of tactile letters above 60". Federal Guideline: 216.4, 703		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 12 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 41" ht. (40" max.). Federal Guideline: 603.3		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Paper towel dispenser protrudes 9" at 45" height (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Provide Sink Alcove in 404</i>	High	TBD
	Notes: Sink in space obstructs toilet clear space. Provide min. 30" wide recessed alcove for sinks into adjacent space, ensuring that all sink dimensional requirements are met. WIC Waiting Room adjacent to restroom would seem to be logical option. Cost TBD due to unknowns of what is within the walls. Federal Guideline: 604.6		
	<i>Reposition Side Grab Bar and Provide Compliant Rear Grab Bar</i>	Medium	\$1,000
	Notes: Side grab bar located 13" from rear wall (12" max.). Rear grab bar is only 30" long (36" min.). Provide 36" length rear grab bar req'd. Position properly on installation. Federal Guideline: 308, 604.5, 609		

Item #	Description	Priority	Probable Cost
	<i>Remove/Reposition Obstruction Over Grab Bars</i>	Low	\$100
	Notes: Baby changing station needs to be relocated so it does not obstruct side grab bar. Federal Guideline: 609.3		
18-8	408 WIC Exam Room (typical)		
	<i>Reposition Sink at 1 Exam Room</i>	Low	\$800
	Notes: Sink has rim at 36-1/2" high (34" max. req'd). Reposition so rim of sink does not exceed 34" max. Federal Guideline: 606.3		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below at 1 Exam Room</i>	Low	\$200
	Notes: Ceiling height 70" at low point, lights at 77" height, (4" max. between 27" and 80" high). Federal Guideline: 307.2		
18-9	Waiting Room		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below at 1 Exam Room</i>	Low	\$100
	Notes: Service counter protrudes 5-1/4" at 42" height (4" max. between 27" and 80" high). Federal Guideline: 307.2		
34-7	WIC Service Counter		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$600
	Notes: Counter height is 43-1/2" (28"-34" ht. max. for working surface; 36" max. for verbal interaction). Federal Guideline: 904.4.1, 904.4.2, 902		
16-3	416/432 Unisex Restrooms		
	<i>NOTE: 416 is public and should be made accessible. Adjacent room is mechanical, determine if sink can be recessed into that space to provide toilet clear space.</i>		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Low	\$400
	Notes: Existing sign visual text only 1/2" high (5/8" min. req'd.). Provide compliant signage on wall that includes ISA on accessible spaces only. Provide directional signs indicating where accessible restrooms are located at other two. Relocate signs that have bottom of tactile letters above 60". Provide compliant sign at 432 with "Employees Only" on the door. Federal Guideline: 216.4, 703		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Paper towel dispenser in 416 protrudes 9" at 53" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		

Item #	Description	Priority	Probable Cost
	<i>Provide Sink Alcove in 416</i>	High	TBD
	Notes: Sink in space obstructs toilet clear space. Provide min. 30" wide recessed alcove for sinks into adjacent space, ensuring that all sink dimensional requirements are met. Mechanical space adjacent to restroom would seem to be logical options. Cost TBD due to unknowns of what is within the walls. Federal Guideline: 604.6		
	<i>Reposition Toilet Paper Dispenser in 125 and 159</i>	Low	\$100
	Notes: Dispensers mounted outside 7"-9" to centerline from front of toilet. Federal Guideline: 604.7, 609.3		
	<i>Replace Rear Grab Bar</i>	Medium	\$500
	Notes: Rear grab bar is only 30" long (36" min. req'd.). Ensure proper installation relative to centerline of toilet (12"/24"). Federal Guideline: 604.5		
	430 WIC Break Room		
35-4	Kitchenette		
	<i>Reposition Sink</i>	Low	\$800
	Notes: Sink has rim at 36" high (34" max. req'd). Reposition so rim of sink does not exceed 34" max. Federal Guideline: 606.3, 212.3		
	<i>Provide Required Clear Spaces</i>	Low	\$100
	Notes: Clear spaces at electrical switches and outlets partially blocked by furniture. Rearrange or move to provide clear space. Provide power strip within reach range as option. Federal Guideline: 804.6.1, 305		
	<i>Provide Items within Reach Ranges</i>	Low	\$50
	Notes: Telephone operable parts at 50" ht. (15-48" req'd.). Federal Guideline: 225, 811.2, 305		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below at 1 Exam Room</i>	Low	\$200
	Notes: Paper towel dispenser protrudes 9" at 46" height and table protrudes 18" at 28-1/2" (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	442 Conference/Break Room		
08b-2	Conference Room Door		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Lock hardware requires grasping and twisting. Federal Guideline: 404.2.7		
35-3	Kitchenette		
	<i>Reposition Sink</i>	Low	\$800
	Notes: Sink has rim at 36" high (34" max. req'd). Reposition so rim of sink does not exceed 34" max. Federal Guideline: 606.3, 212.3		

Item #	Description	Priority	Probable Cost
	<i>Provide Required Clear Spaces</i>	Low	\$50
	Notes: Clear spaces at electrical switches partially blocked by furniture. Rearrange or move to provide clear space. Federal Guideline: 804.6.1, 305		
	<i>Provide Items within Reach Ranges</i>	Low	\$50
	Notes: Paper towel dispenser operable parts at 50" ht. (15-48" req'd.). Federal Guideline: 225, 811.2, 305		
	<i>Provide Visual Fire Alarms</i>	Medium	\$400
	Notes: Visual fire alarms must be located in common use and general circulation areas. None in this space. Federal Guideline: 215.1, 702.1, NFPA 72		
	Facility Total:		\$35,975
General Notes: 1. Many improvements that may be needed require additional investigation to explore options and costs. Items with costs noted at "TBD" require additional investigation. Cost for these items are not included in the total cost of required improvements and will increase this number.			



Probation

Data collected
March 2018

Exterior

Item #	Description	Priority	Probable Cost
1a	Parking		
	41 total parking spaces provided, including 4 designated as accessible (1 van space provided). Note that parking is shared with other users and adjacent facility.		
	Mill and Overlay Parking Space	Medium	\$1,500
	Notes: Spaces and access aisles exceed 2% max. slopes (up to 5.0%). Federal Guideline: 208.2, 208.3		
4	Accessible Routes		
	Provide Compliant Sidewalks	Medium	\$800
	Notes: Turning space at drive ramp exceeds 2% max. slope. Explore options, which may include reconstruction of a combination ramp to access both facilities served. Federal Guideline: 206.2.2, 403.3, 403.5		

Interior

Common Elements

8a-1	Main Public Entrance		
	Provide Means of Egress Signage	High	\$100
	Notes: Only visual EXIT sign provided. Federal Guideline: 216.4, 703		
	Adjust Door Closer	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer. Federal Guideline: 404.2.8.1		
	Provide Kick Plate on Push Side of Door	Medium	\$110
	Notes: 8" to glazing on door (10" min. smooth req'd.). Federal Guideline: 404.2.10		
	Circulation Corridors		
09-1	Office Corridor		
	Provide Compliant Signage Outside of Permanent Spaces	Medium	\$400
	Notes: Exempt work and other spaces have no compliant signage. Provide compliant signs for all permanent spaces. Federal Guideline: 216.4, 703		

Item #	Description	Priority	Probable Cost
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50-1/2" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Lower Fire Alarm Activation Device</i>	Low	\$200
	Notes: Devices are at 50" (over 48" max ht.). This is compliant with 54" allowed by 1991 ADAAG but a life-safety item. Federal Guideline: 205.1, 308		
09-2	Rear Corridor		
	<i>Provide Compliant Signage Outside of Permanent Spaces</i>	Medium	\$300
	Notes: Exempt work and other spaces have no compliant signage. Provide compliant signs for all permanent spaces. Federal Guideline: 216.4, 703		
	<i>Provide Visual Fire Alarms</i>	Medium	\$400
	Notes: Visual fire alarms must be located in common use and general circulation areas. None in this space. Federal Guideline: 215.1, 702.1, NFPA 72		
	Lobby		
18-3	Lobby		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50-1/2" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Deposit box protrudes 7" at 32" height (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Lower Fire Alarm Activation Device</i>	Low	\$200
	Notes: Devices are at 49-1/2" (over 48" max ht.). This is compliant with 54" allowed by 1991 ADAAG but a life-safety item. Federal Guideline: 205.1, 308		
34-7	Service Counter		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$600
	Notes: Counter height is above 28"-34" ht. max. for working surface; 36" max. for verbal interaction. Recommend lowering to 34" max. Federal Guideline: 904.4.1, 904.4.2, 902		
Main Level			
	Break Room		
08b-1	Break Room Door		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Low	\$100
	Notes: "Employees Only" sign on the door. Provide compliant sign that includes visual text, tactile text, and Braille on latch side wall. Federal Guideline: 216, 703		

Item #	Description	Priority	Probable Cost
35	Kitchenette		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Electrical outlets in the room are provided at 49" (15-48" req'd.). Lowest cost alternative is likely a power strip mounted to a firm surface between 15-48" ht. Federal Guideline: 205.1, 308		
	<i>Provide Items within Reach Ranges</i>	Low	\$50
	Notes: Some item operable parts (paper towels) above 48" ht. (15-48" req'd.). Federal Guideline: 225, 811.2, 305		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Shelf over table protrudes 10" at 68-1/2" height (4" max. between 27" and 80" high). Movable table protects currently. Federal Guideline: 307.2		
	Classroom		
08b-3	Classroom Doors (2)		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Low	\$200
	Notes: Provide compliant sign that includes visual text, tactile text, and Braille on latch side wall. Federal Guideline: 216, 703		
	<i>Replace Door Hardware</i>	Low	\$440
	Notes: Lock hardware requires grasping and twisting. Federal Guideline: 404.2.7		
18-1	Classroom		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 51" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Visual Fire Alarms</i>	Medium	\$400
	Notes: Visual fire alarms must be located in common use and general circulation areas. None in this space. Federal Guideline: 215.1, 702.1, NFPA 72		
	Conference Room		
08b-2	Conference Room Door		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Low	\$100
	Notes: Provide compliant sign that includes visual text, tactile text, and Braille on latch side wall. Federal Guideline: 216, 703		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Lock hardware requires grasping and twisting. Federal Guideline: 404.2.7		

Item #	Description	Priority	Probable Cost
18-2	Conference Room		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50-1/2" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Visual Fire Alarms</i>	Medium	\$400
	Notes: Visual fire alarms must be located in common use and general circulation areas. None in this space. Federal Guideline: 215.1, 702.1, NFPA 72		
16-1	Men's Restroom		
	<i>Reposition Sink</i>	Low	\$800
	Notes: Sink has rim at 34-1/2" high (34" max. req'd). Reposition so rim of sink does not exceed 34" max. Federal Guideline: 606.3		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 40-1/2" ht. (40" max.). Federal Guideline: 603.3		
	<i>Provide Items within Reach Ranges</i>	Low	\$50
	Notes: Paper towel dispenser operable parts at 51" ht. (15-48" req'd.). Relocate lower and to remove protrusion. Federal Guideline: 225, 811.2, 305		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	included above
	Notes: Paper towel dispenser protrudes 8-1/2" at 51" height (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	\$150
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Lower Electrical Outlet</i>	Low	\$50
	Notes: Electrical outlet at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Least costly option is wall mounted power strip. Federal Guideline: 205.1, 308		
	<i>Reposition Toilet</i>	Medium	\$765
	Notes: Centerline of toilet located at 18-3/4" from side wall (16"-18" req'd.). Federal Guideline: 604.2		
	<i>Provide Toilet Clear Space</i>	High	TBD
	Notes: Sink in space provides 44" clear adjacent to toilet (60" min. req'd.). Investigate option of constructing min. 30" wide recessed alcove for sink into adjacent space, ensuring that all sink dimensional requirements are met. Cost TBD due to unknowns of what is within the walls. Federal Guideline: 604.3.1, 604.6		

Item #	Description	Priority	Probable Cost
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$100
	Notes: Dispenser mounted outside 7"-9" to centerline from front of toilet. Federal Guideline: 604.7, 609.3		
	<i>Reposition Side and Rear Grab Bar</i>	Medium	\$600
	Notes: Side grab bar located 49-1/2" from rear wall (54" min. req'd.). Rear grab bar is installed 16"/20" relative to toilet centerline (12"/24" req'd.). Federal Guideline: 308, 604.5, 609		
16-2	Women's Restroom		
	<i>Reposition Sink</i>	Low	\$800
	Notes: Sink has rim at 34-1/2" high (34" max. req'd). Reposition so rim of sink does not exceed 34" max. Federal Guideline: 606.3		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface over sink is at 40-1/2" ht. (40" max.). Federal Guideline: 603.3		
	<i>Provide Items within Reach Ranges</i>	Low	\$50
	Notes: Paper towel dispenser operable parts at 51" ht. (15-48" req'd.). Relocate lower and to remove protrusion. Federal Guideline: 225, 811.2, 305		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	included above
	Notes: Paper towel dispenser protrudes 8-1/2" at 51" height (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	\$150
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Lower Electrical Outlet</i>	Low	\$50
	Notes: Electrical outlet at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Least costly option is wall mounted power strip. Federal Guideline: 205.1, 308		
	<i>Reposition Toilet</i>	Medium	\$765
	Notes: Centerline of toilet located at 18-3/4" from side wall (16"-18" req'd.). Federal Guideline: 604.2		
	<i>Provide Toilet Clear Space</i>	High	TBD
	Notes: Sink in space provides 44" clear adjacent to toilet (60" min. req'd.). Investigate option of constructing min. 30" wide recessed alcove for sink into adjacent space, ensuring that all sink dimensional requirements are met. Cost TBD due to unknowns of what is within the walls. Federal Guideline: 604.3.1, 604.6		

Item #	Description	Priority	Probable Cost
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$100
	Notes: Dispenser mounted outside 7"-9" to centerline from front of toilet. Federal Guideline: 604.7, 609.3		
	<i>Reposition Side and Rear Grab Bar</i>	Medium	\$600
	Notes: Side grab bar located 49-1/2" from rear wall (54" min. req'd.). Rear grab bar is installed 15"/21" relative to toilet centerline (12"/24" req'd.). Federal Guideline: 308, 604.5, 609		
	Facility Total:		\$12,350

General Notes: 1. Many improvements that may be needed require additional investigation to explore options and costs. Items with costs noted at "TBD" require additional investigation. Cost for these items are not included in the total cost of required improvements and will increase this number.



Blount County Library

Data collected
April 2018

Exterior

Item #	Description	Priority	Probable Cost
1a	Public Parking		
	<i>184 total parking spaces provided, including 8 designated as accessible (0 van spaces provided).</i>		
	<i>Provide Van-Accessible Parking</i>	Medium	\$200
	Notes: Dimensions of existing spaces is adequate. 2 existing spaces need van-accessible placard added to sign. Federal Guideline: 208.2, 208.3		
1a	Employee Parking		
	<i>32 total parking spaces provided, including 0 designated as accessible.</i>		
	<i>Provide Accessible Parking</i>	Medium	\$400
	Notes: 2 accessible spaces (1 van-accessible) required with compliant signage. Federal Guideline: 208.2, 208.3		
02	Curb Ramp		
	<i>Reconstruct Existing Curb Ramp</i>	Medium	\$700
	Notes: Curb ramp has running slopes up to 9.3% (8.3% max.). Bottom landing lies within main circulation lane of vehicle traffic. Federal Guideline: 406.3, 406.5, 406.6		
4	Exterior Pedestrian Routes		
	<i>NOTE: the pedestrian access route from accessible parking to the building entrance is very limited. It begins at the curb ramp and terminates at the front door. The adjacent walks along the front of the library have cross slopes over 2% but they are not part of an accessible route.</i>		

Interior

Item #	Description	Priority	Probable Cost
7	Drinking Fountain		
	<i>Replace Non-Compliant Fountain</i>	Low	\$2,000
	Notes: Bubbler height compliant for wheelchair users at 35" (36" max.). Nothing to accommodate children (30" max.) or standing persons (38-43"). Public facility with high use, such as a library, should consider more inclusive facilities. Provide paper cup dispenser and waste receptable temporarily until the fountain is replaced. Federal Guideline: 211, 602.4, 602.5, 602.6		
8a	Main Public Entrances		
	<i>NOTE: The main entrance has 3 sets of doors. The center doors, which would be the accessible route from parking, are automated with motion sensors. The other 2 pairs of doors are on separate connector walks to the main walk along the building front.</i>		

	<i>Provide Signage</i>	High	\$300
	Notes: The ISA should be displayed on the center pair of doors to identify it as the main accessible entrances. Other doors should have directional signs placed directing users to this set of doors at the sidewalk. Federal Guideline: 216, 703		
	<i>Provide Means of Egress Signage</i>	High	\$400
	Notes: No signage provided. Visual EXIT signs inside of library inside of interior entry vestibule doors. Provide tactile and Braille signs at all outer doors and on inside of interior vestibule door. Federal Guideline: 216.4, 703		
	<i>Adjust Door Closer (2 outer doors)</i>	Low	\$900
	Notes: Closing speed is under 5 second minimum and operating force is 23 lbs. (15 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Kick Plate on Push Side of Door (6)</i>	Medium	\$660
	Notes: 8-3/4" to glazing on all 6 doors. (10" min. smooth req'd.). Federal Guideline: 404.2.10		
	Public Entrance Vestibule		
08b-4	Vestibule Doors to Meeting Rooms		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 12 lbs. (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Provide Kick Plate on Push Side of Door</i>	Medium	\$220
	Notes: 8-3/4" to glazing on both doors. (10" min. smooth req'd.). Federal Guideline: 404.2.10		
	Circulation Spaces		
9-1	Employee Offices Corridor		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Compliant Signage Outside of Permanent Spaces</i>	Low	\$1,200
	Notes: Many spaces have no compliant signage. Provide compliant signs for all permanent spaces. Federal Guideline: 216.4, 703		
9-2	Meeting Rooms Corridor		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Compliant Signage Outside of Permanent Spaces</i>	Low	\$600
	Notes: Many spaces have no compliant signage. Provide compliant signs for all permanent spaces. Federal Guideline: 216.4, 703		
	<i>Lower Fire Alarm Activation Device</i>	Low	\$200
	Notes: Devices are at 49" (over 48" max ht.). This is compliant with 54" allowed by 1991 ADAAG but a life-safety item. Federal Guideline: 205.1, 308		

18-3	Main Entrance Lobby		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Two flat panel televisions mounted to the wall protrude 4-1/4" at 64" ht. (4" max. between 27" and 80" high). Currently protected by movable table and chairs. Federal Guideline: 307.2		
	1043 Staff Break Room		
08b-1	Break Room Door		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Low	\$100
	Notes: No sign provided. Provide identifier of permanent space with visual text, tactile letters, and Braille. Federal Guideline: 216, 703		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer. Federal Guideline: 404.2.8.1		
35	Kitchen		
	<i>Provide Knee Space Below Sink and Compliant Height Rim</i>	Low	\$1,200
	Notes: Kitchens with a cooking device (over/stove) requires that the sink provide knee space below. Sink rim currently at 36" (34" max.). Modify cabinets to meet requirements. Federal Guideline: 212.3, 606.3, 306.3.1		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Lower Fire Alarm Activation Device</i>	Low	\$200
	Notes: Devices at 50" (over 48" max ht.). This is compliant with 54" allowed by 1991 ADAAG but a life-safety item. Federal Guideline: 205.1, 308		
	1010C Large Meeting Room		
08b-2	Door		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating force to open is 7 lbs. (5 lbs. max.). Cost is for new closer. Federal Guideline: 404.2.9		
18-2	Meeting Room		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 51" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Two flat panel televisions mounted to the wall protrude 4-1/4" at 64" ht. (4" max. between 27" and 80" high). Currently protected by movable table and chairs. Federal Guideline: 307.2		
	<i>Lower Fire Alarm Activation Device</i>	Low	\$200
	Notes: Devices at 50" (over 48" max ht.). This is compliant with 54" allowed by 1991 ADAAG but a life-safety item. Federal Guideline: 205.1, 308		

20	Assembly Areas		
	<i>Provide Assistive Listening Devices and Signage</i>	Medium	\$2,500
	Notes: Three (3) meeting spaces in the facility could be considered assembly areas and include audio amplification. No signage is present and no indication that assistive listening system and devices are available as required for all courtrooms. Consider installation of Assistive Listening System for the spaces. Per table 219.3, 2 receivers are required, both must be hearing-aid compatible. Suggest individual system for each space. Federal Guideline: 219.2-219.3, 216.10, 703.7.2.4, 706.1		
	1010A & 1010B Meeting Rooms		
	<i>Adjust Door Closers (2)</i>	Low	\$900
	Notes: Operating force to open is 7 lbs. (5 lbs. max.). Cost is for new closer. Federal Guideline: 404.2.9		
18-5	Meeting Rooms (2)		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 51" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Flat panel televisions mounted to the wall protrude 4-1/4" at 64" ht. (4" max. between 27" and 80" high). Currently protected by movable table and chairs. Federal Guideline: 307.2		
	Board Room		
08b-5	Board Room Door		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Low	\$100
	Notes: No sign provided. Provide identifier of permanent space with visual text, tactile letters, and Braille. Federal Guideline: 216, 703		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer. Federal Guideline: 404.2.8.1		
18-4	Board Room		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 51" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	1041 Staff Lobby		
08b-7	Entry Doors		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Low	\$100
	Notes: No sign provided. Provide identifier of permanent space with visual text, tactile letters, and Braille. Federal Guideline: 216, 703		
18-1	Lobby		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 51" (over 48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		

34-4	Reception Desk Service Counter		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$600
	Notes: Counter height is 43" (28"-34" ht. max. for working surface; 36" max. for verbal interaction). Federal Guideline: 904.4.1, 904.4.2, 902		
	Study Room (typical)		
08b-9	Entry Doors		
	<i>Provide Compliant Signage Outside of Permanent Spaces</i>	Low	\$400
	Notes: No signs provided. Provide identifier of permanent spaces with visual text, tactile letters, and Braille. Federal Guideline: 216, 703		
18-6	Study Room (typical)		
	<i>Provide 60" Diameter Turning Area</i>	Low	N/A
	Notes: Ensure that adequate clear space is available for a wheelchair to turn within the space. Movable furniture blocks. Federal Guideline: 304.3, 306		
15-1	1063 Main Public Men's Restroom		
	<i>Provide Compliant Wall Signage</i>	Medium	\$100
	Notes: Braille is only separated from corresponding text by 1/4" (3/8" min. req'd.). Federal Guideline: 703.3.2		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer. Federal Guideline: 404.2.8.1		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Hand dryer projects 7" at 25" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Modify Stall Door Hinges</i>	Medium	\$100
	Notes: Stall door is not self closing. Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Reposition Urinal</i>	Low	\$450
	Notes: Urinal lip is 22" from floor (17" max) Federal Guideline: 605.2		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$100
	Notes: Dispenser mounted 14" in front of toilet (7"-9" req'd.). Federal Guideline: 604.7, 609.3		
	<i>Reposition Rear Grab Bar</i>	Low	\$300
	Notes: Rear grab bar is installed 14"/22" relative to toilet centerline (12"/24" relative to toilet centerline req'd.). Federal Guideline: 604.5, 609.4		
	1062 Main Public Women's Restroom		
	<i>Provide Compliant Wall Signage</i>	Medium	\$100
	Notes: Braille is only separated from corresponding text by 3/16" (3/8" min. req'd.). Federal Guideline: 703.3.2		

	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 12 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Modify Stall Door Hinges and Provide Hardware</i>	Medium	\$200
	Notes: Stall door is not self closing. No handle provided on outside of stall door (req'd. on both sides). Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Reposition Toilet</i>	Medium	\$765
	Notes: Centerline of toilet located at 19" from side wall (16"-18" req'd.). Federal Guideline: 604.2		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$100
	Notes: Dispenser mounted 14" in front of toilet (7"-9" req'd.). Federal Guideline: 604.7, 609.3		
	<i>Reposition Rear Grab Bar</i>	Low	\$300
	Notes: Rear grab bar is installed 14"/22" relative to toilet centerline (12"/24" relative to toilet centerline req'd.). Federal Guideline: 604.5, 609.4		
15-3	1019 Meeting Area Public Men's Restroom		
	<i>Provide Compliant Wall Signage</i>	Medium	\$100
	Notes: Braille is only separated from corresponding text by 3/16" (3/8" min. req'd.). Federal Guideline: 703.3.2		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 12 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Reposition Mirror</i>	Low	\$100
	Notes: Bottom edge of reflecting surface over sink is at 41" ht. (40" max.). Federal Guideline: 603.3		
	<i>Reposition Paper Towel Dispenser</i>	Low	\$50
	Notes: Operable parts at 56" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	included above
	Notes: Paper towel dispenser protrudes 8" at 56" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Modify Stall Door Hinges and Provide Hardware</i>	Medium	\$200
	Notes: Stall door is not self closing. No handle provided on outside of stall door (req'd. on both sides). Federal Guideline: 213.3, 604.8, 404.2, 309.4		

	<i>Reposition Urinal (optional)</i>	Low	N/A
	Notes: Urinal lip is 18" from floor (17" max.) but only 1 in space so compliance is not required. Federal Guideline: 605.2		
	<i>Reposition Toilet</i>	Low	\$765
	Notes: Centerline of toilet located at 18-1/4" from side wall (16"-18" req'd.). Federal Guideline: 604.2		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$100
	Notes: Dispenser mounted 14" in front of toilet (7"-9" req'd.). Federal Guideline: 604.7, 609.3		
15-4	1018 Meeting Area Public Women's Restroom		
	<i>Provide Compliant Wall Signage</i>	Medium	\$100
	Notes: Braille is only separated from corresponding text by 3/16" (3/8" min. req'd.). Federal Guideline: 703.3.2		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum and operating force is 10 lbs (5 lb. max.). Cost is for new closer. Federal Guideline: 404.2.8.1, 404.2.9		
	<i>Reposition Mirror</i>	Low	\$100
	Notes: Bottom edge of reflecting surface over sink is at 41" ht. (40" max.). Federal Guideline: 603.3		
	<i>Reposition Paper Towel Dispenser</i>	Low	\$50
	Notes: Operable parts at 56" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	included above
	Notes: Paper towel dispenser protrudes 8" at 56" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Modify Stall Door Hinges and Provide Hardware</i>	Medium	\$200
	Notes: Stall door is not self closing. No handle provided on outside of stall door (req'd. on both sides). Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Reposition Toilet</i>	Low	\$765
	Notes: Centerline of toilet located at 18-1/2" from side wall (16"-18" req'd.). Federal Guideline: 604.2		
16-1	1055 Employee Men's Restroom		
	<i>NOTE: This set of employee restrooms are not accessible and would require significant work to make them comply, especially the Men's. Consider the nearest public restrooms to be the accessible restrooms and provide directional signage. Items for reference only in the event the county opts to make these restrooms compliant, with costs provided only for mandatory items.</i>		

	<i>Provide Compliant Wall Signage</i>	Medium	\$200
	Notes: Braille is only separated from corresponding text by 3/16" (3/8" min. req'd.). Provide directional sign. Federal Guideline: 703.3.2		
	<i>Replace Door Hardware</i>	Low	N/A
	Notes: Lock hardware requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	N/A
	Notes: Door maneuvering space provided parallel to doorway on pull side is blocked by trash can (18" req'd.). Move trash can. Federal Guideline: 404.2.4.1		
	<i>Reposition Sink and Provide Knee Space</i>	Medium	N/A
	Notes: Sink rim is 36" high (34" max. req'd) and sink is within a cabinet that provides no knee space for wheelchair user. Provide a new wall hung fixture such that rim of sink does not exceed 34" max. and 27" min. knee clearance is provided. Federal Guideline: 606.3		
	<i>Reposition Mirror</i>	Low	N/A
	Notes: Bottom edge of reflecting surface over sink is at 47" ht. (40" max.). Federal Guideline: 603.3		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Relocate Coat Hook</i>	Low	N/A
	Notes: Coat hook located at 66" ht. (15"-48" req'd.). Federal Guideline: 308, 603.4		
	<i>Provide Clear Space at Toilet</i>	Medium	N/A
	Notes: Existing clear space from near wall of toilet to sink is much less than the 60" min. req'd. Will require providing sink in recessed alcove or enlarging the space. Federal Guideline: 604.3.1		
	<i>Reposition Toilet Paper Dispenser</i>	Low	N/A
	Notes: Dispenser mounted 12" in front of toilet (7"-9" req'd.). Federal Guideline: 604.7, 609.3		
	<i>Provide Side and Rear Grab Bars</i>	Low	N/A
	Notes: No grab bars provided. Federal Guideline: 604.5		
16-2	1056 Employee Women's Restroom		
	<i>Provide Compliant Wall Signage</i>	Medium	\$200
	Notes: Braille is only separated from corresponding text by 3/16" (3/8" min. req'd.). Provide directional sign. Federal Guideline: 703.3.2		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	N/A
	Notes: Door maneuvering space provided parallel to doorway on pull side is blocked by table (18" req'd.). Move table. Federal Guideline: 404.2.4.1		
	<i>Provide Clear Space at Sink</i>	Low	N/A
	Notes: The required 30"x48" clear space in front of the sink is blocked by trash can. Move trash can. Federal Guideline: 606.2, 305.3		

	<i>Reposition Mirror</i>	Low	N/A
	Notes: Bottom edge of reflecting surface over sink is at 41" ht. (40" max.). Federal Guideline: 603.3		
	<i>Reposition Paper Towel Dispenser</i>	Low	N/A
	Notes: Operable parts at 56" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	N/A
	Notes: Paper towel dispenser protrudes 8" at 56" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Relocate Coat Hook</i>	Low	N/A
	Notes: Coat hook located at 66" ht. (15"-48" req'd.). Federal Guideline: 308, 603.4		
	<i>Provide Clear Space at Toilet</i>	Medium	N/A
	Notes: Existing clear space from near wall of toilet to sink is 47" (60" min. req'd.). Will require providing sink in recessed alcove or enlarging the space. Federal Guideline: 604.3.1		
	<i>Reposition Side Grab Bar</i>	Low	N/A
	Notes: Rear grab bar is installed 11"/23" relative to toilet centerline (12"/24" req'd.) . Federal Guideline: 604.5		
	Facility Total:		\$23,725
General Notes: 1. Many improvements that may be needed require additional investigation to explore options and costs. Items with costs noted at "TBD" require additional investigation. Cost for these items are not included in the total cost of required improvements and will increase this number.			



Recovery Court

Data collected
March 2018

Exterior

Item #	Description	Priority	Probable Cost
1	Parking Lot		
	<i>Recovery Court is served by shared parking lot accessed by 3 buildings providing 5 different programs. No accessible spaces are provided adjacent to the Recovery Court program. Approximate number of spaces assumed to be serving this use is between 30-40, requiring 1 van accessible and 1 regular space.</i>		
	<i>Provide Accessible Parking Spaces</i>	High	\$1,850
	Notes: Provide 1 van stall (11' min.), 1 regular stall (8' min.), and shared access aisle (5' min.) where slopes do not exceed 2% in either direction. Provide signage with ISA (and van accessible designation where appropriate) at 80" min. ht. Locate nearest to accessible route/accessible entrance to facility. Federal Guideline: 208.2, 208.2.4		
4	Accessible Routes		
	<i>Provide Curb Ramp at New Accessible Parking</i>	High	\$1,500
	Notes: All areas accessed from existing parking lot are curbed. Federal Guideline: 303.4		
	<i>Fill Gap in Sidewalk</i>	Low	\$50
	Notes: 7/8" gap in sidewalk at SW building corner exceeds 1/2" max. for horizontal displacements. Federal Guideline: 302.3, 403.2		
	<i>Provide Level Space on Pull Side of Door</i>	High	\$500
	Notes: Slope exceeds 2% max. Federal Guideline: 404.2.4		

Interior

Item #	Description	Priority	Probable Cost
08a	Exterior Entrances		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: None provided. Federal Guideline:		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum. Cost is for new closer. Federal Guideline: 404.2.8.1		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Lock hardware requires grasping and twisting. Federal Guideline: 404.2.7		

Item #	Description	Priority	Probable Cost
	Lobby		
8b-2	Interior Door in Lobby		
	<i>Provide Wall Signage</i>	Low	\$100
	Notes: No signage provided. Raised text and Braille req'd for permanent rooms and spaces. Federal Guideline: 216.8, 703.3-4		
	<i>Provide Signage, Visual, and Audible Indicators at Call Button</i>	Low	\$200
	Notes: None provided. Signage with visual and tactile text w/Braille req'd. along with visual indication and audible indication that call has been received. Federal Guideline: 309.4		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 sec. min. and operating effort is 12 lb. (5 lb. max. for interior doors). Federal Guideline: 404.2.8-9		
	<i>Provide Maneuvering Space</i>	Medium	\$50
	Notes: Space is obstructed by moveable furniture on swing side of door. Relocate. (18" parallel to door on latch side req'd). Federal Guideline: 404.2.4.1		
18-3	Lobby		
	<i>Provide Visual Fire Alarms</i>	Medium	\$400
	Notes: Visual fire alarms must be located in common use and general circulation areas. None in this space. Federal Guideline: 215.1, 702.1, NFPA 72		
	Administrative Offices Corridor		
08b-3	Entry Door		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Low	\$100
	Notes: Existing "Administrative Offices" sign is paper and located on the door. Provide compliant signage on wall that includes visual and tactile text and Braille. Federal Guideline: 216.4, 703		
	<i>Adjust Door Closer</i>	Medium	\$450
	Notes: Operating force to open is 10 lbs. (5 lb. max. for interior doors). Cost is for new closer. Federal Guideline: 404.2.9		
	<i>Replace Door Hardware</i>	High	\$220
	Notes: Knobs require grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Medium	\$800
	Notes: Door maneuvering space on the pull side of the door is 12" (18" min. req'd.). Determine options, which will likely require the door to be rehung with hinges closer to wall. Federal Guideline: 404.2.3-4, 404.2.7, 404.2.10		

Item #	Description	Priority	Probable Cost
	Conference Room		
8b-1	Door (Typical of 3)		
	<i>Provide Wall Signage (Typ. of 3)</i>	Low	\$300
	Notes: No signage provided. Raised text and Braille req'd. for permanent rooms and spaces. Federal Guideline: 216.8, 703.3-4		
	<i>Replace Door Hardware (Typ. of 3)</i>	High	\$660
	Notes: Knobs require grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Maneuvering Space</i>	Medium	\$50
	Notes: Space is obstructed by moveable furniture on swing side of door. Relocate furniture (18" parallel to door on latch side req'd.). Federal Guideline: 404.2.4.1		
18-1	Conference Room		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	\$100
	Notes: Flat panel television and shelf mounted to the wall protrudes 10" at 54" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Provide Visual Fire Alarms</i>	Medium	\$400
	Notes: Visual fire alarms must be located in common use and general circulation areas. None in this space. Federal Guideline: 215.1, 702.1, NFPA 72		
35	Break Room		
	<i>Provide Wall Signage</i>	Low	\$100
	Notes: No signage provided. Raised text and Braille req'd. for permanent rooms and spaces. Federal Guideline: 216.8, 703.3-4		
	<i>Replace Door Hardware</i>	High	\$220
	Notes: Knobs require grasping and twisting. Federal Guideline: 404.2.7		
	<i>Reposition Sink</i>	Low	\$800
	Notes: Sink has rim at 36-1/4" high (34" max. req'd). Reposition so rim of sink does not exceed 34" max. Federal Guideline: 606.3, 212.3		
	<i>Provide Required Clear Spaces</i>	Low	\$50
	Notes: Clear spaces at freezer may not be adequate for wheelchair user. Move unit as far from side wall as possible. Federal Guideline: 804.6.6		
	<i>Provide Items within Reach Ranges</i>	Low	\$50
	Notes: Paper towel dispenser operable parts at 53" ht. (15-48" req'd.). Federal Guideline: 225, 811.2, 305		
	<i>Provide Visual Fire Alarms</i>	Medium	\$400
	Notes: Visual fire alarms must be located in common use and general circulation areas. None in this space. Federal Guideline: 215.1, 702.1, NFPA 72		

Item #	Description	Priority	Probable Cost
	Therapy Room (typ. of 2)		
8b-4	Door		
	<i>Provide Compliant Signage Outside of Permanent Space</i>	Low	\$200
	Notes: No sign provided. Provide compliant signage on wall that includes visual and tactile text and Braille. Federal Guideline: 216.4, 703		
	<i>Replace Door Hardware</i>	High	\$440
	Notes: Locks require grasping and twisting. Federal Guideline: 404.2.7		
18-4	Therapy Room		
	<i>Provide 60" Diameter Clear Space</i>	Low	\$200
	Notes: Space for wheelchair to turn within the room is blocked by large furniture. Determine options, which will likely require removing some items from the spaces. Federal Guideline: 304.3		
	<i>Provide Visual Fire Alarms</i>	Medium	\$400
	Notes: Visual fire alarms must be located in common use and general circulation areas. None in this space. Federal Guideline: 215.1, 702.1, NFPA 72		
9-1, 9-2	Corridors		
	<i>Provide Compliant Signage Outside of Permanent Spaces</i>	Medium	\$900
	Notes: Offices and other exempt spaces have no compliant signage. Provide compliant signs for all permanent spaces. Federal Guideline: 216.4, 703		
	<i>Replace Door Hardware</i>	High	\$2,200
	Notes: Door hardware is knobs that requires grasping and twisting. Replace all. Federal Guideline: 404.2.7		
	<i>Provide Visual Fire Alarms</i>	Medium	\$400
	Notes: Visual fire alarms must be located in common use and general circulation areas. None in the conference area within hallway. Federal Guideline: 215.1, 702.1, NFPA 72		
16-1	East Unisex Restroom		
	<i>NOTE: This set of restrooms are not accessible and would require significant work to make them comply. One of the two needs to be made fully compliant, investigate least impacting and costly option. Costs provided for West Restroom since there is space available adjacent to expand the space based on visual information.</i>		
	<i>Provide Compliant Signage</i>	Medium	\$200
	Notes: Signage provided is located on the pull side of the door and located too high. Sign does not include any raised tactile letters. Since this is not going to be the accessible restroom, sign must include gender pictogram, tactile text, and Braille. Provide new sign that complies and does not include ISA. Federal Guideline: 216.8, 703.3-4		

Item #	Description	Priority	Probable Cost
	<i>Replace Door and Hardware and Remove Closer</i>	N/A	N/A
	Notes: Door width is 30-7/8" (32" min. req'd.) and hardware is knobs. Closing speed is under 5 sec. min. and operating effort is 15 lbs. (5 lbs. max for interior doors). Door maneuvering space not provided on push side of door (11" provided, 12" req'd. on door with closer and latch). Federal Guideline: 404.2.3, 404.2.8-9		
	<i>Provide Turning Area</i>	N/A	N/A
	Notes: Min. 60" diameter turning space required in restroom (42" max provided). Cost assumes conversion to single user restroom and new lavatory). Federal Guideline: 304.3, 306.3, 606.2		
	<i>Insulate Water Lines</i>	N/A	N/A
	Notes: Supply lines, valves, and exposed drain pipes are poorly insulated or insulation is falling off to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	N/A	N/A
	Notes: Bottom edge of reflecting surface over sink is at 55" ht. (40" max.). Federal Guideline: 603.3		
	<i>Reposition Towel Dispenser</i>	N/A	N/A
	Notes: Operable parts at 52" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	N/A	N/A
	Notes: Paper towel dispenser protrudes 9-1/2" at 52" and toilet paper dispenser projects 6-1/2" at 34" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Provide Visual Fire Alarms</i>	Medium	\$400
	Notes: Visual fire alarms must be located in common use and general circulation areas. None in this space. Federal Guideline: 215.1, 702.1, NFPA 72		
	<i>Reposition Toilet</i>	N/A	N/A
	Notes: Centerline of toilet located at 15" from side wall (16"-18" req'd.). Federal Guideline: 604.2		
	<i>Provide Toilet Clear Space</i>	N/A	N/A
	Notes: Room width only 56", required clear space from wall near toilet cannot be provided in the existing space (60" min. req'd.). Cost TBD due to unknowns of what is within the walls. Federal Guideline: 604.3.1, 604.6		
	<i>Provide Compliant Grab Bars</i>	N/A	N/A
	Notes: Existing side grab bar mounted at 31-1/2" height (33-36" req'd.) and is too short (48" min. req'd.) and no horizontal rear grab bar provided. Federal Guideline: 308, 604.5, 609		

Item #	Description	Priority	Probable Cost
16-2	West Unisex Restroom		
	<i>NOTE: Given the space adjacent to this restroom, it is the best option for enlargement to be wheelchair accessible. Investigate potential obstructions, etc. in the wall and expand the restroom to be compliant.</i>		
	<i>Provide Compliant Signage</i>	Medium	\$200
	Notes: Signage provided is located on the pull side of the door and located too high. Accessible restrooms must also include the ISA (if not all restrooms are accessible), gender pictogram, tactile text, and Braille. Provide new sign that complies. Federal Guideline: 216.8, 703.3-4		
	<i>Replace Door and Hardware and Remove Closer</i>	High	\$1,800
	Notes: Door width is 30-7/8" (32" min. req'd.) and hardware is knobs. Closing speed is under 5 sec. min. and operating effort is 9 lbs. (5 lbs. max for interior doors). Door maneuvering space not provided on push side of door (11-1/2" provided, 12" req'd. on door with closer and latch). Federal Guideline: 404.2.3, 404.2.8-9		
	<i>Provide Turning Area by Enlarging Space</i>	High	\$9,500
	Notes: Min. 60" diameter turning space required in restroom (34" max provided). Cost assumes adjacent lobby area space can be utilized and wall opened up to enlarge restroom. Federal Guideline: 304.3, 306.3, 606.2		
	<i>Insulate Water Lines</i>	Medium	included above
	Notes: Supply lines, valves, and exposed drain pipes are poorly insulated or insulation is falling off to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	included above
	Notes: Bottom edge of reflecting surface over sink is at 55" ht. (40" max.). Federal Guideline: 603.3		
	<i>Reposition Towel Dispenser</i>	Low	included above
	Notes: Operable parts at 52" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Remove/Reposition Protruding Objects or Provide Permanent Cane-Detectable Obstruction Below</i>	Low	included above
	Notes: Paper towel dispenser protrudes 9-1/2" at 52" and toilet paper dispenser projects 6-1/2" at 34" ht. (4" max. between 27" and 80" high). Federal Guideline: 307.2		
	<i>Provide Visual Fire Alarms</i>	Medium	\$400
	Notes: Visual fire alarms must be located in common use and general circulation areas. None in this space. Federal Guideline: 215.1, 702.1, NFPA 72		

Item #	Description	Priority	Probable Cost
	<i>Reposition Toilet</i>	Medium	\$765
	Notes: Centerline of toilet located at 13" from side wall (16"-18" req'd.). Federal Guideline: 604.2		
	<i>Provide Toilet Clear Space</i>	High	included above
	Notes: Room width only 56", required clear space from wall near toilet cannot be provided in the existing space (60" min. req'd.). Cost assuming no major constraints are within the adjacent wall. Federal Guideline: 604.3.1, 604.6		
	<i>Modify Toilet Seat</i>	Low	included above
	Notes: Toilet seat height is 15" (17"min. -19" max. req'd.). Federal Guideline: 604.4		
	<i>Provide Compliant Grab Bars</i>	High	\$2,000
	Notes: No grab bars provided, both side and rear required in accessible restrooms. Federal Guideline: 308, 604.5, 609		
	Facility Total:		\$30,575
General Notes: 1. Many improvements that may be needed require additional investigation to explore options and costs. Items with costs noted at "TBD" require additional investigation. Cost for these items are not included in the total cost of required improvements and will increase this number.			



Soil Conservation

Data collected
February 2018

Exterior

Item #	Description	Priority	Probable Cost
	Parking Lot		
	<i>No dedicated parking is provided for this facility. Coordinate as needed with City of Maryville to verify compliant on-street parking is available including accessible route within the public ROW.</i>		

Interior

Item #	Description	Priority	Probable Cost
08a	Exterior Entrances		
	<i>Provide Means of Egress Signage at Each Exit</i>	Medium	\$400
	Notes: None provided. Federal Guideline:		
	<i>Fill Horizontal Gap at Basement Door Threshold</i>	Medium	\$100
	Notes: 1-3/8" gap exceeds max. 1/2" horizontal displacement. Federal Guideline: 302.3, 403.2		
	<i>Replace Basement Door and Hardware</i>	Medium	\$3,500
	Notes: Height of door opening is 74-1/2" (80" min.) with hardware at 31" ht. (34" min. - 38" max.). Door sticks exceeding max. operating effort. Federal Guideline: 404.2.5, 404.2.3, 404.2.9		
	<i>Provide Maneuvering Space at Basement Door</i>	Low	\$250
	Notes: Outside concrete pad slopes at 15% perpendicular and 4% cross (60" perp. and 18" beyond latch side level req'd.). Federal Guideline: 404.2.4.1		
	<i>Relocate Extinguisher to Provide Maneuvering Space at Main Door</i>	Low	\$50
	Notes: Clearance obstructed by fire extinguisher. Federal Guideline: 404.2.4.1		
	<i>Replace Southwest Door</i>	High	\$3,500
	Notes: Door is in disrepair and should be replaced for safety. Verify operating effort and closing speed to not exceed allowable tolerances. Federal Guideline: 404.2.8-9		
	<i>Provide Maneuvering Space at North Door</i>	N/A	N/A
	Notes: Space obstructed by wall at 10" from latch on swing side of door. (18" req'd. parallel to doorway beyond latch side) Door is used for egress only and exit route includes stair unit. Federal Guideline: 404.2.4.1		
	<i>Replace Door Hardware at Stair Exit Door</i>	Low	\$300
	Notes: Exterior hardware require grasping and twisting and panic bar requires 2 hands to open. Federal Guideline: 309.4, 404.2.7		

Item #	Description	Priority	Probable Cost
	<i>Provide Kick Plate at Stair Exit Door</i>	Low	\$110
	Notes: 9-1/4" to bevel (10" min. smooth req'd. push side) Federal Guideline: 404.2.10		
	<i>Provide Maneuvering Space at Stair Exit Door</i>	N/A	N/A
	Notes: Space obstructed on swing side of door (18" req'd. parallel to doorway beyond latch side). Door is used for egress only and exit route includes stair unit. Federal Guideline: 404.2.4.1		
	<i>Provide Accessible Exterior Stairs</i>	N/A	N/A
	Notes: Two exterior stair units exhibit multiple non-compliances and disrepair. Neither entry accessed by these stairs are intended for public use.		
Basement Level			
Item #	Description	Priority	Probable Cost
	Corridor		
	<i>Replace Carpet</i>	Low	\$2,000
	Notes: Areas of carpet have sections of unraveling/pulling away from floor. Carpet required to be securely attached to floor and trimmed at exposed edges. Federal Guideline: 302.2		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Examine Feasibility of Replacing Basement Corridor Ramp</i>	Medium	TBD
	Notes: Ramp run is 14% (8.33% max.). Doorway at bottom of ramp reduces clear width of landing. Door opens onto landing and conflicts maneuvering clearances. Handrail provided on only one side and doesn't run the full length of ramp. Handrails rotate within their fittings, are of insufficient diameter (1-1/4" min. to 2" max.), is mounted at 32-1/2" (34" min. to 38" max. req'd.), and does not provide extensions at top and bottom of ramp. Federal Guideline: 405.2, 405.6, 405.7.2, 405.7.4, 505		
	Conference Room		
	<i>Provide Wall Signage</i>	Low	\$100
	Notes: No signage provided. Raised text and Braille req'd. for permanent rooms and spaces. Federal Guideline: 216.8, 703.6		
	<i>Replace Interior Door</i>	Low	\$1,500
	Notes: Height of door opening is 79" (80" min). Federal Guideline: 404.2.5, 404.2.3		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Knobs require grasping and twisting. Federal Guideline: 404.2.7		

Item #	Description	Priority	Probable Cost
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Electrical Outlets</i>	Low	\$50
	Notes: Electrical outlets at 14" (15-48" req'd.). Lowest cost option is to mount power strip at compliant height. Federal Guideline: 205.1, 308		
	<i>Protect Protruding Objects</i>	Low	\$50
	Notes: Flat panel display protrudes 6-3/4" at 41" ht. (4" max. between 27" and 80" high). Provide cane detectable item below. Federal Guideline: 308, 604.7		
	Employee Single User Restroom		
	<i>Replace Signage</i>	Low	\$100
	Notes: Signage provided is visual only and is located on door. Accessible restrooms must also include the ISA (if accessible), gender pictogram, tactile text, and Braille. Locate sign such that sign is on latch side of door with clear floor space 18" x 18" centered on the sign. Federal Guideline: 216.8, 703.3-4		
	<i>Provide Maneuvering Space at Door</i>	Low	TBD
	Notes: Space obstructed by wall at 14" on swing side of door (18" req'd. parallel to doorway beyond latch side). Federal Guideline: 404.2.4.1		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Door hardware at 33 3/4" is below allowable range (34" min. to 48" max.). Federal Guideline: 309.4, 404.2.7		
	<i>Provide Turning Area</i>	Medium	TBD
	Notes: A turning area of 60" min. diameter and unobstructed from the floor to a height of 27" min. is not provided. Federal Guideline: 304.3, 306.3, 606.2		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is above 40" max. Federal Guideline: 603.3		
	<i>Provide Accessible Lavatory and Clear Width at Toilet</i>	High	\$1,350
	Notes: Cabinet type sink obstructs required knee space. Should include insulation of pipes and accommodation for forward approach. Knobs require twisting and grasping. Lavatory obstructs required 60" min. clear width at toilet at 51". Federal Guideline: 306.3, 606.2-3, 604.3.1		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		

Item #	Description	Priority	Probable Cost
	<i>Investigate Options for Expanding Restroom Size</i>	Medium	TBD
	Notes: Room depth is 53" (56" required from rear wall). Room size also limits space available for maneuvering clearances at switches and lavatory. Federal Guideline: 604.3.1		
	<i>Replace Toilet Seat</i>	Low	\$75
	Notes: Toilet seat height is 14 3/4" (17" min. -19" max. req'd.). Investigate options for replacement. Federal Guideline: 604.4		
	<i>Replace Flush Controls</i>	Low	\$400
	Notes: Flush controls located on narrow side. Replace with auto flush sensor. Federal Guideline: 604.6		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser obstructs required 12" min. clearance above grab bar. Federal Guideline: 604.7, 609.3		
	<i>Replace Side Grab Bar; Reposition Rear Grab Bar</i>	Low	\$1,000
	Notes: Grab bars are mounted with 1 3/4" clear (1 1/2" req'd. between wall and grab bar). Side grab bar is 36" long (42" req'd., located 12" max from rear wall and extending at least 54"). Rear grab bar is positioned 13"/23" relative to toilet centerline (12"/24" req'd.). Federal Guideline: 604.5.1, 609.3		
	Public Single User Restroom		
	<i>Replace Signage</i>	Low	\$100
	Notes: Signage provided is visual only and is located on door. Accessible restrooms must also include the ISA (if accessible), gender pictogram, tactile text, and Braille. Locate sign such that sign is on latch side of door with clear floor space 18" x 18" centered on the sign. Federal Guideline: 216.8, 703.3-4		
	<i>Provide Maneuvering Space at Door</i>	Low	TBD
	Notes: Space obstructed by wall at 13" on swing side of door. (18" req'd. parallel to doorway beyond latch side) Federal Guideline: 404.2.4.1		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Door hardware at 33 3/4" is below allowable range (34" min. to 48" max.) Federal Guideline: 309.4, 404.2.7		
	<i>Provide Turning Area</i>	Medium	TBD
	Notes: A turning area of 60" min. diameter and unobstructed from the floor to a height of 27" min. is not provided. Federal Guideline: 304.3, 306.3, 606.2		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is above 40" max. Federal Guideline: 603.3		

Item #	Description	Priority	Probable Cost
	<i>Provide Accessible Lavatory and Clear Width at Toilet</i>	High	\$1,350
	Notes: Cabinet type sink obstructs required knee space. Should include insulation of pipes and accommodation for forward approach. Knobs require twisting and grasping. Lavatory obstructs required 60" min. clear width at toilet. Federal Guideline: 306.3, 606.2-3, 604.3.1		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Investigate Options for Expanding Restroom Size</i>	Medium	TBD
	Notes: Room depth is 53" (56" required from rear wall). Room size also limits space available for maneuvering clearances at switches and lavatory. Federal Guideline: 604.3.1		
	<i>Replace Toilet Seat</i>	Low	\$75
	Notes: Toilet seat height is 14 3/4" (17" min. -19" max. req'd.). Investigate options for replacement. Federal Guideline: 604.4		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser obstructs required 12" min. clearance above grab bar. Federal Guideline: 604.7, 609.3		
	<i>Replace Side Grab Bar; Reposition Rear Grab Bar</i>	Low	\$1,000
	Notes: Grab bars are mounted with 1 3/4" clear (1 1/2" req'd. between wall and grab bar). Side grab bar is 36" long (42" req'd., located 12" max from rear wall and extending at least 54"). Rear grab bar is positioned 13"/23" relative to toilet centerline (12"/24" req'd.). Federal Guideline: 604.5.1, 609.3		
Main Level			
Item #	Description	Priority	Probable Cost
	Corridor		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Protect Protruding Objects</i>	Low	\$50
	Notes: Shelf and AED unit protrude 7 3/8" at 51" ht. (4" max. between 27" and 80" high) Provide cane detectable element below. Federal Guideline: 308, 604.7		
	<i>Non-operational drinking fountain was not evaluated. At such time it is repaired and/or replaced, provide compliant Hi-Lo unit.</i>		

Item #	Description	Priority	Probable Cost
	Lobby		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Low	\$600
	Notes: Counter height is 41 1/2" with no knee space. Table adjacent does not provide adequate height for knee space. (28" - 34" ht with 11" deep knee space for work surface; 38" ht. max verbal interaction) Federal Guideline: 226.1, 902.2		
	Single User Restroom		
	<i>Replace Signage</i>	Low	\$100
	Notes: Signage provided is visual only and is located on door. Accessible restrooms must also include the ISA (if accessible), gender pictogram, tactile text, and Braille. Locate sign such that sign is on latch side of door with clear floor space 18" x 18" centered on the sign. Federal Guideline: 216.8, 703.3-4		
	<i>Replace Door Hardware</i>	Low	\$220
	Notes: Door hardware at 33" is below allowable range (34" min. to 48" max.) Federal Guideline: 309.4, 404.2.7		
	<i>Provide Maneuvering Space at Door</i>	Low	TBD
	Notes: Space obstructed by wall at 15" on swing side of door. (18" req'd. parallel to doorway beyond latch side) Federal Guideline: 404.2.4.1		
	<i>Provide Turning Area</i>	Medium	TBD
	Notes: A turning area of 60" min. diameter and unobstructed from the floor to a height of 27" min. is not provided. Federal Guideline: 304.3, 306.3, 606.2		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is above 40" max. Federal Guideline: 603.3		
	<i>Provide Accessible Lavatory and Clear Width at Toilet</i>	High	\$1,350
	Notes: Cabinet type sink obstructs required knee space. Should include insulation of pipes and accommodation for forward approach. Knobs require twisting and grasping. Lavatory obstructs required 60" min. clear width at toilet at 51". Federal Guideline: 306.3, 606.2-3, 604.3.1		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Investigate Options for Expanding Restroom Size</i>	Medium	TBD
	Notes: Room depth is 51" (56" required from rear wall). Federal Guideline: 604.3.1		
	<i>Replace Toilet Seat</i>	Low	\$75
	Notes: Toilet seat height is 15 1/2" (17" min. -19" max. req'd.). Investigate options for replacement. Federal Guideline: 604.4		

Item #	Description	Priority	Probable Cost
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser obstructs required 12" min. clearance above grab bar. Federal Guideline: 604.7, 609.3		
	<i>Replace Side Grab Bar; Reposition Rear Grab Bar</i>	Low	\$1,000
	Notes: Grab bars are mounted with 1 5/8" clear (1 1/2" req'd. between wall and grab bar.) Side grab bar is 36" long (42" req'd., located 12" max from rear wall and extending at least 54"). Federal Guideline: 604.5.1, 609.3		
Floor Level Access			
Item #	Description	Priority	Estimated Cost
	<i>Stairways</i>		
	<i>Building does not provide access to all areas due to lack of elevator or lift once inside the facility. Structural considerations must be reviewed in depth to determine feasibility.</i>		
	<i>Provide Maneuvering Space at Basement Stair Door</i>	Low	TBD
	Notes: Push side space limited to 35" depth (48" req'd.) Federal Guideline: 404.2.4.1		
	<i>Remove Unused Closer Bracket at Main Level Door</i>	Low	\$50
	Notes: Bracket obstructs door opening clear height at 76 3/4" (80" min. req'd.) Federal Guideline: 404.2.3		
	<i>Replace Door Hardware at Main Level Door</i>	Low	\$220
	Notes: Door hardware at 52" is above allowable range (34" min. to 48" max.) Federal Guideline: 309.4, 404.2.7		
	<i>Modify Existing Inside Handrail; Provide Wall Side Handrail</i>	High	\$900
	Notes: No handrail provided on wall side of stair; Handrails required on both sides of stairs. On inside rail, required extension is not provided at bottom (equal to one tread depth beyond the stairs at bottom of each flight req'd.). Federal Guideline: 505		
	<i>Provide Stairway Signage</i>	Low	\$200
	Notes: No stairway signage is provided. Sign with raised sans serif uppercase and Grade 2 Braille characters indicating the floor level of the stairway is provide at each landing. Federal Guideline: 216.4, 703.2, 703.4		
	Facility Total:		\$18,870

General Notes: 1. Many improvements that may be needed require additional investigation to explore options and costs. Items with costs noted at "TBD" require additional investigation. Cost for these items are not included in the total cost of required improvements and will increase this number.



Thompson-Brown House

Data collected
March 2018

Exterior

Item #	Description	Priority	Probable Cost
	Parking		
	41 total parking spaces provided in shared lot. See Probation barrier summary for information.		
	6 total parking spaces provided adjacent to Thompson-Brown House, including 1 designated as accessible. 1 van space required.		
	Provide Accessible Parking Space	High	\$1,250
	Notes: Space is not marked, exceeds max. slopes, and signage is not compliant (verbiage, symbol, and height). Provide 1 van stall (11' min. space/5' min. access aisle or 8' min. space/8' min. aisle). Mill and overlay pavement to achieve 2% max. slope in both directions. Replace existing signage with ISA and van accessible designation at 80" min. ht. Federal Guideline: 208.2, 208.2.4		
	Accessible Routes		
	Provide an accessible route to at least one public entrance.	High	\$3,800
	Notes: 2 public entrances provided. Walk to front entrance is not accessible. No accessible route is provided to rear entrance.		
	Federal Guideline 35.150: In existing facilities a public entity shall operate each service, program or activity so it is readily accessible.		
	Replace Ramp	Medium	\$4,500
	Notes: Ramp has 14.6% running slope (8.3% max.). Vertical change at bottom of ramp is 2-1/8" (1/4" max.). Edge protection is not provided (req'd. at both edges). Handrails are not 1-1/2" min. clear from adjacent supports and wood surface could be sharp or abrasive. Handrails do not extend 12" beyond the ramp at top and bottom parallel with the ground surface, are mounted at 33" (34" min. - 38" max. req'd.) and are not rounded or returned to a wall, guard, or the landing surface. Federal Guideline: 405.2, 405.4, 405.6		
	Replace Bottom Landing at Ramp	Medium	\$320
	Notes: Landing exceeds 2% max. slope in one or more directions. Federal Guideline: 405.7.1		
	Replace Stair Unit	Medium	\$5,500
	Notes: Risers are open, variable height and over 7" max. Lawn surface as bottom landing is not firm, stable, or slip resistant. Handrails are not provided on both sides of stair and existing handrail exceeds allowable dimension and does not provide required extensions. Federal Guideline: 210, 304.2, 405.8, 504, 505		

Item #	Description	Priority	Probable Cost
Interior			
Item #	Description	Priority	Probable Cost
	Exterior Entrances		
	<i>Provide Directional Signage at Non-Accessible and/or Non-Public Entrances</i>	Low	\$200
	Notes: Provide signage directing persons to the accessible entrance including text, arrows, and ISA. Federal Guideline: 216.6		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: None provided. Federal Guideline: 207		
	<i>Provide Compliant Threshold (Typ. Both Exterior Entrances)</i>	Low	\$400
	Notes: Threshold exceeds 1/2" max. beveled. Federal Guideline: 404.2.5		
	<i>Provide Maneuvering Space at Front Door</i>	Low	TBD
	Notes: Space is obstructed by adjacent wall on swing side of door. (18" parallel to door on latch side req'd). Federal Guideline: 404.2.4.1		
	<i>Provide Maneuvering Space at Back Door</i>	Low	\$50
	Notes: Space is obstructed by moveable furniture on swing side of door. Relocate (18" parallel to door on latch side req'd). Federal Guideline: 404.2.4.1		
	<i>Replace Exterior Door (Typ. Both Exterior Entrances)</i>	Medium	\$7,000
	Notes: Door is 76" clear height (80" min. req'd). Bottom 10" of push side of door is not smooth. Federal Guideline: 404.2.3, 404.2.10		
	Foyer		
	<i>Provide Manuevering Space</i>	Medium	\$50
	Notes: Furniture obstructs required min. 60" diameter turning area. Federal Guideline: 304.3, 306		
	Northeast Room		
	<i>Consider Potential Protruding Objects if Displays are Modified</i>	N/A	N/A
	bracing are located at heights/depths to be classified as protruding objects if on path of travel. Federal Guideline: 307.3		
Floor Level Access			
Item #	Description	Priority	Estimated Cost
	Stairways		
	<i>Building does not provide access to all areas due to lack of elevator or lift once inside the facility. Structural and historical considerations must be reviewed in depth to determine feasibility.</i>	High	TBD
	<i>Replace Stair Unit</i>	Medium	TBD
	Notes: Stairway exhibits the following compliance issues: inconsistent riser ht and riser ht over 7" max, level changes on tread surfaces, tread slope and landings exceed 2%, weathered wood may not be slip resistant. Federal Guideline: 210, 302, 304.2, 504.2-4		

Item #	Description	Priority	Probable Cost
	<i>Provide Handrails</i>	High	\$1,150
	Notes: Provided partial handrail/guardrail at lower level is non-compliant in size. Handrails required on both sides of stairs, continuous at dogleg, and with required extensions. Federal Guideline: 505		
	<i>Provide Stairway Signage</i>	Low	\$200
	Notes: No stairway signage is provided. Sign with raised sans serif uppercase and Grade 2 Braille characters indicating the floor level of the stairway is provide at each landing. Federal Guideline: 216.4, 703.2, 703.4		
Restroom Building			
Item #	Description	Priority	Estimated Cost
	Men's Restroom		
	<i>Replace Signage</i>	Low	\$100
	Notes: Signage provided is visual only and is located on door. Accessible restrooms must also include the ISA (if accessible), gender pictogram, tactile text, and Braille. Locate sign such that sign is on latch side of door with clear floor space 18" x 18" centered on the sign. Federal Guideline: 216.8, 703.3-4		
	<i>Provide Kick Plate</i>	Low	\$110
	Notes: 9" to bevel (10" min. smooth req'd push side) Federal Guideline: 404.2.10		
	<i>Reposition Sink and Provide Compliant Faucet</i>	Low	\$750
	Notes: Sink clear knee space is 26" ht. (27" min. req'd with min. 8" depth at 27"). Reposition such that rim of sink does not exceed 34" max. Faucet knobs require grasping and twisting to operate. Federal Guideline: 306.3.1, 306.3.3, 606.2-4, 309		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is at 42" ht. (40" max.) Federal Guideline: 603.3		
	<i>Reposition Soap Dispenser and Hand Dryer</i>	Low	\$100
	Notes: Operable parts are above 15-48" ht. allowed. Federal Guideline: 308, 604.7		
	<i>Consider Potential Protruding Objects if Trash Relocated</i>	N/A	N/A
	Notes: While currently protected by trash receptacle, shelf and hand dryer are located at heights/depths to be classified as protruding objects if on path of travel. Federal Guideline: 307.3		

Item #	Description	Priority	Probable Cost
	<i>Note: Urinal is not accessible, but since only one is provided, it is not required to comply per 213.3.3</i>		
	<i>Provide Accessible Toilet Stall</i>	High	\$7,500
	Notes: Door does not provide handles or self-close mechanism. Hardware is not operable with one hand. Door opening width is 31" (32" min.) Space in front of door is 40" (42" min. clear at right angle to door). Space on side of toilet is not within 16"min-18"max req'd. from wall to centerline of toilet. Stall width is significantly below 60" min. Toilet paper dispenser is not mounted 7"-9" in front of toilet to centerline of dispenser. Only side grab bars are provided (side and rear req'd.) Block/wood sides obstruct required toe clearance on sides (at least 1 side partition must provide 9" min. clear above the finish floor and 6" deep beyond the partitions.) Federal Guideline: 213.3, 604.8.1, 404.2.7, 309.4, 604, 404.2.3		
	Women's Restroom		
	<i>Replace Signage</i>	Low	\$100
	Notes: Signage provided is visual only and is located on door. Accessible restrooms must also include the ISA (if accessible), gender pictogram, tactile text, and Braille. Locate sign such that sign is on latch side of door with clear floor space 18" x 18" centered on the sign. Federal Guideline: 216.8, 703.3-4		
	<i>Provide Kick Plate</i>	Low	\$110
	Notes: 9" to bevel (10" min. smooth req'd push side) Federal Guideline: 404.2.10		
	<i>Reposition Sink and Provide Compliant Faucet</i>	Low	\$750
	Notes: Sink clear knee space is 26" ht. (27" min. req'd with min. 8" depth at 27"). Reposition such that rim of sink does not exceed 34" max. Faucet knobs require grasping and twisting to operate. Federal Guideline: 306.3.1, 306.3.3, 606.2-4, 309		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is at 42" ht. (40" max.) Federal Guideline: 603.3		
	<i>Reposition Soap Dispenser and Hand Dryer</i>	Low	\$100
	Notes: Operable parts are above 15-48" ht. allowed. Federal Guideline: 308, 604.7		
	<i>Consider Potential Protruding Objects if Trash Relocated</i>	N/A	N/A
	Notes: While currently protected by trash receptacle, hand dryer is located at height/depth to be classified as protruding object if on path of travel. Federal Guideline: 307.3		
	<i>Reposition Toilet</i>	Low	\$765
	Notes: Toilet is not located within required 16"-18" from wall to centerline. Federal Guideline: 604.2		

Item #	Description	Priority	Probable Cost
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser is not mounted 7"-9" in front of toilet to centerline of dispenser. Federal Guideline: 604.7		
	<i>Provide Rear Grab Bar</i>	High	\$500
	Notes: No rear grab bar is provided. Federal Guideline: 604.5.2		
	Facility Total:		\$35,755
NOTE: 1. Many improvements that may be needed require additional investigation to explore options and costs. Items with costs noted at "TBD" require additional investigation. Cost for these items are not included in the total cost of required improvements and will increase this number.			



Eagleton Park

Data collected
April 2018

Exterior

Item #	Description	Priority	Probable Cost
	Parking Lot		
	7 total parking spaces provided including 1 designated as accessible. 1 van space required.		
	Mill and Overlay Parking Space and Aisle, Restripe; Provide Signage	Low	\$1,250
	Notes: Space exceeds 2% max (2.8-3.6%). Stripe 8' min space with 8' min access aisle (or 11' space and 5' aisle) and provide sign designating van accessible space. Federal Guideline: 208.2, 208.3		
	Accessible Routes		
	Replace Asphalt Walk Exceeding Slopes on Park Loop	Medium	\$1,250
	Notes: Running slope exceeds 5% max. (11.9% parking lot to loop path, 5.6% spur to bridge). Portions of walk exceed 2% max. cross slope (12% at tree west of playground, 2%-4% at bridge spur, major ponding in NE corner). Federal Guideline: 403.3		
	Replace Asphalt Walk Exceeding Slopes on Outer Loop ¹	Medium	\$16,250
	Notes: Running slope exceeds 5% max. (8.4% for +/-10' approx. 30' from west bridge). Portions of walk exceed 2% max. cross slope (80% of loop is 2%-5% with limited areas over 5%). Connect to bridges flush to eliminate existing surface level changes up to 3". Federal Guideline: 403.3		
	Park Amenities		
	Provide Clear Level Space At Benches	Low	\$400
	Notes: Benches are not on accessible route and do not provide 30"x48" min., clear, level space adjacent to bench and adjoining accessible route. Federal Guideline: 903.2, 1011.2.1, 206.2.2, 403		
	Provide Accessible Route and Clear Space at Grill	Low	\$400
	Notes: Minimum clear, level space 48"x 48" on all usable sides of the grills is obstructed by post. Federal Guideline: 1011.2.1		

	<i>Relocate Picnic Tables to Provide Clear Ground Space</i>	Low	\$50
	Notes: Provide 36" min. wide clear ground space around all usable sides of the picnic table measured from the back edge of the benches. Tables also obstruct the 60" dia. min. turning area within the shelter. Federal Guideline: 1011.2.1-3, 304.3, 306		
	<i>Replace Transfer Platform at Play Component</i> ²	Medium	\$12,000
	Notes: Transfer platform is 12" deep (14" deep min.) and 19-1/2" above the ground (11" min. - 18" max. height) Federal Guideline: 1008.3.1.1-2		
	<i>Replace Transfer Steps at Play Component and Provide Means of Support for Transferring</i> ²	Medium	included above
	Notes: Transfer steps are 12" height (8" max.) and do not meet 14" min. depth x 24" min. width. No means of support for transferring is provided; 1 required. Federal Guideline: 1008.3.1.1-2		
	<i>Provide Accessible Route within Play Areas</i>	Medium	\$3,375
	Notes: None Provided. Accessible route should include at least one of each type for ground level play equipment (60" width), transfer elements, and at least 50% of elevated play equipment (36" width). Provide firm, stable, slip resistant surface meeting CPSC requirements for fall protection. Wood mulch surface is provided. Cost shown includes estimated route only, not surfacing of entire play area. Federal Guideline: 206.2.2, 403.3		
	Facility Total:		\$34,975
General Notes: 1. Verify jurisdiction of outer trail loop accessing ballfield areas. 2. Due to age and non-compliant condition of equipment, price is shown for new play structure of similar size. Retrofit of existing equipment is not recommended.			



Louisville Point Park

Data collected
April 2018

Exterior

Item #	Description	Priority	Probable Cost
	Parking Lot		
1-1	<i>Cox Road Parking: 67 total parking spaces provided, including 2 designated as accessible. 1 van space and 2 regular spaces required.</i>		
	<i>Provide 1 Additional Accessible Stall</i>	Low	\$300
	Notes: Clearly mark an additional 8' min. width parking stall with min. 5' width access aisle where slopes do not exceed 2% in either direction. Provide signage with ISA at 60" min. ht. Federal Guideline: 208.2, 208.3		
	<i>Mill and Overlay Existing Spaces and Restripe</i>	Low	\$785
	Notes: Longitudinal slope is 2.3%-3.1% in existing spaces and aisle exceeding 2% max. Restripe 1 van stall (11' min.), 1 car stall (8' min.), and shared access aisle (5' min.). Federal Guideline: 302, 502.4		
1-2	<i>Vending Building/Shelter/Playground Parking: 19 total parking spaces provided, including 2 designated as accessible. 1 van space required.</i>		
	<i>Provide Van Accessible Parking Sign at Van Stall</i>	Low	\$50
	Notes: Existing sign does not designate space as 'van accessible'. Federal Guideline: 502.6		
	<i>Boat Launch Parking: 29 total parking spaces provided with none designated as accessible; 1 van space and 1 regular space required.</i>		
1-1	<i>Provide Accessible Parking Spaces</i>	High	\$2,500
	Notes: Provide 1 van stall (11' min.), 1 regular stall (8' min.), and shared access aisle (5' min.) where slopes do not exceed 2% in either direction. Provide signage with ISA (and van accessible designation where appropriate) at 80" min. ht. Federal Guideline: 208.2, 208.2.4		
	Accessible Routes		
	<i>Provide an Accessible Route to Pier</i>	Low	TBD
	Notes: Determine accessible route from parking spaces required above and verify slopes meet maximum cross slope and running slopes. Federal Guideline: 206.2.1, 403.3		
	<i>Provide an Accessible Route to Restroom Building at Point</i>	Low	\$2,240
	Notes: Provide accessible route from accessible parking to restroom building. Federal Guideline: 206.2.1, 403.3		

Item #	Description	Priority	Probable Cost
	<i>Replace Sidewalk Exceeding Allowable Cross Slope</i>	Low	\$1,600
	Notes: Sidewalk at south face of vending/restroom building exceeds 2% max. cross slope. Federal Guideline: 403.3		
	<i>Fill Gaps in Sidewalk</i>	Low	\$150
	Notes: Gaps/cracks have openings 1/2" wide max. in one direction. 1 located toward shelter; 2 located towards playground. Federal Guideline: 302.3, 403.2		
	Park Amenities		
	<i>Provide Accessible Picnic Tables to Accommodate 6 Wheelchair Spaces at Shelter</i>	Low	\$7,500
	Notes: (8) 8', (1) 6', and (1) 6' with extended top picnic tables are provided. Only extended top table meets dimensional requirements for surface height or knee space. 1 wheelchair space required for each 24 linear feet of usable table surface perimeter. Federal Guideline: 206.2.2, 403, 1011.4.2, 902.3, 306.3.1-3		
	<i>Increase Clear Space at Grill at Shelter</i>	Low	\$200
	Notes: Grill does not provide a minimum clear, level space 48"x 48" on all usable sides of the grill. Federal Guideline: 1011.2.1		
	<i>Provide Clear Level Space At Playground Benches</i>	Low	\$400
	Notes: Benches are not on accessible route and do not provide 30"x48" min., clear, level space adjacent to bench and adjoining accessible route. Federal Guideline: 903.2, 1011.2.1, 206.2.2, 403		
	<i>Provide Accessible Route to Picnic Area at Point</i>	Medium	\$8,000
	Notes: Provide accessible route to approx. 20% of picnic area including recommended 36" wide clear ground space around all sides of picnic tables intended for accessible use. Federal Guideline: 206.2.2, 403, 1011.4.2, 902.3, 306.3.1-3		
	<i>Modify Picnic Tables to Accommodate 12 Wheelchair Spaces at Point Picnic Area</i>	Low	\$500
	Notes: (20) picnic tables are provided and do not meet dimensional requirements for height of knee space. 1 wheelchair space required for each 24 linear feet of usable table surface perimeter. Consider extending height of existing tables with risers to accommodate. Federal Guideline: 802.1.4, 306.3.1		
	<i>Provide Accessible Route and Clear Space of At Least 1 Grill at Point</i>	Low	\$800
	Notes: 4 grills are located in lawn and do not provide a minimum clear, level space 48"x 48" on all usable sides of the grills. Federal Guideline: 1011.2.1		

Item #	Description	Priority	Probable Cost
	<i>Provide Accessible Route and Clear Space of At Least 1 Trash Receptacle at Point</i>	Low	\$800
	Notes: 3 receptacles are located in lawn and do not provide a minimum 36" x 48" min. clear space adjacent to the receptacle for forward approach. Federal Guideline: 1011.2.1		
	<i>Provide Accessible Route and Clear Space of At Least 1 Bench at Point</i>	Low	\$2,600
	Notes: 2 benches are located in lawn and do not provide 30"x48" min., clear, level space adjacent to bench and adjoining accessible route. Federal Guideline: 1011.2.1		
	<i>Provide Accessible Route to Horseshoe Pits</i>	Medium	\$1,600
	Notes: No route provided through adjacent lawn. Federal Guideline: 1008.2		
	<i>Provide Accessible Route to Sand Volleyball</i>	Medium	\$1,400
	Notes: No route provided through adjacent lawn. Federal Guideline: 1008.2		
	<i>Provide Accessible Route within Play Areas</i>	Medium	\$5,738
	Notes: None Provided. Accessible route should include at least one of each type for ground level play equipment (60" width), transfer elements, and at least 50% of elevated play equipment (36" width). Provide firm, stable, slip resistant surface meeting CPSC requirements for fall protection. Wood mulch surface is provided and exhibits ponding and rutting. Cost shown includes estimated route only, not surfacing of entire play area. Federal Guideline: 206.2.2, 403.3		
	<i>Eliminate Protruding Objects at Shelter</i>	Low	\$800
	Notes: Roof bracing protrudes at 78" (4" max. between 27" and 80" high). Provide cane detectable element below or reposition. Federal Guideline: 307.2		
	<i>Provide Outlet within Reach Range at Shelter</i>	Low	\$50
	Notes: Outlets located at 68" height. Provide outlet positioned for forward reach between 15" min. to 48" max. above the floor level. Federal Guideline: 305.8.2.1		
	<i>Provide Accessible Pier</i>	Medium	\$4,000
	Notes: Existing structure has surface level changes over 1/2" at each end of pier walkway. Holes in platform exceed 1/2" max. width. Walk approaching gangway exceeds 5% max. running slope from 6.6% up to 15%. Federal Guideline: 303, 403.4, 403.5.1		
Interior			
	Women's Restroom - Point		
	<i>Provide Wall Signage</i>	Medium	\$100
	Notes: None provided. Braille and raised text signage with ISA required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		

Item #	Description	Priority	Probable Cost
	<i>Replace Door</i>	Medium	\$1,500
	Notes: Door clear width is 28" (32" min. req'd.). Federal Guideline: 404.2.3		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	TBD
	Notes: Adjacent walls limit the 48" perpendicular and 24" min. req'd. parallel to door on latch side. Federal Guideline: 404.2.4.1		
	<i>Replace Faucet Controls</i>	Low	\$450
	Notes: Controls require twisting and grasping and do not remain open. Federal Guideline: 309, 606.4		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is at 48 1/2" ht. (40" max.). Federal Guideline: 603.3		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Accessible Toilet Stall</i>	High	\$3,000
	Notes: Door width is 29-1/2" (32" min.). Door does not provide handles or self-close mechanism. Space in front of door is 37-1/2" (42" min. clear measured at a right angle from the stall door for latch approach). Toilet is located 14-1/4" from side wall to centerline of toilet (16"-18" req'd.). Stall width is 30" (60" min.) and stall depth is 52" (59" min.). Toilet seat is 16" ht. (17"-19" req'd.). Flush controls located on narrow side of toilet. No grab bars are provided (side and rear req'd.). Block sides obstruct required toe clearance on sides (at least 1 side partition must provide 9" min. clear above the finish floor and 6" deep beyond the partitions.) Federal Guideline: 213.3, 604.8.1, 404.2.7, 309.4, 604, 404.2.3, 604.3-6		
	Men's Restroom - Point		
	<i>Provide Wall Signage</i>	Medium	\$100
	Notes: None provided. Braille and raised text signage with ISA required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Replace Door</i>	Medium	\$1,500
	Notes: Door clear width is 28" (32" min. req'd.). Federal Guideline: 404.2.3		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	TBD
	Notes: Adjacent walls limit the 48" perpendicular and 24" min. req'd parallel to door on latch side. Federal Guideline: 404.2.4.1		

Item #	Description	Priority	Probable Cost
	<i>Replace Faucet Controls</i>	Low	\$450
	Notes: Controls require twisting and grasping and do not remain open. Federal Guideline: 309, 606.4		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is at 48-1/2" ht. (40" max.) Federal Guideline: 603.3		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Accessible Toilet Stall</i>	High	\$3,000
	Notes: Door width is 29-1/2" (32" min.) Door does not provide handles or self-close mechanism. Space in front of door is 37-1/2" (42" min. clear measured at a right angle from the stall door for latch approach). Toilet is located 14-1/4" from side wall to centerline of toilet (16"-18" req'd.). Stall width is 30" (60" min.) and stall depth is 52" (59" min.). Toilet seat is 16" ht. (17"-19" req'd.). Flush Controls located on narrow side of toilet. No grab bars are provided (side and rear req'd.). Block sides obstruct required toe clearance on sides (at least 1 side partition must provide 9" min. clear above the finish floor and 6" deep beyond the partitions). Federal Guideline: 213.3, 604.8.1, 404.2.7, 309.4, 604, 404.2.3, 604.3-6		
	Women's Restroom - Shelter		
	<i>Provide Wall Signage</i>	Medium	\$100
	Notes: None provided. Door sign pictogram and text is non-compliant. Braille and raised text signage with ISA required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	TBD
	Notes: Adjacent walls limit the 48" perpendicular req'd parallel to door on latch side. Threshold exceeds 1/2" beveled max. Federal Guideline: 404.2.4.1		
	<i>Reposition Lavatory</i>	Low	\$600
	Notes: Clear height and depth under sink does not meet requirements for knee space (27" min. clear ht. and 8" min. depth at 27" ht.) Reposition such that top of sink does not exceed 34" max. Clear space in front of the sink is not 48" deep min. positioned for a forward approach. Federal Guideline: 606.2, 306.3		
	<i>Replace Faucet Controls</i>	Low	\$450
	Notes: Controls require twisting and grasping and do not remain open. Federal Guideline: 309, 606.4		

Item #	Description	Priority	Probable Cost
	<i>Protect Protruding Objects</i>	Low	\$100
	Notes: Hand dryer protrudes over 4" max. between 27" and 80" high. Provide cane detectable element below or reposition. Federal Guideline: 307.2		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Accessible Toilet Stall</i>	High	\$3,000
	Notes: Door does not provide handles or self-close mechanism. Door opening width is 31" (32" min.) Toilet is located 15" from side wall to centerline of toilet (16"min-18"max req'd.) Stall width is 31 1/2" (60" min.) Toilet seat is 15 1/2" ht (17"-19" req'd). Flush Controls located on narrow side of toilet. No grab bars are provided (side and rear req'd.) Block sides obstruct required toe clearance on sides (at least 1 side partition must provide 9" min. clear above the finish floor and 6" deep beyond the partitions.) Federal Guideline: 213.3, 604.8.1, 404.2.7, 309.4, 604, 404.2.3, 604.3-6		
	Men's Restroom - Shelter		
	<i>Provide Wall Signage</i>	Medium	\$100
	Notes: None provided. Door sign pictogram and text is non-compliant. Braille and raised text signage with ISA required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Provide Maneuvering Space on Pull Side of Door</i>	Low	TBD
	Notes: Adjacent walls limit the 48" perpendicular req'd parallel to door on latch side. Push side slopes at 3.5% perpendicular to door. Federal Guideline: 404.2.4.1		
	<i>Reposition Lavatory</i>	Low	\$600
	Notes: Clear height and depth under sink does not meet requirements for knee space (27" min. clear ht. and 8" min. depth at 27" ht.) Reposition such that top of sink does not exceed 34" max. Federal Guideline: 606.2, 306.3		
	<i>Replace Faucet Controls</i>	Low	\$450
	Notes: Controls require twisting and grasping and do not remain open. Federal Guideline: 309, 606.4		
	<i>Protect Protruding Objects</i>	Low	\$100
	Notes: Hand dryer protrudes over 4" max. between 27" and 80" high. Provide cane detectable element below or reposition. Federal Guideline: 307.2		

Item #	Description	Priority	Probable Cost
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Provide Accessible Toilet Stall</i>	High	\$3,000
	Notes: Door does not provide handles or self-close mechanism. Door opening width is 31 3/4" (32" min.) Toilet is located 14 1/2" from side wall to centerline of toilet (16"min-18"max req'd.) Stall width is 31 3/4" (60" min.) Toilet seat is 15 1/2" ht (17"-19" req'd). Flush Controls located on narrow side of toilet. No grab bars are provided (side and rear req'd.) Block sides obstruct required toe clearance on sides (at least 1 side partition must provide 9" min. clear above the finish floor and 6" deep beyond the partitions.) Federal Guideline: 213.3, 604.8.1, 404.2.7, 309.4, 604, 404.2.3, 604.3-6		
	Facility Total:		\$61,113

General Notes: 1. Verify use of pier facility prior to implementation of noted modifications. Sign says no fishing likely used only for boarding. If used for fishing, edge protection and railings may require further investigation.



Singleton Park

Data collected
April 2018

Exterior

Item #	Description	Priority	Probable Cost
	Parking Lot		
	<i>8 total parking spaces provided; 1 van space required.</i>		
1-1	<i>Provide Accessible Parking Space</i>	High	\$1,800
	Notes: Evaluate existing lot to determine feasibility for compliant space as lot slopes over 2% max towards lake. May require regrading and/or repaving. Federal Guideline: 208.2, 208.2.4		
	Accessible Routes		
	<i>Provide an Accessible Route to Pier</i>	Medium	\$2,560
	Notes: Determine accessible route from parking space required above. Current conditions include non-compliant cross slopes up to 5.7% between parking and pier, up to 13.7% running slope on ramp to pier, no level change of directions, and surface level changes where pavement is spalling near pier. Federal Guideline: 206.2.1, 403.3		
4-1	<i>Provide Accessible Fishing Pier/Platform</i>	Medium	\$4,000
	Notes: Existing fishing pier boards exhibit surface level changes over 1/2". Handrails provided on gangway exceed the 38" max. ht. and limit the clear width to 30.5". Federal Guideline: 303, 403.4, 403.5.1		
	Facility Total:		\$8,360

General Notes:



Everett Recreation Center

Data collected
April 2018

Exterior

Item #	Description	Priority	Probable Cost
	Main Parking Lot		
	40 total parking spaces provided, including 4 designated as accessible. 1 van space and 1 regular space required.		
	Mill, Overlay, and Restripe Min. of 1 Van Space and 1 Regular Space	Low	\$1,850
	Notes: Slopes of parking stalls and access aisles exceed 2% max. Van space is not identified and no spaces provide 8' min. van aisle width required for size of parking stalls provided. Clearly mark access aisle and spaces at req'd widths. Federal Guideline: 502.1-2		
	Modify and Provide Additional Accessible Parking Signage	Low	\$400
	Notes: Only 2 signs are provided for all provided spaces and are too low. Each accessible parking space shall have a sign with the ISA (and Van Accessible designation where appropriate) mounted with bottom of sign 60" or 80" height if on an access route. Center on each parking stall. Federal Guideline: 502.6		
	Lower Parking Lot		
	43 total parking spaces provided, including 2 designated as accessible. 1 van space and 1 regular space required.		
	Mill, Overlay and Restripe Min. of 1 Van Space and 1 Regular Space	Low	\$1,850
	Notes: Slopes of parking stalls and access aisles exceed 2% max. Van space is not identified and no spaces provide 8' min. van aisle width required for size of parking stalls provided. Clearly mark access aisle and spaces at req'd widths. Federal Guideline: 502.1-2		
	Reposition Accessible Parking Signage and Designate Van Space	Low	\$300
	Notes: Signs located at 47" height (req'd mounted with bottom of sign 60" or 80" height if on an access route). No van space signage is provided. Federal Guideline: 502.6		
	Accessible Routes		
	Provide an accessible route to at least one public entrance.		
	Notes: 4 public entrances provided.		
	Federal Guideline 35.150: In existing facilities a public entity shall operate each service, program or activity so it is readily accessible.		

	<i>Provide Directional Signage at Non-Accessible and/or Non-Public Entrances</i>	Low	\$450
	Notes: Provide signage directing persons to the accessible entrance including text, arrows, and ISA. Federal Guideline: N/A		
2-1	<i>Replace Curb Ramp</i>	Medium	\$1,500
	Notes: Curb ramp cross slope is 6.8% (2% max.). Flares exceed 10% max. Landings exceed 2% max. in one or more directions. Federal Guideline: 405.4, 406.2-4, 404.2.4		
4-1	<i>Replace Sidewalk to Eliminate Surface Level Change</i>	Low	
	Notes: One displacement exceeds 1/4" max. (1/2" max. if beveled) near parking (up to 1-1/2") Federal Guideline: 406.1, 406.4		
	<i>Replace Sidewalks in Pedestrian Circulation Area</i>	Low	N/A
	Notes: Portions of the walk extending along parking lot towards the public ROW greatly exceeds both allowable cross and running slopes up to 16%. Portions of the walk from stair landing to side entry exceeds both allowable cross and running slopes up to 8%. Portions of the walk at lower level parking exceeds both allowable cross and running slopes up to 14%. Federal Guideline: 403.3		
	<i>Replace Stair Unit (2 Flights)</i>	Low	\$12,000
	Notes: Landings and stair treads exceed 2% max. Handrail height is not consistent ranging between 35"-37". Handrail extensions do not extend 12" beyond top stair. Federal Guideline: 505.10.2,3		
Interior			
Main Level			
Item #	Description	Priority	Estimated Cost
	Lobby		
8a-1	<i>Main Entrance (Typ. 4 Sets)</i>		
	<i>Provide Kick Plate</i>	Low	\$110
	Notes: 8-1/2" to glazing (10" min. smooth req'd push side) Federal Guideline: 404.2.10		
	<i>Provide Means of Egress Signage</i>	High	\$400
	Notes: None provided. Federal Guideline:		
	<i>Provide Cup Dispenser and Protect Protruding Fountain</i>	Low	\$100
	Notes: Hi-Lo drinking fountain is not located within alcove and protrudes into circulation path. Lower unit is mounted with 26-1/2" clear knee space (27" min. ht.) Federal Guideline: 211, 307.2		
	<i>Reposition Fire Alarm Activation Device</i>	Low	\$220
	Notes: Operable part located at 49" (48" max). Federal Guideline: 215, 308.2, 702.1, NFPA 72		

	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$200
	Notes: Counter height is 36-1/2" (28"-34" ht. max. for working surface; 36" max. for verbal interaction) and provides no knee space. Federal Guideline: 904.4.1, 904.4.2		
	Gymnasium		
	<i>Provide Paper Cup Dispenser</i>	Medium	\$50
	Notes: "Hi-lo" fountains are not provided. Fountain provided does not meet dimensional requirements for either persons in wheelchair or standing person. Federal Guideline: 211, 602		
	<i>Provide Wall Signage (Typ. Of 4 Double Doors)</i>	Low	\$200
	Notes: Sign located on doors. Relocate signs such that sign is on right side of double doors with clear floor space 18" x 18" centered on the sign. Federal Guideline: 407.4.3, 703.4.2		
	<i>Adjust Door Closer (Typ. of 4 Double Doors)</i>	Medium	\$1,800
	Notes: Closing speed is under 5 sec. min. and operating effort is 12 lbs. (5 lbs. max for interior doors). Federal Guideline: 404.2.8-9		
	<i>Provide Maneuvering Space on Swing Side of Door to NW Stair</i>	Low	\$0
	Notes: Vending machine obstructs the 18" req'd. parallel to latch side of door. Relocate. Federal Guideline: 404.2.4		
	<i>Provide Compliant Handrails on Stairs When Stairs are Altered</i>	Low	\$1,580
	Notes: Gymnasium seating stairways have compliance issues, including tread depth below 11" min., nosing slope, lack of signage, and non-compliant handrails (Mounting height, handrail on one side, clear space from wall, and handrail extensions). Stairways that are not part of an accessible route are not required to comply with 504 except for compliance with handrail requirements of 505 when the stairs are altered. Cost shown is for handrail only. Federal Guideline: 210.1, 505		
	<i>Protect Protruding Objects</i>	Low	\$50
	Notes: Fire extinguisher protrudes 5" at 32" ht. (4" max. between 27" and 80" high). Provide cane detectable element below. Federal Guideline: 307.2		
	<i>Bleachers</i>	Low	TBD
	Notes: While bleachers are retractable, they still function as fixed seating when in use. 838 seats provided; 9 wheelchair spaces required, on accessible route, and adjacent to a fixed companion seat. In bleachers, wheelchair spaces are required to be provided only at row of point of entry to bleacher seating. Federal Guideline: 221.3, 802.1		

	Men's Restroom		
	<i>Replace Signage</i>	Low	\$100
	Notes: Braille is less than 3/8" min. below raised text. Locate sign such that sign is on latch side of door with clear floor space 18" x 18" centered on the sign. Federal Guideline: 216.8, 703.6, 407.4.3, 703.4.1, 703.3.2		
	<i>Replace Interior Door</i>	Low	\$1,500
	Notes: Height of door opening is less than 80" min. Federal Guideline: 404.2.5, 404.2.3		
	<i>Provide Compliant Threshold</i>	Low	\$200
	Notes: Threshold at entry exceeds 1/2" max. beveled. Federal Guideline: 404.2.5		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating effort is over 5 lb. max for interior doors. Federal Guideline: 404.2.9		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is at 47" ht. (40" max.). Federal Guideline: 603.3		
	<i>Protect Protruding Objects</i>	Low	\$50
	Notes: Hand dryer protrudes 10" (4" max. between 27" and 80" high). Provide cane detectable element below. Federal Guideline: 308, 604.7		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Add Outside Stall Door Handle and Provide Self-Close Mechanism</i>	Low	\$150
	Notes: Handle not provided on outside of stall door (req'd. on both sides) and is not self-closing. Federal Guideline: 213.3, 604.8.1.2, 404.2.7		
	<i>Replace or Reposition Front Partition/Door Panel</i>	Low	\$600
	Notes: Stall door is located 6" from wall (within 4" from partition or wall req'd.). Federal Guideline: 604.8.1.2		
	<i>Replace Flush Controls</i>	Low	\$400
	Notes: Flush controls located on narrow side. Replace with auto flush sensor. Federal Guideline: 604.6		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted 13" in front of toilet (7"-9" to centerline req'd). Federal Guideline: 604.7, 609.3		
	<i>Reposition Side and Rear Grab Bars</i>	Low	\$500
	Notes: Side grab bar is mounted with total 46" extension (54" req'd.). Relocate 12" max from rear wall. Rear grab bar is located 13"/23" relative to toilet centerline (12"/24" req'd.). Space between wall and grab bars is 1 5/8" (1-1/2" req'd.). Federal Guideline: 604.5.1-2, 609.3		

	<i>Provide Ambulatory Stall</i>	Medium	\$3,000
	Notes: Stall door does not have handles or self-closing mechanism. Stall width is 31" (35" min. - 37" max. req'd. with door clear opening of 32") Stall depth is 59" (60" min.). Toilet is located 15" from centerline to sidewall (16"-18" req'd.). Grab bars are not provided (both sides req'd.). Federal Guideline: 213.3 404.2.7, 309.4, 604.2-, 604.8.1.2-3		
	<i>Women's Restroom</i>		
	<i>Replace Signage</i>	Low	\$100
	Notes: Braille is less than 3/8" min. below raised text. Locate sign such that sign is on latch side of door with clear floor space 18" x 18" centered on the sign. Federal Guideline: 216.8, 703.6, 407.4.3, 703.4.1, 703.3.2		
	<i>Replace Interior Door</i>	Low	\$1,500
	Notes: Height of door opening is less than 80" min. Federal Guideline: 404.2.5, 404.2.3		
	<i>Provide Compliant Threshold</i>	Low	\$200
	Notes: Threshold at entry exceeds 1/2" max. beveled. Federal Guideline: 404.2.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is at 46" ht. (40" max.) Federal Guideline: 603.3		
	<i>Reposition Soap Dispenser</i>	Low	\$50
	Notes: Operable part of soap dispenser at 49" (15-48" allowed). Federal Guideline: 308, 604.7		
	<i>Protect Protruding Objects</i>	Low	\$50
	Notes: Hand dryer protrudes 10" (4" max. between 27" and 80" high) Provide cane detectable element below. Federal Guideline: 308, 604.7		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Add Outside Stall Door Handle and Provide Self-Close Mechanism</i>	Low	\$150
	Notes: Handle not provided on outside of stall door (req'd. on both sides) and is not self-closing. Federal Guideline: 213.3, 604.8.1.2, 404.2.7		
	<i>Reposition Side and Rear Grab Bars</i>	Low	\$500
	Notes: Side grab bar is mounted with total 46" extension (54" req'd). Relocate 12" max from rear wall. Rear grab bar is located 13"/23" relative to toilet centerline (12"/24" req'd). Federal Guideline: 604.5.1-2		
	<i>Reconfigure Partition of Ambulatory Stall</i>	Low	\$750
	Notes: Stall depth is 58" (60" min.) Federal Guideline: 604.8.2.1		

	<i>Add Stall Door Handles and Provide Self-Close Mechanism at Ambulatory Stall</i>	Low	\$150
	Notes: Handles not provided on stall door (req'd. on both sides) and is not self-closing. Federal Guideline: 213.3, 604.8.1.2, 404.2.7		
	<i>Replace Side Grab Bars in Ambulatory Stall</i>	Low	\$1,000
	Notes: Side grab bars are 36" long (42" min. req'd). Federal Guideline: 604.5.1		
	<i>Reposition Toilet Paper Dispenser in Ambulatory Stall</i>	Low	\$50
	Notes: Dispenser is not mounted 7"-9" to centerline. Federal Guideline: 604.7, 609.3		
	<i>Reposition Coat Hook in Ambulatory Stall</i>	Low	\$50
	Notes: Coat hook is at 57" (48" max). Federal Guideline: 308, 608.3		
Lower Level			
Item #	Description	Priority	Estimated Cost
	Lower Level Corridor		
	<i>Replace Interior Door</i>	Low	\$1,500
	Notes: Height of door opening is less than 80" min. Federal Guideline: 404.2.5, 404.2.3		
	<i>Protect Protruding Objects</i>	Low	\$50
	Notes: Visual fire alarm on surface mounted box protrudes 5" at 77" ht. (4" max. between 27" and 80" high) Provide cane detectable element below. Federal Guideline: 307.2		
	Meeting Room 202		
	<i>Provide Wall Signage</i>	Low	\$50
	Notes: Sign located on door. Locate sign such that sign is on latch side of door with clear floor space 18" x 18" centered on the sign. Federal Guideline: 407.4.3, 703.4.2		
	<i>Replace Interior Door</i>	Low	\$1,500
	Notes: Height of door opening is 79-3/4" (80" min). Federal Guideline: 404.2.5, 404.2.3		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating effort is over 5 lb max for interior doors. Federal Guideline: 404.2.9		
	Meeting Room 205		
	<i>Provide Wall Signage</i>	Low	\$50
	Notes: Sign located on door. Relocate sign such that sign is on latch side of door with clear floor space 18" x 18" centered on the sign. Federal Guideline: 407.4.3, 703.4.2		
	<i>Replace Interior Door</i>	Low	\$1,500
	Notes: Height of door opening is 79 3/4" (80" min). Federal Guideline: 404.2.5, 404.2.3		

	<i>Adjust Door Closer</i> ¹	Low	\$450
	Notes: Operating effort is over 5 lb max for interior doors. Federal Guideline: 404.2.9		
	<i>Protect Protruding Objects</i>	Low	\$50
	Notes: Phone protrudes 5" at 58" ht. (4" max. between 27" and 80" high). Provide cane detectable element below. Federal Guideline: 307.2		
	Meeting Room 206 - Kitchen		
	<i>Provide Wall Signage</i>	Low	\$50
	Notes: Sign located on door. Relocate sign such that sign is on latch side of door with clear floor space 18" x 18" centered on the sign. Federal Guideline: 407.4.3, 703.4.2		
	<i>Replace Interior Door</i>	Low	\$1,500
	Notes: Height of door opening is 79 3/4" (80" min). Federal Guideline: 404.2.5, 404.2.3		
	<i>Adjust Door Closer</i>	Low	\$450
	Notes: Operating effort is over 5 lb max for interior doors. Federal Guideline: 404.2.9		
	<i>Provide Accessible Sink</i>	Low	\$1,300
	Notes: Height of sink is over 34" max. with no knee space provided. Federal Guideline: 212.3, 606.3, 306.3		
	<i>Provide Accessible Range/Oven</i>	Low	\$450
	Notes: Controls for range and oven are not on front panel. Federal Guideline: 804.6.4		
	Unisex Restroom		
	<i>Replace Signage</i>	Low	\$100
	Notes: Signage provided is visual only and is located on door. Accessible restrooms must also include the ISA, gender pictogram, tactile text, and Braille. Locate sign such that sign is on latch side of door with clear floor space 18" x 18" centered on the sign. Federal Guideline: 216.8, 703.3-4		
	<i>Replace Interior Door</i>	Low	\$1,500
	Notes: Height of door opening is less than 80" min. Federal Guideline: 404.2.5, 404.2.3		
	<i>Insulate Water Lines</i>	Medium	\$100
	Notes: Supply lines, valves, and exposed drain pipes are not insulated to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$50
	Notes: Bottom edge of reflecting surface is at 46" ht. (40" max.) Federal Guideline: 603.3		
	<i>Protect Protruding Objects</i>	Low	\$50
	Notes: Towel dispenser protrudes 5" (4" max. between 27" and 80" high) Provide cane detectable element below. Federal Guideline: 308, 604.7		

	<i>Reposition Coak Hook</i>	Low	\$50
	Notes: Coat hook is at 55" (48" max). Federal Guideline: 308, 608.3		
	<i>Reposition Toilet</i>	Low	\$765
	Notes: Toilet located 20" from wall to centerline (16"-18" req'd). Federal Guideline: 604.2		
	<i>Replace Flush Controls</i>	Low	\$400
	Notes: Flush controls located on narrow side. Replace with auto flush sensor. Federal Guideline: 604.6		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser obstructs required 12" min. clearance above grab bar. Federal Guideline: 604.7, 609.3		
	<i>Reposition Side Grab Bar; Provide Rear Grab Bar</i>	Low	\$1,000
	Notes: No rear grab bar is provided. Side grab bar is mounted at 37" ht. (33" min. to 36" max. to the top of the gripping surface) and does not extend min. 54" from rear wall. Space between wall and grab bar is 2" (1 1/2" req'd.). Federal Guideline: 604.5.1-2, 609.3		
Floor Level Access			
Item #	Description	Priority	Estimated Cost
	Stairways		
	<i>Building does not provide access to all areas due to lack of elevator or lift once inside the facility. Structural considerations must be reviewed in depth to determine feasibility.</i>	High	TBD
NW Stair	<i>Provide and/or Replace Handrails on Lower Flights. Replace Stair Unit. Relocate Signs.</i>		
	Notes: Stairway exhibits the following compliance issues: tread depth below 11" min., inconsistent riser ht and riser ht over 7" max.	Medium	TBD
	Notes: Handrail have variable mounting height (consistant required between 34" min. and 38" max.) Handrail extensions are non-compliant (12" beyond top stair and 1 tread depth beyond bottom stair required.) Handrail is not continuous at switchback/dogleg.	Medium	\$1,800
	Notes: Stairway signage is located on stairwell doors. Relocate to adjacent wall on latch side of door. Provide indication of floor level on each floor. Federal Guideline: 504.5, 405.8, 505	Low	\$100
SW Stair	<i>Provide and/or Replace Handrails on Lower Flights. Replace Stair Unit. Relocate Signs.</i>		
	Notes: Stairway exhibits the following compliance issues: inconsistent riser ht and riser ht. over 7" max.	Medium	TBD
	Notes: Handrail extension is non-compliant at inside bottom extension (1 tread depth beyond bottom stair required). Handrail is not continuous at switchback/dogleg.	Medium	\$500
	Notes: Stairway signage is located on stairwell doors. Relocate to adjacent wall on latch side of door. Provide indication of floor level on each floor. Federal Guideline: 504.5, 405.8, 505	Low	\$100

	<i>Provide Means of Egress Signage (Typ. 2 Sets of Doors in Stairwell)</i>	High	\$200
	Notes: None provided. Federal Guideline:		
	<i>Provide Kick Plate (Typ. 2 Sets of Doors in Stairwell)</i>	Low	\$220
	Notes: 8-1/2" to glazing (10" min. smooth req'd push side) Federal Guideline: 404.2.10		
	Facility Total:		\$51,045

NOTES: 1. Many improvements that may be needed require additional investigation to explore options and costs. Items with costs noted at "TBD" require additional investigation. Cost for these items are not included in the total cost of required improvements and will increase this number.



Everett Park

Data collected April
2018

Exterior

Item #	Description	Priority	Probable Cost
	Parking		
	<i>Cherry Street Parking: 38 total parking spaces provided with none designated as accessible. 1 van space and 1 regular space required.</i>		
	<i>Provide 2 Accessible Parking Spaces</i>	High	\$2,500
	Notes: Provide 1 van stall (11' min.), 1 regular stall (8' min.), and shared access aisle (5' min.) where slopes do not exceed 2% in either direction. Provide signage with ISA (and van accessible designation where appropriate) at 80" min. ht. Federal Guideline: 208.2, 208.2.4		
	<i>Rampart Drive Parking: 7 total parking spaces provided including 1 designated as accessible. 1 van space required.</i>		
	<i>Restripe Space and Access Aisle and Provide Signage</i>	Low	\$300
	Notes: Access aisle is 58" width (60" min. req'd.). No sign provided (ISA and Van Accessible designation req'd.). Federal Guideline: 502.3, 502.6		
	<i>Everett High Road - NW Parking: 34 total parking spaces provided with none designated as accessible. 1 van space and 1 regular space required.</i>		
	<i>Provide 2 Accessible Parking Spaces</i>	High	\$2,500
	Notes: Provide 1 van stall (11' min.), 1 regular stall (8' min.), and shared access aisle (5' min.) where slopes do not exceed 2% in either direction. Provide signage with ISA (and Van Accessible designation where appropriate) at 80" min. ht. Federal Guideline: 208.2, 208.2.4		
	<i>Everett High Road - Central Parking: 15 total parking spaces provided including 1 designated as accessible. 1 van space required.</i>		
	<i>Stripe Access Aisle, Provide Signage and Connect to Accessible Route</i>	Low	\$300
	Notes: Access aisle is not provided (60" min. req'd.). No sign provided (ISA and Van Accessible designation req'd.). Federal Guideline: 208.3, 502.3, 502.6		
	<i>Everett High Road - SW Parking: 47 total parking spaces provided including 2 designated as accessible. 1 van space and 1 regular space required.</i>		

	<i>Stripe Access Aisle, Provide Signage and Connect to Accessible Route</i>	Low	\$300
	Notes: At SW space, access aisle is not provided (60" min. req'd.) and connection to accessible route is not provided. No sign provided at either space (ISA and Van Accessible designation where applicable req'd.). Federal Guideline: 208.3, 502.3, 502.6		
	Accessible Routes		
2-1	<i>Replace Asphalt Walk Adjacent to Rampart Dr. Accessible Parking</i>	Low	\$320
	Notes: Cross slope at connection to walk is 5% (2% max.) Federal Guideline: 206.2.1, 403.5, 502.3		
	<i>Replace Asphalt Walk Exceeding Slopes Between Rampart Lot and Playground</i>	Low	\$1,650
	Notes: +/- 20' section at 6% near swale exceeds 5% max. running slope. Approx. 1/4 of walk exceeds 2% max. cross slope. Federal Guideline: 403.3		
	<i>Replace Asphalt Walk Exceeding Slopes Between Everett High Road Central Parking and Playground</i>	Low	\$1,750
	Notes: Running slope exceeds 5% max. up to 7.1%. All portions of walk exceed 2% max. cross slope from 3%-6%. One gap at tree roots has opening over 1/2" wide max. Federal Guideline: 403.3		
	<i>Replace Walk Exceeding Slopes at Walk Connections from Park to Senior Center north lot</i>	Low	\$1,200
	Notes: Running slope exceeds 5% max. (6% at west spur near playground and 6% near parking at east spur). Approx. 50% of asphalt walk exceeds 2% max. cross slope. Asphalt/Concrete walk connection has surface level change over 1/4" max. Federal Guideline: 303, 403.3-4		
	<i>Replace Asphalt Walk Connection to Restrooms</i>	Low	\$900
	Notes: Over half of connector walk exceeds the running slope (up to 9%) and the 2% max. cross slope. Change of direction is not level. Federal Guideline: 303, 403.3-4		
	<i>Replace Walk Exceeding Slopes Between Rampart Lot and SE Ballfield</i>	Low	\$1,600
	Notes: N/S walk at west end is 8.7%-11.6% and exceeds 5% max. running slope. Changes of direction near ballfield entry exceeds 2% max. slope. Cross slope exceeds 2% max. for limited area on E/W asphalt walk (3.5%) and on all of concrete at ball field entry (4%+). Federal Guideline: 403.3, 403.5.2		
	<i>Replace Walk Exceeding Slopes Between Picnic Area and N Ballfields</i>	Low	\$4,410
	Notes: Walk is extremely steep from 6% up to 20%+ exceeding 5% max. running slope. It may be advisable to consider extending the walk at the lower level to the required accessible parking in the NW Everett High Road area. Federal Guideline: 403.3		

	<i>Stair (Restrooms to Ballfields)</i>		
	<i>Replace Top Landing</i>	Medium	\$600
	Notes: Top Landing exceeds 2% max. perpendicular to stairs (7%). Federal Guideline: 304.2		
	<i>Replace Handrails</i>	Medium	\$1,020
	Notes: Handrail is mounted at 33" ht. (34" min. to 38" max. req'd.). Handrail extensions at top and bottom of stairs are not compliant (12" beyond top stair and 1 tread depth beyond bottom req'd.). Federal Guideline: 505.10.2,3		
	<i>Park Amenities</i>		
	<i>Provide Hi-Lo Fountain</i>	Low	\$2,500
	Notes: Fountain is too low to accommodate wheelchair user knee space or spout height for standing persons and is not functional. Spout angle and distance are non-compliant. Only one fountain is provided; 2 min. drinking fountains shall be provided (One for wheelchair access and one for standing.) Federal Guideline: 211, 306.3, 602.2, 602.4, 602.6-7		
	<i>Provide Accessible Route to Volleyball</i>	Low	\$200
	Notes: No route provided through adjacent lawn. Federal Guideline: 1008.2		
	<i>Provide Accessible Route to North Ballfields Player Seating Areas</i>	Low	\$550
	Notes: Southeast seating area is not connected by walk. 3 others need extension of asphalt to achieve min. 36" clear width. Federal Guideline: 206.2.2, 403		
	<i>Provide Wheelchair Space at Player Seating Areas</i>	Low	\$900
	Notes: No wheelchair spaces are provided at the NW field or at the northwest dugout of the NE field. At least 1 wheelchair space to be provided in the team or player seating area. 36"x48" min. for front/rear entry, 36"x60" min. for side entry. Federal Guideline: 221.1.1.4, 802.1		
	<i>Provide Accessible Seating at North Ballfield Bleachers</i>	Medium	\$750
	Notes: Bleachers are provided at 2 fields with 80 seats per field. Designate 4 wheelchair spaces at each field with level 36x48 space with forward approach for each space. Designate 1 aisle seat as accessible at each field. Federal Guideline: 221.1, 802.1		
	<i>Provide Accessible Route within Play Areas</i>	Medium	\$6,075
	Notes: None Provided. Accessible route should include at least one of each type for ground level play equipment (60" width), transfer elements, and at least 50% of elevated play equipment (36" width). Provide firm, stable, slip resistant surface meeting CPSC requirements for fall protection. Wood mulch surface is provided. Cost shown includes estimated route only, not surfacing of entire play area. Federal Guideline: 206.2.2, 403.3		

	<i>Relocate Picnic Tables to Provide Level Wheelchair Spaces</i>	Low	\$50
	Notes: (3) 6', and (2) 6' with extended top picnic tables are provided at paved picnic area. Tables meet dimensional requirements for surface height and knee space but do not provide level space at ends. Federal Guideline: 802.1.4		
	<i>Provide Accessible Route and Clear Space of At Least 1 Grill</i>	Low	\$800
	Notes: 3 grills are located in lawn and do not provide a minimum clear, level space 48"x 48" on all usable sides of the grills. Federal Guideline: 1011.2.1		
	<i>Provide Accessible Route and Clear Space of At Least 1 Trash Receptacle at Point</i>	Low	\$800
	Notes: Receptacles are located in lawn and do not provide a minimum 36" x 48" min. clear space adjacent to the receptacle for forward approach. Federal Guideline: 1011.2.1		
	<i>Provide Clear Level Space At Playground Benches</i>	Low	\$400
	Notes: Benches are not on accessible route and do not provide 30"x48" min., clear, level space adjacent to bench and adjoining accessible route. Federal Guideline: 903.2, 1011.2.1, 206.2.2, 403		
Interior			
	Ballfield Concessions		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: None provided. Federal Guideline:		
	<i>Reconfigure Accessible Route to Provide Access to Entry</i>	High	\$600
	Notes: Entry door has 4" step at threshold. Slope exceeds 2% max. on adjacent walk. Federal Guideline: 404.2.5		
	<i>Remove Screen Door</i>	Low	\$50
	Notes: Screen door does not allow for 48" min., plus the width of any door swinging into the space, between doors. Federal Guideline: 404.2.8-9		
	<i>Provide Maneuvering Space at Door</i>	Medium	TBD
	Notes: Wall obstructs 18" req'd. parallel to doorway on latch side. Federal Guideline: 404.2.4		
	<i>Provide Occupancy Sensor</i>	Low	\$225
	Notes: Electrical switch is at 55" ht. (48" max). Federal Guideline: 205.1, 308.2-3		
	<i>Provide Wall Signage</i>	Low	\$100
	Notes: No signage provided. Raised text and Braille req'd. for permanent rooms and spaces. Federal Guideline: 216, 703		

	<i>Provide Accessible Service Window or Alternate Accommodation at Concessions</i>	Low	\$600
	Notes: Window/counter height exceeds allowable height (36" max. verbal interaction) with no knee or toe space. Required clear space is 5.5% perpendicular to window (2% max.). Federal Guideline: 226.1, 902.2		
	Men's Restroom		
	<i>Provide Wall Signage</i>	Medium	\$100
	Notes: None provided. Door sign is non-compliant. Braille and raised text signage with ISA required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Provide Maneuvering Space at Door</i>	Low	\$400
	Notes: Walk outside slopes at 9.3% perpendicular to door (2% max.), Min. Depth perpendicular to doorway on pull side obstructed by wall at 48" within 18" parallel to latch (60" min.) Federal Guideline: 404.2.4.1		
	<i>Reposition Lavatory</i>	Low	\$600
	Notes: Height of rim is 35-1/2". Reposition such that top of sink does not exceed 34" max. Federal Guideline: 606.2, 306.3		
	<i>Reposition Dispensers</i>	Low	\$50
	Notes: 50" to soap (48" max). Federal Guideline: 308, 604.7		
	<i>Provide Occupancy Sensor</i>	Low	\$225
	Notes: Electrical switch is at 58" ht. (48" max.) and is located behind door swing. Federal Guideline: 205.1, 308.2-3		
	<i>Replace Stall Door Hardware</i>	Medium	\$150
	Notes: Door does not provide handles or self-close mechanism. Federal Guideline: 213.3, 604.8.1.2, 404.2.7		
	<i>Reposition Toilet</i>	Low	\$765
	Notes: Toilet located 19" from wall to centerline (16"-18" req'd.). Federal Guideline: 604.2		
	<i>Relocate Toilet Paper Dispenser</i>	Low	\$100
	Notes: Toilet paper obstructs required 12" clear above grab bar. Federal Guideline: 609.3		
	<i>Reposition Grab Bar</i>	Low	\$550
	Notes: Rear grab bar is not located 12"/24" relative to toilet centerline. Federal Guideline: 604.5.2		
	<i>Provide Toe Clearance at Stall</i>	Low	TBD
	Notes: Block sides obstruct required toe clearance on sides (at least 1 side partition must provide 9" min. clear above the finish floor and 6" deep beyond the partitions). Federal Guideline: 604.8.1.4		

	Women's Restroom		
	<i>Provide Wall Signage</i>	Medium	\$100
	Notes: None provided. Door sign is non-compliant. Braille and raised text signage with ISA required on latch side of door. Federal Guideline: 407.4.3, 703.3-4		
	<i>Provide Maneuvering Space at Door</i>	Low	\$400
	Notes: Push side slopes at 5.6% perpendicular to door. Federal Guideline: 404.2.4.1		
	<i>Reposition Dispensers</i>	Low	\$50
	Notes: 50" to soap dispenser (48" max.). Federal Guideline: 308, 604.7		
	<i>Provide Occupancy Sensor</i>	Low	\$225
	Notes: Electrical switch is at 58" ht. (48" max.) and is located behind door swing. Federal Guideline: 205.1, 308.2-3		
	<i>Replace Stall Door and Hardware</i>	Medium	\$450
	Notes: Door does not provide handles or self-close mechanism. Stall door swings into the minimum required clear space within stall; Reverse swing. Federal Guideline: 213.3, 604.8.1.2, 404.2.7, 309.4		
	<i>Reposition Toilet</i>	Low	\$765
	Notes: Toilet located 19" from wall to centerline (16"-18" req'd.). Federal Guideline: 604.2		
	<i>Relocate Toilet Paper Dispenser and Trash Receptacle</i>	Low	\$100
	Notes: Toilet paper and trash obstruct required 12" clear above grab bar. Federal Guideline: 609.3		
	<i>Reposition Grab Bar</i>	Low	\$550
	Notes: Rear grab bar is not located 12"/24" relative to toilet centerline. Federal Guideline: 604.5.2		
	<i>Provide Toe Clearance at Stall</i>	Low	TBD
	Notes: Block sides obstruct required toe clearance on sides (at least 1 side partition must provide 9" min. clear above the finish floor and 6" deep beyond the partitions.) Federal Guideline: 604.8.1.4		
	Facility Total:		\$39,630

General Notes:



Everett Senior Center

Data collected
April 2018

Exterior

Item #	Description	Priority	Probable Cost
	Parking		
1a-1	<i>Northwest Parking Lot: 28 total parking spaces provided, including 6 designated as accessible. 1 van space and 1 regular space required.</i>		
	<i>Mill, Overlay and Restripe Van Space and Access Aisle</i>	Low	\$1,850
	Notes: Slopes of parking stalls and access aisles exceed 2% max. Van space provides 60" access aisle (8' min. required for size of parking stalls provided). Space available to reconfigure with shared access aisle. Eliminate horizontal and vertical displacements at joint between concrete and asphalt. Federal Guideline: 502.1-2		
	<i>Raise Accessible Parking Signage</i>	Low	\$50
	Notes: Signs on accessible route to be mounted at 80" min. ht. Federal Guideline: 502.1-2		
1a-2	<i>Southeast Parking Lot: 25 total parking spaces provided, including 5 designated as accessible. 1 van space required.</i>		
	<i>Relocate Accessible Parking</i>	Medium	\$4,600
	Notes: Accessible stalls are not located nearest to accessible route/accessible entrance to facility. Cost assumes mill and overlay required for slopes up to 4% closest to main entry. Federal Guideline: 208.3		
	<i>Provide Access Aisle Adjacent to each Stall</i>	Medium	Included above
	Notes: One stall is not located adjacent to an access aisle. Reconfigure for shared access aisles when relocating parking. Federal Guideline: 502.1-2		
	<i>Modify and Provide Additional Accessible Parking Signage</i>	Low	\$550
	Notes: Only 2 signs are provided for all 5 provided spaces. Each accessible parking space shall have a sign with the ISA that is mounted with bottom of sign 60" or 80" height if on an access route. Center on parking stall. Federal Guideline: 502.6		

	Accessible Routes		
3	<i>Mill and Overlay Vehicle Pull-Up Space And Access Aisle for Passenger Loading Zone at Main Entrance</i>	Low	\$1,850
	Notes: Slope of the vehicle pull-up space and access aisle exceed 2% max. Mark vehicle pull-space (8' wide min.) and access aisle (60" wide min.) for 20' length min. Federal Guideline: 503.2, 503.3.3.1, 503.4		
4	<i>Trim Vegetation along PAR to Eliminate Protruding Objects</i>	Low	\$150
	Notes: Tree branches protrude into 80" min. overhead clearance. Federal Guideline: 204.1, 401.1		
Interior			
Item #	Description	Priority	Probable Cost
8a	Exterior Entrances		
	<i>Provide Means of Egress Signage</i>	High	\$100
	Notes: None provided. Federal Guideline:		
	<i>Replace Panic Hardware at Double Doors</i>	Medium	\$450
	Notes: Panic hardware protrudes more than 4" between 34" and 80" into the clear opening when the door is fully open. Federal Guideline: 404.2.3		
09	Main Corridors		
	<i>Protect Protruding Objects</i>	Low	\$100
	Notes: AED protrudes 7" at 51" ht. (4" max. between 27" and 80" high) Provide cane detectable element below. Federal Guideline: 307.2		
	<i>Reposition Fire Alarm Activation Device</i>	Medium	\$220
	Notes: Operable part located at 50" (48" max). Federal Guideline: 215, 308.2, 702.1, NFPA 72		
	<i>Provide Accessible Service Counter or Alternate Accommodation</i>	Medium	\$200
	Notes: Counter height is 42" (28"-34" ht. max. for working surface; 36" max. for verbal interaction) and provides no knee space. Federal Guideline: 904.4.1, 904.4.2		
	<i>Provide Means of Egress Signage at Exterior Egress Doors</i>	High	\$300
	Notes: None provided. Federal Guideline:		
	Art Room		
	<i>Provide Means of Egress Signage at Exterior Egress Door</i>	High	\$100
	Notes: None provided. Federal Guideline: 216.4, 703		
	<i>Replace Wall Signage</i>	Low	\$100
	Notes: No braille provided. Raised text and Braille req'd. Text height is below 5/8" min. ht. Federal Guideline: 703.2-3		
	<i>Reposition Towel Dispenser</i>	Low	\$500
	Notes: Operable part at 50" (15"-48" max). Federal Guideline: 308, 604.7		

	<i>Reposition Fire Alarm Activation Device</i>	Medium	\$220
	Notes: Operable part located at 50" (48" max). Federal Guideline: 215, 308.2, 702.1, NFPA 72		
	Billiard Room		
	<i>Replace Wall Signage</i>	Low	\$100
	Notes: No braille provided. Raised text and Braille req'd. Text height is below 5/8" min. ht. Federal Guideline: 703.2-3		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Reposition Coat Hooks</i>	Low	\$150
	Notes: Reposition or provide additional coat hooks within reach range (48" max). Federal Guideline: 225.2, 308		
	Card Room		
	<i>Provide Means of Egress Signage at Exterior Egress Door</i>	High	\$100
	Notes: None provided. Federal Guideline: 216.4, 703		
	<i>Replace Wall Signage</i>	Low	\$100
	Notes: No braille provided. Raised text and Braille req'd. Text height is below 5/8" min. ht. Federal Guideline: 703.2-3		
	<i>Provide Accessible Sink</i>	Low	\$800
	Notes: Height of sink is over 34" max. Federal Guideline: 212.3, 606.3, 306.3		
	<i>Provide Storage within Reach Range</i>	Low	\$500
	Notes: None provided within 15"-48" reach range. Federal Guideline: 225, 811.2, 305		
	<i>Reposition Towel Dispenser</i>	Low	\$500
	Notes: Operable part at 50" (15"-48" max). Federal Guideline: 308, 604.7		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	Employee Break Room		
	<i>Provide Wall Signage</i>	Low	\$100
	Notes: No signage provided. Raised text and Braille req'd. for permanent rooms and spaces. Federal Guideline: 216.8, 703.6		
	<i>Replace Door Hardware</i>	Low	\$250
	Notes: Lock mechanism requires twisting. Federal Guideline: 404.2.7		

	<i>Provide Accessible Sink</i>	Low	\$800
	Notes: Height of sink is over 34" max. Federal Guideline: 212.3, 606.3, 306.3		
	<i>Provide Storage within Reach Range</i>	Low	\$500
	Notes: None provided within 15"-48" reach range. Federal Guideline: 225, 811.2, 305		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	Kitchen		
	<i>Replace Wall Signage, Typ. Both Doors</i>	Low	\$200
	Notes: No braille provided. Raised text and Braille req'd. Text height is below 5/8" min. ht. Federal Guideline: 703.2-3		
	<i>Replace Door Hardware</i>	Low	\$250
	Notes: Lock mechanism requires twisting. Federal Guideline: 404.2.7		
	<i>Provide Maneuvering Space at Door to Ballroom</i>	Low	\$50
	Notes: Trash receptacle obstructs required clearance. Relocate. Federal Guideline: 404.2.4.1		
	<i>Provide Accessible Sink</i>	Low	\$1,300
	Notes: Height of sink is over 34" max. with no knee space provided. Federal Guideline: 212.3, 606.3, 306.3		
	<i>Provide Storage within Reach Range</i>	Low	\$500
	Notes: None provided within 15"-48" reach range. Federal Guideline: 225, 811.2, 305		
	<i>Provide Accessible Range</i>	Low	\$450
	Notes: Controls for range are not on front panel. Federal Guideline: 804.6.4		
	<i>Relocate Microwave within Reach Range</i>	Low	\$50
	Notes: Located at 62" ht. (48" max.). Federal Guideline: 307.2		
	<i>Provide Vending within Reach Range</i>	Low	N/A
	Notes: Vending machine controls are above allowable reach range. Vendor responsibility. Federal Guideline: 307.2		
	<i>Protect Protruding Objects</i>	Low	\$50
	Notes: Fire extinguisher protrudes 5-1/2" at 29 1/2" ht. (4" max. between 27" and 80" high). Provide cane detectable element below. Federal Guideline: 307.2		
	<i>Provide Visual Fire Alarms</i>	Low	\$400
	Notes: Visual fire alarms must be located in the space they serve. Provide when existing fire alarm system is upgraded, replaced, or a new system is installed. Federal Guideline: 215.1, 702.1, NFPA 72		

	Main Office		
	<i>Replace Wall Signage</i>	Low	\$100
	Notes: No braille provided. Raised text and Braille req'd. Text height is below 5/8" min. ht. Federal Guideline: 703.2-3		
	<i>Replace Door Hardware</i>	Low	\$250
	Notes: Lock mechanism requires twisting. Federal Guideline: 404.2.7		
	Project Room		
	<i>Replace Wall Signage</i>	Low	\$100
	Notes: No braille provided. Raised text and Braille req'd. Text height is below 5/8" min. ht. Federal Guideline: 703.2-3		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	Ballroom		
	<i>Provide Means of Egress Signage at Exterior Egress Doors</i>	High	\$200
	Notes: None provided. Federal Guideline: 216.4, 703		
	<i>Replace Wall Signage at Double Doors</i>	Low	\$100
	Notes: No braille provided. Raised text and Braille req'd. Text height is below 5/8" min. ht. Federal Guideline: 703.2-3		
	<i>Provide Clear Floor Space at Storage</i>	Low	\$100
	Notes: Clear floor space at each storage unit does not meet 30" x 48" min. positioned for a forward approach. Federal Guideline: 225, 811.2, 305		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Protect Protruding Objects</i>	Low	\$50
	Notes: Coat hooks and shelf protrude over 4" max. between 27" and 80" high. Provide cane detectable element below. Federal Guideline: 307.2		
	<i>Reposition Coat Hooks</i>	Low	\$150
	Notes: Reposition or provide additional coat hooks within reach range (48" max). Federal Guideline: 225.2, 308		
	<i>Reposition Fire Alarm Activation Device</i>	Medium	\$220
	Notes: Operable part located at 50" (48" max). Federal Guideline: 215, 308.2, 702.1, NFPA 72		

	Men's Restroom		
	<i>Relocate Wall Signage</i>	Low	\$50
	Notes: Sign located at 40-1/4" height (48" min to bottom of lowest tactile, 60" max to bottom of highest tactile character) and does not provide required clear floor space (18"x18" min. centered on sign.) Federal Guideline: 216.8, 703.4-5, 407.4.3		
	<i>Reposition Lavatory</i>	Low	\$600
	Notes: Height of rim is 34-1/2". Reposition such that top of sink does not exceed 34" max. Federal Guideline: 606.2, 306.3		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		
	<i>Add Outside Stall Door Handle</i>	Low	\$50
	Notes: Handle not provided on outside of stall door (req'd. on both sides). Federal Guideline: 213.3, 604.8.1.2, 404.2.7		
	<i>Reposition Toilet</i>	Low	\$765
	Notes: Toilet located 19" from wall to centerline (16"-18" req'd.). Federal Guideline: 604.2		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser obstructs required 12" min. clearance above grab bar. Federal Guideline: 604.7, 609.3		
	<i>Reposition Grab Bars</i>	Low	\$500
	Notes: Rear grab bar is positioned 14"/22" to toilet centerline (24"/12" to toilet centerline req'd.). Side grab bar is located 13" from rear wall (12" max.). Federal Guideline: 604.5.1-2		
	<i>Verify Load Capability of Side Grab Bar</i>	Low	\$500
	Notes: Side grab bar is mounted to partition of unknown load capacity. Federal Guideline: 609.8		
	Women's Restroom		
	<i>Relocate Wall Signage</i>	Low	\$50
	Notes: Sign located at 40-1/4" height (48" min to bottom of lowest tactile, 60" max to bottom of highest tactile character) and does not provide required clear floor space (18"x18" min. centered on sign.) Federal Guideline: 216.8, 703.4-5, 407.4.3		
	<i>Reposition Lavatory</i>	Low	\$600
	Notes: Height of rim is 34-1/2". Reposition such that top of sink does not exceed 34" max. Federal Guideline: 606.2, 306.3		
	<i>Lower Light Switch or Provide Occupancy Sensor</i>	Low	N/A
	Notes: Electrical switches at 50" (48" max. ht.) but up to 54" allowed by 1991 ADAAG. Correct when altered. Federal Guideline: 205.1, 308		

	<i>Add Outside Stall Door Handle and Provide Self-Close Mechanism</i>	Low	\$150
	Notes: Handle not provided on outside of stall door (req'd. on both sides) and is not self-closing. Federal Guideline: 213.3, 604.8.1.2, 404.2.7		
	<i>Replace or Reposition Front Partition/Door Panel</i>	Low	\$600
	Notes: Stall door is located 5" from wall (within 4" from partition or wall req'd.). Federal Guideline: 604.8.1.2		
	<i>Reposition Toilet</i>	Low	\$765
	Notes: Toilet located 19" from wall to centerline (16"-18" req'd.). Federal Guideline: 604.2		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$50
	Notes: Dispenser mounted 6" in front of toilet (7"-9" to centerline req'd.) and obstructs required 12" min. clearance above grab bar. Federal Guideline: 604.7, 609.3		
	<i>Reposition Grab Bars</i>	Low	\$500
	Notes: Rear grab bar is positioned 14"/22" to toilet centerline (24"/12" to toilet centerline req'd.). Side grab bar is located 13" from rear wall (12" max.). Federal Guideline: 604.5.1-2		
	<i>Verify Load Capability of Side Grab Bar</i>	Low	\$500
	Notes: Side grab bar is mounted to partition of unknown load capacity. Federal Guideline: 609.8		
	Facility Total:		\$25,490

NOTES: 1. Many improvements that may be needed require additional investigation to explore options and costs. Items with costs noted at "TBD" require additional investigation. Cost for these items are not included in the total cost of required improvements and will increase this number.



Richard Williams Park

Data collected
April 2018

Exterior

Item #	Description	Priority	Probable Cost
	Parking Lot		
	8 total parking spaces provided including 1 designated as accessible. 1 van space required.		
1-1	Restripe to Meet Van Requirements and Add Signage	Low	\$300
	Notes: Pavement markings are very faded. Restripe to clearly mark min. 11' wide van stall and 5' min. width access aisle. No signage provided; install van-accessible parking signage at min. 60" height. Federal Guideline: 502.3.3, 502.6		
	Accessible Routes		
	Provide an Accessible Route to the Park Shelter	Medium	\$2,500
	Notes: None provided. Connect flush with shelter floor to eliminate 2"-3" step up to floor from adjacent grade. Federal Guideline: 206.2.1		
	Replace Sidewalk Exceeding Allowable Slopes	Low	\$2,100
	Notes: 6.5% running slope at decorative concrete area and 5.3% running slope from Greenway to parking exceed 5% max. Approx. 1/3 of decorative concrete walk exceed 2% max. cross slope. Federal Guideline: 403.3		
	Eliminate Surface Level Change	Low	\$150
	Notes: 3/4" lip at north end of bridge exceeds 1/4" max. change. Federal Guideline: 303, 403.4		
	Provide Accessible Picnic Tables to Accommodate 4 Wheelchair Spaces	Low	\$150
	Notes: (6) 8' picnic tables provided which do not meet dimensional requirements for surface height or knee space. 1 wheelchair space required for each 24 linear feet of usable table surface perimeter. Federal Guideline: 206.2.2, 403, 1011.4.2, 902.3, 306.3.1-3		
	Provide Accessible Route and Clear Space at Grill	Low	\$150
	Notes: Grill is located in lawn and does not provide a minimum clear, level space 48"x 48" on all usable sides of the grill. Federal Guideline: 1011.2.1		
	Facility Total:		\$5,350

General Notes:

Polling Places

Data collected
May 2018

NOTE: Review of polling places was completed when rooms were set up for permanent use. Some aspects of the polling facilities may not be able to be evaluated when spaces are not set up for voting. No costs are provided for the corrective actions since many facilities are not owned by Blount County and those that are will have compliance issues and corrective action costs included in the self-evaluation for each. In general, the polling place compliance review was focused on ensuring a min. of 1 compliant van-accessible space being provided, a compliant accessible route from parking to the entrance used for voting, the entrance door(s), interior route from the entry door to the voting area, and the voting area. Blount County is obligated to provide program access, which may include short-term, temporary corrective actions (temporary parking, temporary signs, temporary ramps, etc.) or procedural items to accommodate disabled voters (curbside voting, volunteers holding open doors, etc.).

Item #	Description	Priority	Probable Cost
Alcoa High School Auxiliary Gym			
	Parking		
	<i>Provide Van-Accessible Parking Space</i>	High	N/A
	Notes: Existing spaces and access aisles do not meet dimensional requirements for van-accessible spaces. Federal Guideline: 502, 703		
	Exterior Accessible Route		
	Compliant (NOTE: detectable warnings not required)		
	Polling Place Entrance		
	<i>Replace Door Hardware or Provide Volunteer at the Door</i>	High	N/A
	Notes: Exterior door hardware may require grasping and pulling, which may be difficult for some persons to operate. Federal Guideline: 404.2.7, 308		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		
Beech Grove Baptist Church Family Life Center			
	Parking		
	<i>Provide Van-Accessible Parking Sign and Marked Access Aisle</i>	High	N/A
	Notes: No sign or marked access aisle provided. Federal Guideline: 502, 703		
	Exterior Accessible Route		
	Compliant		
	Polling Place Entrance		
	Compliant		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		

Big Springs Community Club Building			
	Parking		
	<i>Provide Van-Accessible Parking Space</i>	High	N/A
	Notes: Existing spaces have excessive cross-slopes and no access aisle. Federal Guideline: 502, 703		
	Exterior Accessible Route		
	Compliant		
	Polling Place Entrance		
	<i>Replace Door Hardware or Provide Volunteer at the Door</i>	High	N/A
	Notes: Exterior door hardware is a knob that requires grasping and pulling, which may be difficult for some persons to operate. Federal Guideline: 404.2.7, 308		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		
Blount County Board of Education			
	Parking		
	<i>Provide Van-Accessible Parking Sign and Marked Access Aisle</i>	High	N/A
	Notes: No van placard sign or marked access aisle provided. Space is wide enough to add access aisle within existing parking lines. Federal Guideline: 502, 703		
	Exterior Accessible Route		
	<i>Replace Walk Exceeding 2% Cross Slope and 1/2" Displacement</i>	Medium	N/A
	Notes: Cross slope exceeds 2% max. Sidewalk panels have displacements exceeding 1/2". Federal Guideline: 403.3, 403.5.2		
	Polling Place Entrance		
	Compliant		
	Interior Accessible Route to Voting		
	<i>Provide Compliant Entry</i>	High	N/A
	Notes: Door has hardware that may be difficult to operate, door to voting area should be propped open during voting or have volunteer staff the door. Federal Guideline: 404.2.7, 308		
	Voting Area		
	Compliant		
Carpenters Middle School			
	Parking		
	Compliant		
	Exterior Accessible Route		
	Compliant		
	Polling Place Entrance		
	Compliant		

	Interior Accessible Route to Voting		
	<i>Provide Compliant Entry</i>	High	N/A
	Notes: Door has hardware that may be difficult to operate, door to voting area should be propped open during voting or have volunteer staff the door. Federal Guideline: 404.2.7, 308		
	Voting Area		
	Compliant		
Chilhowee View Community Club Building			
	Parking		
	Compliant		
	Exterior Accessible Route		
	Compliant		
	Polling Place Entrance		
	<i>Replace Door Hardware or Provide Volunteer at the Door</i>	High	N/A
	Notes: Exterior door hardware may require grasping and pulling, which may be difficult for some persons to operate. Federal Guideline: 404.2.7, 308		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		
Eagleton Middle School Cafeteria			
	Parking		
	Compliant		
	Exterior Accessible Route		
	<i>Replace Walk Exceeding 2% Cross Slope</i>	Medium	N/A
	Notes: Cross slope exceeds 2% max. Federal Guideline: 403.3, 403.5.2		
	<i>Replace Curb Ramp</i>	Medium	N/A
	Notes: Curb ramp side flares exceed 10%. Federal Guideline: 406		
	Polling Place Entrance		
	<i>Replace Door Hardware or Provide Volunteer at the Door</i>	High	N/A
	Notes: Exterior door hardware is a knob that may require grasping and pulling, which may be difficult for some persons to operate. Federal Guideline: 404.2.7, 308		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		
Emmanuel Nazarene Church			
	Parking		
	<i>Provide Van Accessible Parking and Signage</i>	High	N/A
	Notes: Provide compliant "Van Accessible" placard on one space, meets dimensional requirements. Federal Guideline: 208.2, 208.2.4		

	Exterior Accessible Route		
	Compliant		
	Polling Place Entrance		
	<i>Replace Door Hardware or Provide Volunteer at the Door</i>	High	N/A
	Notes: Exterior door hardware is a knob that requires grasping and pulling, which may be difficult for some persons to operate. Federal Guideline: 404.2.7, 308		
	<i>Replace Threshold</i>	Low	N/A
	Notes: Threshold height may create issues for persons in wheelchairs. Federal Guideline: 404.2.5		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		
Everett Recreational Center			
	Parking		
	<i>Provide Van-Accessible Parking Sign and Marked Access Aisle</i>	High	N/A
	Notes: No van placard sign or compliant width marked access aisle provided. Existing sign too low. Federal Guideline: 502, 703		
	Exterior Accessible Route		
	<i>Provide Drainage Improvement at Curb Ramp</i>	Low	N/A
	Notes: One of two curb ramps at accessible parking has evidence of ponded water at the bottom. Federal Guideline: 406		
	Polling Place Entrance		
	<i>Replace Door Hardware or Provide Volunteer at the Door</i>	High	N/A
	Notes: Exterior door hardware may require grasping and pulling, which may be difficult for some persons to operate. Federal Guideline: 404.2.7, 308		
	Interior Accessible Route to Voting		
	<i>Provide Compliant Entry</i>	High	N/A
	Notes: Door has hardware that may be difficult to operate, door to voting area should be propped open during voting or have volunteer staff the door. Federal Guideline: 404.2.7, 308		
	Voting Area		
	Compliant		
Fairview Elementary School			
	Parking		
	Compliant		
	Exterior Accessible Route		
	<i>Replace Walk Exceeding 2% Cross Slope</i>	Low	N/A
	Notes: Cross slope exceeds 2% max. Federal Guideline: 403.3, 403.5.2		

	<i>Provide Compliant Route</i>	High	N/A
	Notes: Ramp accessing door has cross-slope exceeding 2% max. allowed. Federal Guideline: 405, 302, 303		
	Polling Place Entrance		
	Compliant		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		
Friendsville Elementary School			
	Parking		
	Compliant		
	Exterior Accessible Route		
	Compliant		
	Polling Place Entrance		
	<i>Replace Door Hardware or Provide Volunteer at the Door</i>	High	N/A
	Notes: Exterior door hardware may require grasping and pulling, which may be difficult for some persons to operate. Federal Guideline: 404.2.7, 308		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		
Happy Valley Community Building			
	Parking		
	<i>Provide Compliant Surface for Parking and Access Aisle</i>	High	N/A
	Notes: Existing spaces are located in turf area, which is not a firm, stable, and slip resistant surface. Federal Guideline: 502, 703		
	Exterior Accessible Route		
	<i>Provide Compliant Route</i>	High	N/A
	Notes: Accessible route in not a compliant surface (turf). Ramp accessing door has a rise exceeding 30" (30" max. per ramp run allowed), no edge protection, non-compliant landings, and non-compliant handrails. Federal Guideline: 405, 302, 303		
	Polling Place Entrance		
	<i>Replace Door Hardware or Provide Volunteer at the Door</i>	High	N/A
	Notes: Exterior door hardware may require grasping and pulling, which may be difficult for some persons to operate. Federal Guideline: 404.2.7, 308		
	<i>Replace Threshold</i>	Low	N/A
	Notes: Threshold height may create issues for persons in wheelchairs. Federal Guideline: 404.2.5		

	Interior Accessible Route to Voting		
	<i>Provide Compliant Entry</i>	High	N/A
	Notes: Door has knobs, door to voting area should be propped open during voting or have volunteer staff the door. Federal Guideline: 404.2.7, 308		
	Voting Area		
	Compliant		
Heritage Middle School			
	Parking		
	<i>Provide Van-Accessible Parking Sign</i>	High	N/A
	Notes: No van placard sign provided. Federal Guideline: 502, 703		
	Exterior Accessible Route		
	Compliant		
	Polling Place Entrance		
	Compliant		
	Interior Accessible Route to Voting		
	<i>Provide Compliant Entry</i>	High	N/A
	Notes: Door has hardware that may be difficult to operate, door to voting area should be propped open during voting or have volunteer staff the door. Federal Guideline: 404.2.7, 308		
	Voting Area		
	Compliant		
Immanuel United Methodist Church			
	Parking		
	<i>Provide Van-Accessible Parking Space</i>	High	N/A
	Notes: Space is not identified as van-accessible. Provide van-accessible placard on sign. Existing space and access aisle have excessive cross-slopes. Federal Guideline: 502, 703		
	Exterior Accessible Route		
	Compliant		
	Polling Place Entrance		
	<i>Replace Door Hardware or Provide Volunteer at the Door</i>	High	N/A
	Notes: Exterior door hardware is a knob that requires grasping and pulling, which may be difficult for some persons to operate. Federal Guideline: 404.2.7, 308		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		
John Sevier Elementary School			
	Parking		
	Compliant		

	Exterior Accessible Route		
	<i>Replace Curb Ramp</i>	High	N/A
	Notes: Curb ramp between accessible parking and building entrance has no top landing. Has high point in center, with slopes going down in both directions. Federal Guideline: 406		
	<i>Replace Curb Ramp</i>	Low	N/A
	Notes: Curb ramp at end of crosswalk has side flares exceeding 10%. Federal Guideline: 406		
	Polling Place Entrance		
	<i>Replace Door Hardware or Provide Volunteer at the Door</i>	High	N/A
	Notes: Exterior door hardware is a knob that may require grasping and pulling, which may be difficult for some persons to operate. Federal Guideline: 404.2.7, 308		
	Interior Accessible Route to Voting		
	<i>Provide Compliant Entry</i>	High	N/A
	Notes: Door has hardware that may be difficult to operate, door to voting area should be propped open during voting or have volunteer staff the door. Federal Guideline: 404.2.7, 308		
	Voting Area		
	Compliant		
Lanier Elementary School			
	Parking		
	Compliant		
	Exterior Accessible Route		
	<i>Replace Walk Exceeding 2% Cross Slope</i>	Low	N/A
	Notes: Cross slope exceeds 2% max. Federal Guideline: 403.3, 403.5.2		
	Polling Place Entrance		
	Compliant		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		
Louisville Town Hall			
	Parking		
	Compliant		
	Exterior Accessible Route		
	Compliant		
	Polling Place Entrance		
	Compliant		

	Interior Accessible Route to Voting		
	<i>Provide Compliant Entry</i>	High	N/A
	Notes: Door has hardware that may be difficult to operate, door to voting area should be propped open during voting or have volunteer staff the door. Federal Guideline: 404.2.7, 308		
	Voting Area		
	Compliant		
Martin Luther King Center			
	Parking		
	<i>Provide Van-Accessible Parking Sign</i>	High	N/A
	Notes: No van placard sign provided. Federal Guideline: 502, 703		
	Exterior Accessible Route		
	<i>Replace Curb Ramp</i>	Low	N/A
	Notes: Curb ramp at access aisle has side flares exceeding 10%. Federal Guideline: 406		
	Polling Place Entrance		
	<i>Replace Door Hardware or Provide Volunteer at the Door</i>	High	N/A
	Notes: Exterior door hardware may require grasping and pulling, which may be difficult for some persons to operate. Federal Guideline: 404.2.7, 308		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		
Maryville College Alumni Gym			
	Parking		
	<i>Provide Van-Accessible Parking Space</i>	High	N/A
	Notes: Space is not identified as van-accessible and no access aisle provided. Dimensions do not meet van-accessible standard. Federal Guideline: 502, 703		
	Exterior Accessible Route		
	Compliant		
	Polling Place Entrance		
	<i>Provide Kick Plate on Push Side of Door</i>	Medium	N/A
	Notes: Door has bottom of glass within 10" min. req'd. Presents a possible hazard to wheelchair users should the door close on their wheelchair. Federal Guideline: 404.2.10		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		

Maryville High School			
	Parking		
	<i>Provide Compliant Cross Slope at Van-Accessible Parking Space</i>	High	N/A
	Notes: Existing spaces have excessive cross-slopes. Federal Guideline: 502, 703		
	Exterior Accessible Route		
	Compliant		
	Polling Place Entrance		
	<i>Provide Door Hardware or Provide Volunteer at the Door</i>	High	N/A
	Notes: Exterior door has no hardware on outside. Federal Guideline: 404.2.7, 308		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		
Maryville Junior High School			
	Parking		
	Compliant		
	Exterior Accessible Route		
	<i>Provide Compliant Ramp</i>	High	N/A
	Ramp accessing doors 20/21 has a rise exceeding 30" (30" max. per ramp run allowed) and non-compliant handrails. Landing also not required 60" min. depth. Federal Guideline: 405, 302, 303		
	Polling Place Entrance		
	<i>Replace Door Hardware or Provide Volunteer at the Door</i>	High	N/A
	Notes: Exterior door hardware may require grasping and pulling, which may be difficult for some persons to operate. Federal Guideline: 404.2.7, 308		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		
Maryville Municipal Building			
	Parking		
	Compliant		
	Exterior Accessible Route		
	<i>Provide Compliant Curb Ramp</i>	High	N/A
	Notes: Existing curb ramp is not compliant. Federal Guideline: 406		
	Polling Place Entrance		
	<i>Provide Door Hardware or Provide Volunteer at the Door</i>	High	N/A
	Notes: Exterior door has no hardware on outside. Federal Guideline: 404.2.7, 308		
	Interior Accessible Route to Voting		
	Compliant		

	Voting Area		
	Compliant		
Middlesettlements Elementary School			
	Parking		
	<i>Provide Van-Accessible Parking Sign and Compliant Space</i>	High	N/A
	Notes: No van-accessible placard sign provided. Federal Guideline: 502, 703		
	<i>Provide Bumper Blocks</i>	High	N/A
	Notes: Accessible route can easily be blocked by vehicles in parking space. Need bumper block installed. Federal Guideline: 502, 703		
	Exterior Accessible Route		
	<i>Provide Compliant Curb Ramp</i>	Medium	N/A
	Notes: Existing curb ramp is not compliant. Federal Guideline: 406		
	Polling Place Entrance		
	Compliant		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		
Montvale Elementary School			
	Parking		
	<i>Provide Compliant Access Aisle</i>	High	N/A
	Notes: Access aisle is obstructed by curb ramp. Federal Guideline: 208.2, 208.2.4		
	Exterior Accessible Route		
	<i>Provide Compliant Curb Ramp</i>	High	N/A
	Notes: Existing curb ramp located within access aisle, which must be clear of any slopes over 2%. Permanent solution is to reconstruct parallel curb ramp and remove ramp from access aisle. Federal Guideline: 406		
	Polling Place Entrance		
	<i>Replace Door Hardware or Provide Volunteer at the Door</i>	High	N/A
	Notes: Exterior door hardware may require grasping and pulling, which may be difficult for some persons to operate. Federal Guideline: 404.2.7, 308		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		
Oak Street Baptist Church			
	Parking		
	<i>Provide Van-Accessible Parking Space</i>	High	N/A
	Notes: Space is not identified as van-accessible and no access aisle provided. Federal Guideline: 502, 703		

	Exterior Accessible Route		
	<i>Provide Compliant Accessible Route</i>	Medium	N/A
	Notes: Accessible route between parking and facility entrance has non-compliant cross-slopes (2% max. req'd.) and running slope (5% max. req'd.). Width of access route not 36" the entire length. Federal Guideline: 403		
	Polling Place Entrance		
	Compliant		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		
Oakview Community Club			
	Parking		
	<i>Provide Compliant Surface for Parking and Access Aisle</i>	High	N/A
	Notes: Existing spaces are located in turf area, which is not a firm, stable, and slip resistant surface. Existing slopes exceed 2%. Federal Guideline: 502, 703		
	Exterior Accessible Route		
	<i>Provide Compliant Accessible Route</i>	Medium	N/A
	Notes: Cross slope exceeds 2% max. and running slope exceeds 5% max. Exterior ramp is not compliant. Federal Guideline: 403, 405		
	Polling Place Entrance		
	<i>Replace Door Hardware or Provide Volunteer at the Door</i>	High	N/A
	Notes: Exterior door hardware is a knob that may require grasping and pulling, which may be difficult for some persons to operate. Federal Guideline: 404.2.7, 308		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		
Pellissippi State Community College Room 144			
	Parking		
	Compliant		
	Exterior Accessible Route		
	Compliant		
	Polling Place Entrance		
	Compliant		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		

Porter Elementary School			
	Parking		
	<i>Provide Van-Accessible Parking Sign and Compliant Space</i>	High	N/A
	Notes: No van-accessible placard sign provided. Federal Guideline: 502, 703		
	Exterior Accessible Route		
	Compliant		
	Polling Place Entrance		
	Compliant		
	Interior Accessible Route to Voting		
	<i>Provide Compliant Entry</i>	Medium	N/A
	Notes: Door has hardware that may be difficult to operate, door to voting area should be propped open during voting or have volunteer staff the door. Federal Guideline: 404.2.7, 308		
	Voting Area		
	Compliant		
Prospect Elementary School			
	Parking		
	<i>Provide Compliant Space</i>	High	N/A
	Notes: Existing space has excessive cross-slopes. Federal Guideline: 502, 703		
	Exterior Accessible Route		
	Compliant (NOTE: detectable warnings not required)		
	Polling Place Entrance		
	Compliant		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		
Rockford Elementary School			
	Parking		
	<i>Provide Van-Accessible Parking Sign and Compliant Space</i>	High	N/A
	Notes: No van-accessible placard sign provided. Federal Guideline: 502, 703		
	Exterior Accessible Route		
	Compliant		
	Polling Place Entrance		
	Compliant		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		

Townsend Elementary School			
	Parking		
	<i>Provide Van-Accessible Parking Sign and Compliant Space</i>	High	N/A
	Notes: No van-accessible placard sign provided. Existing space has excessive cross-slopes and no access aisle. Federal Guideline: 502, 703		
	Exterior Accessible Route		
	<i>Replace Walk Exceeding 2% Cross Slope</i>	Low	N/A
	Notes: Cross slope exceeds 2% max. Federal Guideline: 403.3, 403.5.2		
	<i>Revise Crosswalk or Provide Curb Ramp</i>	Low	N/A
	Notes: Existing crosswalk from accessible parking area leads to 6" vertical face curb. Alter crosswalk marking to flush sidewalk or construct curb ramp. Federal Guideline: 403		
	Polling Place Entrance		
	Compliant		
	Interior Accessible Route to Voting		
	<i>Provide Compliant Entry</i>	High	N/A
	Notes: Door has hardware that may be difficult to operate, door to voting area should be propped open during voting or have volunteer staff the door. Federal Guideline: 404.2.7, 308		
	Voting Area		
	Compliant		
Walland Elementary School			
	Parking		
	<i>Provide Van-Accessible Parking Sign</i>	High	N/A
	Notes: No sign provided. Federal Guideline: 502, 703		
	Exterior Accessible Route		
	<i>Replace Walk Exceeding 1/2" Displacement</i>	Low	N/A
	Notes: Sidewalk panels have displacements exceeding 1/2". Federal Guideline: 403		
	Polling Place Entrance		
	Compliant		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		
William Blount High School			
	Parking		
	Compliant		
	Exterior Accessible Route		
	Compliant		
	Polling Place Entrance		
	Compliant		

	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		
William Blount Ninth Grade Academy			
	Parking		
	Compliant		
	Exterior Accessible Route		
	<i>Replace Walk Exceeding 2% Cross Slope</i>	Low	N/A
	Notes: Cross slope exceeds 2% max. Federal Guideline: 403.3, 403.5.2		
	Polling Place Entrance		
	<i>Replace Door Hardware or Provide Volunteer at the Door</i>	High	N/A
	Notes: Exterior door hardware may require grasping and pulling, which may be difficult for some persons to operate. Federal Guideline: 404.2.7, 308		
	Interior Accessible Route to Voting		
	Compliant		
	Voting Area		
	Compliant		
	Facility Total:		\$0

General Notes: Polling places are not typically owned by Blount County, but voting is a county program. Blount County facilities that are used for polling have costs included within the evaluation of that facility. Equipment used for voting was not included in the review.

Appendix B

County Questionnaires

Americans with Disabilities Act Self-Evaluation Program, Services, and Activities Questionnaire



Blount County, Tennessee – County-Wide Survey

The ADA prohibits the denial of services or benefits to persons with disabilities. In the performance of common, every day services provided by local units of government, you must ensure that all services are available in some way to persons with all disabilities. To better allow us to understand each department's interactions with the public, we request that you complete this questionnaire. Your responses are vital to ensuring that modifications can be made throughout the County to ensure access to all programs and services, if necessary. Please discuss with your staff as needed to provide thorough, complete, and accurate responses to each question. The information provided is intended to allow for changes throughout the County to provide equal access to programs and activities to everyone, without exception.

- A. Provide a list of County Departments, responsibilities, and address of each. In addition, provide a brief description of the primary duties of each department and copies of any payments, publications, applications, forms, etc. that are used for each (electronic preferred).

- B. List all appointed boards and commissions and when and where they meet.

- C. Please provide a list of all locations and room(s) where public meetings are held.

- D. Do all meeting rooms that hold public meetings have an audio system (microphones and speakers)? Do they have any assistive listening devices for the hearing impaired? If so, how many and what type.

- E. Are meetings televised or provided in audio format? Are meetings recorded and rebroadcast? If so, what accommodations have been made for hearing impaired?

- F. Is there a poster for "Equal Opportunity is the Law" that describes the requirements of Title VII of the Civil Rights Act located in all County buildings? If so, where (include all locations).

- G. How are public meetings publicized? Are agendas posted in the County Courthouse and on the web site? Do the agendas have an ADA statement of accommodation on them? Provide a typical copy of a recent agenda for all public meetings.

- H. Please provide DLZ with a copy (electronic preferred) of the County's Personnel Policy Manual(s), job descriptions, and Application(s) for Employment.

- I. Provide a copy of the resolutions or ordinances, or meeting minutes associated with establishment the ADA Coordinator, Non-Discrimination Notice, and Grievance Procedure.
- J. Are you aware of any formal training of non-police and police personnel related to ADA specifically? If so, note who has taken training and the date, location, and provider of the training.
- K. Are you aware of any instances where County staff has interacted with persons with disabilities and altered their normal procedures to accommodate them in some way? Please describe and be specific.
- L. Has the County been requested to provide accommodation to any County employee with a disability (temporary or permanent) to allow them to perform their essential job functions? If so, please describe all requests and reasonable accommodation provided or reason for denial based on not being reasonable.
- M. Do you allow any community groups, etc. to use County facilities for meetings, picnics, etc.? If so, provide a copy of any lease agreements.
- N. Please list any special events that the County sponsors or participates in some way (parades, carnivals, flea markets, etc.). Include location of events, duration, etc. and any documentation you can so we can understand what happens for each.
- O. Are emergency procedures in place at County facilities for evacuation in the event of an emergency? Are emergency assembly or shelter areas identified for each building? Please identify.
- P. Has the County ever been asked to provide special accommodation to the public for printed materials? If so what was requested and provided?
- Q. Do any County facilities have Telecommunication Devices for the Deaf (TDD) or access to a relay service to communicate to persons with hearing loss?

- R. Who is the website developer for the County? How often is it updated? Who is the contact person to discuss the website with (name and phone number/e-mail)?
- S. Who at the County is the Human Resources person that would be responsible for ADA Title I? Name and contact information is needed.
- T. Does the County own all the buildings that provide services to the public? Does the County lease or use space from other owners to provide services/programs to the public? Does the County lease any County-owned buildings to any public or private entity for their use? If yes for either, provide detail about the address, owner, and functions provided there. Also provide a blank copy of any lease agreements.
- U. Please provide a copy of the County's Emergency Management Plan. Provide name and contact info for person at EMA that can answer questions if needed in relation to the County's participation and/or services provided.
- V. Some states require police officers to undergo annual training on disability issues as part of on-going continuing education, such as how to interact with people with mental illness, addictive disorders, mental retardation (intellectual disability), autism, and developmental disabilities. Have any officers completed this type of training? If so, when was the last training sessions held. Has anyone at the Sheriff's Department had any other formal training on interacting with persons with disabilities?
- W. Are there any specific suggestions or thoughts anyone at the County has regarding how programs could be made more accessible to persons with disabilities? Training you think would be especially helpful for anyone at the County?

Americans with Disabilities Act Self-Evaluation Program, Services, and Activities Questionnaire



Blount County, Tennessee – Department Survey

The ADA prohibits the denial of services or benefits to persons with disabilities. In the performance of common, every day services provided by local units of government, you must ensure that all services are available in some way to persons with all disabilities. To better allow us to understand each department's interactions with the public, we request that you complete this questionnaire. Your responses are vital to ensuring that modifications can be made throughout the County to ensure access to all programs and services, if necessary. Please discuss with your staff as needed to provide thorough, complete, and accurate responses to each question. The information provided is intended to allow for changes throughout the County to provide equal access to programs and activities to everyone, without exception.

Name of Department: _____ **Contact Person:** _____

1. Provide a brief description of the primary duties and responsibilities of your department and blank copies of any publications, applications, forms, etc. that are provided to the public or internally to employees or prospective employees (electronic preferred). If some documents are typically provided by Human Resources, please provide only public documents and those not provided by HR.
2. Does your department sponsor Public Meetings? If no, please skip to #3: YES ☐ NO ☐
 - a. Please state the locations where your meetings are held.
3. Accommodations:
 - a. Are you aware of any instances where your staff has interacted with persons with disabilities and altered their normal procedures to accommodate them in some way? Please describe and be specific.
 - b. Has your department ever been asked to provide special accommodation for printed materials? If so what was requested and provided?
 - c. Do you use Telecommunication Devices for the Deaf (TDD) or have access to a relay service to communicate to persons with hearing loss on the telephone?
4. Are emergency procedures in place in your department for evacuation in the event of an emergency? Are emergency assembly or shelter areas identified for your building? Please identify.
5. Are you aware of any formal training of staff in your department related to ADA specifically? If so, note who has taken training and the date, location, and provider of the training.

6. Are there any specific suggestions or thoughts anyone at the County has regarding how programs could be made more accessible to persons with disabilities? Training you think would be especially helpful?

Appendix C

Public Outreach

https://www.thedailytimes.com/news/blount-county-to-conduct-ada-audit/article_b3e4d55f-ab51-5026-8e80-fbbd8648f79d.html

Blount County to conduct ADA audit

From staff reports 9 hrs ago

The Blount County mayor's office is conducting a self-evaluation of all county-owned facilities, public rights of way and programs for compliance with the Americans with Disabilities Act (ADA).

Title II of the ADA requires that each of the county's services, programs and activities be readily accessible and usable by individuals with disabilities, a press release states.

Blount County is soliciting public input, especially from persons with disabilities, their caregivers and disability advocates on what barriers to access or use of county facilities or programs exist or are perceived to exist. This will also be an opportunity for the community to provide suggestions and comments on how to remove barriers, said Don Stallions, the county's director of general services. All comments will be reviewed and considered for inclusion in the self-evaluation and transition plan, he said.

Public comments should be dropped off in writing or mailed to the Blount County mayor's office at the Blount County Courthouse, at 341 Court St., Maryville, Tenn., 37804 during normal business hours or provided via email to dstallions@blounttn.org. Comments will be accepted until May 5.

Blount County complies with the ADA. Upon request, the county will provide written materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public input.

Please send a written request that includes your name, mailing address, phone number and brief description of the requested accommodation at least three business days before the close of the comment period.

865-273-5772.



Todd Foster



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
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March 29, 2018

Southeast ADA Center
1419 Mayson Street NE
Atlanta, GA 30324

Dear Advocate for the Disabled,

Blount County Government is conducting a Self-Evaluation Study of all city-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the city's services, programs, and activities be readily accessible and usable by individuals with disabilities. Title II also requires public outreach to the community, especially persons with disabilities, their caregivers, and advocacy groups for the disabled. Blount County Government is sending this letter to solicit public input and comment on barriers that exist, or are perceived to exist, to persons with disabilities to access city programs.

We welcome your input to assist us on this project. All comments will be reviewed and considered and included in the final report. Please feel free to pass the information about this project on to others that you believe might be interested in providing input or comments. The comment period will be open until adoption of the plan by the County Commission, which is tentatively scheduled to occur following a Public Hearing at a regular meeting in summer 2018. A copy of the draft Transition Plan will be made available for public review and comment prior to the Public Hearing.

Blount County Government complies with the ADA and, upon request, will provide written materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number, and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least three (3) business days prior to the close of the comment period or the Public Hearing for adoption. Please forward any comments, questions, or input to:

Don Stallions, ADA Coordinator
Blount County Government
341 Court Street
Maryville, Tennessee 37804
(865) 273-5772
dstallions@blounttn.org

Please let me know if you have any questions and we look forward to your comments and questions.

Sincerely,

Stephen G. Metzer, AICP, PWS
Senior Planner/ADA Specialist



INNOVATIVE IDEAS
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March 29, 2018

Disability Rights Tennessee
9050 Executive Park Drive, Suite 101-B
Knoxville, TN 37923

Dear Advocate for the Disabled,

Blount County Government is conducting a Self-Evaluation Study of all city-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the city's services, programs, and activities be readily accessible and usable by individuals with disabilities. Title II also requires public outreach to the community, especially persons with disabilities, their caregivers, and advocacy groups for the disabled. Blount County Government is sending this letter to solicit public input and comment on barriers that exist, or are perceived to exist, to persons with disabilities to access city programs.

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Blount County Government
341 Court Street
Maryville, Tennessee 37804
(865) 273-5772
dstallions@blounttn.org

Please let me know if you have any questions and we look forward to your comments and questions.

Sincerely,

Stephen G. Metzer, AICP, PWS
Senior Planner/ADA Specialist



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
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March 29, 2018

Tennessee Disability Coalition
955 Woodland Street
Nashville, TN 37206

Dear Advocate for the Disabled,

Blount County Government is conducting a Self-Evaluation Study of all city-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the city's services, programs, and activities be readily accessible and usable by individuals with disabilities. Title II also requires public outreach to the community, especially persons with disabilities, their caregivers, and advocacy groups for the disabled. Blount County Government is sending this letter to solicit public input and comment on barriers that exist, or are perceived to exist, to persons with disabilities to access city programs.

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Don Stallions, ADA Coordinator
Blount County Government
341 Court Street
Maryville, Tennessee 37804
(865) 273-5772
dstallions@blounttn.org

Please let me know if you have any questions and we look forward to your comments and questions.

Sincerely,

Stephen G. Metzer, AICP, PWS
Senior Planner/ADA Specialist



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

March 29, 2018

The Arc of Tennessee
545 Mainstream Drive, Suite 100
Nashville, TN 37228-1213

Dear Advocate for the Disabled,

Blount County Government is conducting a Self-Evaluation Study of all city-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the city's services, programs, and activities be readily accessible and usable by individuals with disabilities. Title II also requires public outreach to the community, especially persons with disabilities, their caregivers, and advocacy groups for the disabled. Blount County Government is sending this letter to solicit public input and comment on barriers that exist, or are perceived to exist, to persons with disabilities to access city programs.

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Don Stallions, ADA Coordinator
Blount County Government
341 Court Street
Maryville, Tennessee 37804
(865) 273-5772
dstallions@blounttn.org

Please let me know if you have any questions and we look forward to your comments and questions.

Sincerely,

Stephen G. Metzer, AICP, PWS
Senior Planner/ADA Specialist



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
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March 29, 2018

The Arc of the Smoky Mountains
728 Greenwood Drive
Maryville, TN 37803

Dear Advocate for the Disabled,

Blount County Government is conducting a Self-Evaluation Study of all city-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the city's services, programs, and activities be readily accessible and usable by individuals with disabilities. Title II also requires public outreach to the community, especially persons with disabilities, their caregivers, and advocacy groups for the disabled. Blount County Government is sending this letter to solicit public input and comment on barriers that exist, or are perceived to exist, to persons with disabilities to access city programs.

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Don Stallions, ADA Coordinator
Blount County Government
341 Court Street
Maryville, Tennessee 37804
(865) 273-5772
dstallions@blounttn.org

Please let me know if you have any questions and we look forward to your comments and questions.

Sincerely,

Stephen G. Metzer, AICP, PWS
Senior Planner/ADA Specialist



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

March 29, 2018

Statewide Independent Living Council of Tennessee
2601 Elm Hill Avenue, Suite O
Nashville, TN 37214

Dear Advocate for the Disabled,

Blount County Government is conducting a Self-Evaluation Study of all city-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the city's services, programs, and activities be readily accessible and usable by individuals with disabilities. Title II also requires public outreach to the community, especially persons with disabilities, their caregivers, and advocacy groups for the disabled. Blount County Government is sending this letter to solicit public input and comment on barriers that exist, or are perceived to exist, to persons with disabilities to access city programs.

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Don Stallions, ADA Coordinator
Blount County Government
341 Court Street
Maryville, Tennessee 37804
(865) 273-5772
dstallions@blounttn.org

Please let me know if you have any questions and we look forward to your comments and questions.

Sincerely,

Stephen G. Metzer, AICP, PWS
Senior Planner/ADA Specialist



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

March 29, 2018

disABILITY Resource Center
900 E. Hill Avenue, Suite 205
Knoxville, TN 37915

Dear Advocate for the Disabled,

Blount County Government is conducting a Self-Evaluation Study of all city-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the city's services, programs, and activities be readily accessible and usable by individuals with disabilities. Title II also requires public outreach to the community, especially persons with disabilities, their caregivers, and advocacy groups for the disabled. Blount County Government is sending this letter to solicit public input and comment on barriers that exist, or are perceived to exist, to persons with disabilities to access city programs.

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Don Stallions, ADA Coordinator
Blount County Government
341 Court Street
Maryville, Tennessee 37804
(865) 273-5772
dstallions@blounttn.org

Please let me know if you have any questions and we look forward to your comments and questions.

Sincerely,

Stephen G. Metzer, AICP, PWS
Senior Planner/ADA Specialist



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

March 29, 2018

National Federation of the Blind-Tennessee
4113 Tea Garden Way
Antioch, TN 37013-5440

Dear Advocate for the Disabled,

Blount County Government is conducting a Self-Evaluation Study of all city-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the city's services, programs, and activities be readily accessible and usable by individuals with disabilities. Title II also requires public outreach to the community, especially persons with disabilities, their caregivers, and advocacy groups for the disabled. Blount County Government is sending this letter to solicit public input and comment on barriers that exist, or are perceived to exist, to persons with disabilities to access city programs.

We welcome your input to assist us on this project. All comments will be reviewed and considered and included in the final report. Please feel free to pass the information about this project on to others that you believe might be interested in providing input or comments. The comment period will be open until adoption of the plan by the County Commission, which is tentatively scheduled to occur following a Public Hearing at a regular meeting in summer 2018. A copy of the draft Transition Plan will be made available for public review and comment prior to the Public Hearing.

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Don Stallions, ADA Coordinator
Blount County Government
341 Court Street
Maryville, Tennessee 37804
(865) 273-5772
dstallions@blounttn.org

Please let me know if you have any questions and we look forward to your comments and questions.

Sincerely,

Stephen G. Metzer, AICP, PWS
Senior Planner/ADA Specialist



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

March 29, 2018

Tennessee Council of the Blind
6010 Lilywood Lane
Knoxville, TN 37921

Dear Advocate for the Disabled,

Blount County Government is conducting a Self-Evaluation Study of all city-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the city's services, programs, and activities be readily accessible and usable by individuals with disabilities. Title II also requires public outreach to the community, especially persons with disabilities, their caregivers, and advocacy groups for the disabled. Blount County Government is sending this letter to solicit public input and comment on barriers that exist, or are perceived to exist, to persons with disabilities to access city programs.

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Senior Planner/ADA Specialist



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March 29, 2018

East Tennessee Council of the Blind
1709 Sundrop Drive
Knoxville, TN 37921

Dear Advocate for the Disabled,

Blount County Government is conducting a Self-Evaluation Study of all city-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the city's services, programs, and activities be readily accessible and usable by individuals with disabilities. Title II also requires public outreach to the community, especially persons with disabilities, their caregivers, and advocacy groups for the disabled. Blount County Government is sending this letter to solicit public input and comment on barriers that exist, or are perceived to exist, to persons with disabilities to access city programs.

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INNOVATIVE IDEAS
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UNMATCHED CLIENT SERVICE

March 29, 2018

STEP – Support and Training for Exceptional Parents
712 Professional Plaza
Greenville, TN 37745

Dear Advocate for the Disabled,

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Sincerely,

Stephen G. Metzer, AICP, PWS
Senior Planner/ADA Specialist



INNOVATIVE IDEAS
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March 29, 2018

Tennessee Commission on Aging and Disability
502 Deaderick Street, 9th Floor
Nashville, TN 37243-0860

Dear Advocate for the Disabled,

Blount County Government is conducting a Self-Evaluation Study of all city-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the city's services, programs, and activities be readily accessible and usable by individuals with disabilities. Title II also requires public outreach to the community, especially persons with disabilities, their caregivers, and advocacy groups for the disabled. Blount County Government is sending this letter to solicit public input and comment on barriers that exist, or are perceived to exist, to persons with disabilities to access city programs.

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Sincerely,

Stephen G. Metzer, AICP, PWS
Senior Planner/ADA Specialist



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March 29, 2018

East Tennessee AAAD
9111 Cross Park Drive, Suite D100
Knoxville, TN 37923-4517

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March 29, 2018

Tennessee Association of the Deaf
P.O. Box 293385
Nashville, TN 37229

Dear Advocate for the Disabled,

Blount County Government is conducting a Self-Evaluation Study of all city-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the city's services, programs, and activities be readily accessible and usable by individuals with disabilities. Title II also requires public outreach to the community, especially persons with disabilities, their caregivers, and advocacy groups for the disabled. Blount County Government is sending this letter to solicit public input and comment on barriers that exist, or are perceived to exist, to persons with disabilities to access city programs.

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Sincerely,

Stephen G. Metzer, AICP, PWS
Senior Planner/ADA Specialist



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March 29, 2018

Knoxville Center of the Deaf
3731 Martin Mill Pike
Knoxville, TN 37920

Dear Advocate for the Disabled,

Blount County Government is conducting a Self-Evaluation Study of all city-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the city's services, programs, and activities be readily accessible and usable by individuals with disabilities. Title II also requires public outreach to the community, especially persons with disabilities, their caregivers, and advocacy groups for the disabled. Blount County Government is sending this letter to solicit public input and comment on barriers that exist, or are perceived to exist, to persons with disabilities to access city programs.

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Sincerely,

Stephen G. Metzer, AICP, PWS
Senior Planner/ADA Specialist

Stephen G. Metzger, AICP, PWS

From: Rebecca S Williams <rswill04@law.syr.edu>
Sent: Wednesday, April 04, 2018 9:07 AM
To: Stephen G. Metzger, AICP, PWS
Subject: ADA Compliance Self-Evaluations in Tennessee

April 4, 2018

Mr. Stephen Metzger
1425 Keystone Ave.
Lansing, MI 48911

Dear Stephen Metzger:

Thank you for contacting the Southeast ADA Center, your regional resource center on the Americans with Disabilities Act (ADA). The Southeast ADA Center is a project of the Burton Blatt Institute at Syracuse University. It is one of ten regional resource centers, known as the ADA National Network, funded by the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR grant number 90DP0090-01-00). NIDILRR is a Center within the Administration for Community Living (ACL), Department of Health and Human Services (HHS). The contents of this technical assistance letter do not necessarily represent the policy of NIDILRR, ACL, HHS, and you should not assume endorsement by the Federal Government.”

The purpose of the Southeast ADA Center is to provide accurate ADA information, informal technical assistance and training on the ADA to those with rights and responsibilities under the law, including private businesses, government agencies, and people with disabilities. We are only authorized to provide informal guidance about the Americans with Disabilities Act. We are not allowed to enforce the law in any way, provide advocacy services or legal representation, provide legal review of any documents, give legal advice, or make a determination of any entity’s legal rights or responsibilities under the ADA. In addition, the informal guidance that we provide is not binding on any agency with enforcement responsibility under the ADA.

The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. The ADA gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications. The ADA is divided into five titles (or sections) that relate to different areas of public life.

We recently received written correspondence from you. You mailed us copies of letters from the City of Sevierville, TN; the City of Alcoa, TN; and Blount County, TN regarding each of them undertaking self-evaluations of all city or county owned facilities and programs for compliance with requirements under Title II of the ADA. These letters state that Title II requires input from the

community, especially persons with disabilities, their caregivers and advocacy groups for people with disabilities.

We appreciate your work to make communities accessible to people with mobility impairments. As stated above, we are only authorized to provide informal guidance about the Americans with Disabilities Act. We are not allowed to enforce the law in any way, provide advocacy services or legal representation, provide legal review of any documents, give legal advice, or make a determination of any entity's legal rights or responsibilities under the ADA. In addition, the informal guidance that we provide is not binding on any agency with enforcement responsibility under the ADA. Our purpose is to provide accurate ADA information by answering questions and providing training to businesses, government agencies and people with disabilities. More Information about the Southeast ADA Center can be found at adasoutheast.org. Our services are available to everyone.

The Southeast ADA Center provides:

- **Information specialists who answer questions about the ADA** via a national toll free hotline at 1-800-949-4232 (voice). Our offices are open Monday-Friday, 9:00 a.m.-5:00 p.m., Eastern Time. All calls are strictly **confidential**.
- **[Publications](#)** with accurate information about the ADA. A list with short descriptions of each publication can be found at: adasoutheast.org/publications.php?idpg=11#publist
- **Referrals to local organizations** for advocacy assistance or issues outside of our area of expertise.
- **Training opportunities** for individuals with disabilities, disability organizations, government agencies, private businesses, and employers.
- **Up-to-date ADA information** from our website, newsletters, and e-mail distribution lists.
- **Positive public awareness about the ADA** in newspapers, television, radio, and other media outlets
- Provide **up-to-date ADA information** via our [website](#)
- Promote the ADA in a positive manner in **newspapers, television, radio, and media outlets**.
- Work with **local organizations** to assist with ADA efforts to promote voluntary ADA compliance in local communities. A list of the organizations that we work with can be found at [Southeast State-by-State Resource List](#)
- Provide **opportunities for people to learn about the ADA** and other laws, including:

▶ **[ADA Basic Building Blocks](#)**
adabasics.org

▶ **[At Your Service: Welcoming Customers with Disabilities](#)**
wiawebcourse.org

▶ [ADA Tutorial: Title II of Americans with Disabilities Act](http://adatitle2.org)
adatitle2.org

▶ [WADA ADA Live! Blog Talk Radio](http://adalive.org)
adalive.org

What We Can and Cannot Do

We Can...

- Promptly answer your questions about the Americans with Disabilities Act (ADA);
- Provide accurate ADA publications;
- Provide referrals to resources to help you find the additional information or service that you need such as attorneys, sign language interpreters, and accessibility surveys.;
- Offer objective information about your rights and responsibilities under the ADA and explain possible actions that might resolve your situation;
- Inform and educate the community on their ADA rights and responsibilities, and;
- Expand your skills to resolve challenging ADA issues on your own or with the assistance of our State Resource Network.

We Cannot....

- Provide legal advice.
- File a complaint on your behalf with a federal enforcement agency.
- Act as your legal representative in or out of court.
- Intervene in a pending lawsuit or private dispute.
- Provide ADA site assessments or reports about inaccessible features/elements of Title II or Title III entities.
- Require anyone to take corrective action or follow the law.
- Close businesses down or tell you what businesses to avoid.
- Pay bills or provide financial assistance.
- Help you find a job or work with your employer to obtain job accommodations.
- Assist you with housing issues.

If you have additional questions about the ADA or need further assistance, please call our office at 1-800-949-4232 (voice) and speak with one of our Information Specialists. We provide services to the states of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee. Our office hours are 9:00 a.m.-5:00 p.m., Eastern time, Monday through Friday.

Sincerely,

Rebecca Williams

Information Specialist - Training & Technical Assistance

Southeast ADA Center - A Project of the Burton Blatt Institute at Syracuse University

V 1.800.949.4232 T 404.541.9001 F 404.541.9002
rswill04@law.syr.edu

1419 Mayson St., Atlanta, GA 30324

Syracuse University

The contents of this technical assistance, email, publication, letter, or film, were developed by the Burton Blatt Institute at Syracuse University, with funding from the Southeast ADA Center under NIDILRR Grant Number #90DP0090-01-00 from the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR), a Center within the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS). The Southeast ADA Center is a project of the Burton Blatt Institute at Syracuse University. The contents do not necessarily represent the policy of NIDILRR, ACL, HHS, and you should not assume endorsement by the Federal Government.

The information, materials, and/or technical assistance provided by the Southeast ADA Center are intended solely as informal guidance on the Americans with Disabilities Act (ADA), and are neither a determination of your legal rights or responsibilities under ADA, nor binding on any agency with enforcement responsibility under the ADA. The Southeast ADA Center does not warrant the accuracy of any information contained herein. Furthermore, in order to effectively provide technical assistance to all individuals and entities covered by the ADA, NIDILRR requires the Southeast ADA Center to assure confidentiality of communications between those covered and the Center. Any links to non-Southeast ADA Center information are provided as a courtesy, and are neither intended to, nor do they constitute, an endorsement of the linked materials or its accessibility.

NIDILRR is not responsible for enforcement of the ADA. For more information or assistance, please contact the Southeast ADA Center via its web site at [ADAsoutheast.org](https://adasoutheast.org) or by calling 1-800-949-4232 (voice) or 404-541-9001 (voice).

Blount County ADA Survey

[Survey Details](#) | **Overall Results** | [Individual Results](#)

Results View:

Partial & Completed ▼

Update View ⓘ

0 Responses 🔄 | [Filter these respondents](#) ⓘ Export results to:

PDF (.pdf) - Summary data only ▼

Export ⓘ

Share results: [No](#)

Results URL: Available when results sharing is enabled.

Click a value under 'Number of Responses' to view those respondents and save them to a list.
(For rating and ranking questions, click on Show Details first. Not available for open-ended text and questions that collect personal information.)

1

What is your association with Blount County? Check all that apply.

Answer	0%	100%	Number of Responses	Response Ratio
Resident			0	0.0%
Business Owner			0	0.0%
Work in Blount County			0	0.0%
Visitor/tourist			0	0.0%
None of the above			0	0.0%
	Totals		0	0%

2

Do you or a family member have a disability?

Answer	0%	100%	Number of Responses	Response Ratio
Yes (please describe below)			0	0.0%
No			0	0.0%
No Responses			0	0.0%
	Totals		0	0%

3

Have you, a family member, or someone you know with a disability encountered any difficulties accessing county facilities or programs due to the disability?



No			0	0.0%
No Responses			0	0.0%
Totals			0	0%

4

Have you, a family member, or someone you know had difficulty accessing county parks or programs offered at county parks?

Answer	0%	100%	Number of Responses	Response Ratio
Yes (please describe below)			0	0.0%
No			0	0.0%
No Responses			0	0.0%
Totals			0	0%

5

Are there specific accessibility barriers that you believe need to be addressed immediately by the county?

Answer	0%	100%	Number of Responses	Response Ratio
Yes (please describe below)			0	0.0%
No			0	0.0%
No Responses			0	0.0%
Totals			0	0%

6

Please rate the accessibility of county buildings you have visited.

Answer	0%	100%	Number of Responses	Response Ratio
Very Good - no access issues			0	0.0%
Good - only very minor issues			0	0.0%
Fair - many issues encountered			0	0.0%
Poor - portions of facilities not accessible			0	0.0%
No Responses			0	0.0%
Totals			0	0%

7

Please rate the accessibility of parking at county building parking lots you have visited.

Answer	0%	100%	Number of Responses	Response Ratio
--------	----	------	---------------------	----------------



Average			0	0.0%
Poor			0	0.0%
No Responses			0	0.0%
Totals			0	0%

8

Please rate the accessibility of county parks and greenways you have visited.

Answer	0%	100%	Number of Responses	Response Ratio
Very Good			0	0.0%
Good			0	0.0%
Average			0	0.0%
Poor			0	0.0%
No Responses			0	0.0%
Totals			0	0%

9

How do you get information about county government, meetings, etc.?

Answer	0%	100%	Number of Responses	Response Ratio
County Web Site			0	0.0%
Personal visits to facilities			0	0.0%
Telephone			0	0.0%
Newspapers			0	0.0%
Friends or family members			0	0.0%
Other			0	0.0%
Totals			0	0%

10

Please provide any specific information about your access needs to county facilities or programs that can assist the county in prioritizing accessibility improvements at our facilities.

	Number of Responses
	0

<http://www.blounttn.org/1488/ADA-Final-Public-Review>

ADA Final Public Review

Transition Plan

- [Blount County ADA Final Transition Plan](#)

NOTICE OF PUBLIC COMMENT PERIOD

Notice is hereby given that Blount County has conducted a Self-Evaluation of all county-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA) and prepared a draft Transition Plan describing the results of the self-evaluation. Title II of the ADA requires that each of the county's services, programs, and activities be readily accessible and usable by individuals with disabilities. Copies of the Self-Evaluation and Transition Plan are available for public review at the following locations beginning on March 15, 2019:

- Mayor's Office, Blount County Courthouse, 341 Court Street, Maryville, TN (during normal business hours)
- Blount County Public Library, 508 N Cusick St, Maryville, TN (during normal hours)
- County web site in PDF Format – <http://www.blounttn.org/>

Comments can be provided, in writing, by the deadline of March 29, 2019, at 4 p.m. to Don Stallions, ADA Coordinator, at the County Courthouse or via e-mail at dstallions@blounttn.org. All comments will be reviewed and considered and included in the appendix of the document. It is the intention of the County to adopt the Self-Evaluation and Transition Plan following the close of the public comment period and making any changes required as a result of public comments.

Blount County is soliciting public input, especially from persons with disabilities, their caregivers, and disability advocates, on what barriers to access or use of county facilities or programs exist or are perceived to exist. This will also be an opportunity for the community to provide suggestions and comments on how to remove barriers. All comments will be reviewed and considered for inclusion in the final Transition Plan.

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AFFIDAVIT OF PUBLICATION
IN

THE DAILY TIMES

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- County web site in PDF Format - <http://www.blounttn.org/Comments> can be provided, in writing, by the deadline of March 29, 2019, at 4 p.m. to Don Stallions, ADA Coordinator, at the County Courthouse or via e-mail at dstallions@blounttn.org. All comments will be reviewed and considered and included in the appendix of the document. It is the intention of the County to adopt the Self-Evaluation and Transition Plan following the close of the public comment period and making any changes required as a result of public comments.

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Blount County complies with the Americans with Disabilities Act. Upon request, the county will provide written materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public input. Please send a written request, including your name, mailing address, phone number and brief description of the requested accommodation at least three (3) business days prior to the close of the comment period to the ADA Coordinator at (865) 273-5772 or dstallions@blounttn.org.
March 16, 2019

State of Tennessee, County of Blount,
ss: Bryan Sandmeier being duly sworn,
deposes and says that he is the General
Manager of the Daily Times, a newspaper
published in Maryville, Blount County,
Tennessee and that the notice hereto
attached was published 1 consecutive
days/weeks in said newspaper, first
publication date being
March 16, 2019, the last
publication date being _____,
2019.

Signed: Bryan Sandmeier

Subscribed and sworn to before me this

19 day of March, 2019.

Notary Public: W. Leann Webb
My commission expires: 4.22.19

The referenced publication of notice has also been posted (1) On the newspaper's website, where it shall be published contemporaneously with the notice's first print publication and will remain on the website for at least as long as the notice appears in the newspaper; and (2) On a statewide website established and maintained as an initiative and service of the Tennessee Press Association as a repository for such notices.



The Daily Times
307 E. Harper Ave.
Maryville, TN 37804
(865) 981-1100

AFFIDAVIT OF PUBLICATION
IN

THE DAILY TIMES

NOTICE OF PUBLIC COMMENT PERIOD

Notice is hereby given that Blount County has conducted a Self-Evaluation of all county-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA) and prepared a draft Transition Plan describing the results of the self-evaluation. Title II of the ADA requires that each of the county's services, programs, and activities be readily accessible and usable by individuals with disabilities. Copies of the Self-Evaluation and Transition Plan are available for public review at the following locations beginning on March 15, 2019:

• Mayor's Office, Blount County Courthouse, 341 Court Street, Maryville, TN (during normal business hours)

• Blount County Public Library, 508 N Cusick St, Maryville, TN (during normal hours)

• County web site in PDF Format - <http://www.blounttn.org/Comments> can be provided, in writing, by the deadline of March 29, 2019, at 4 p.m. to Don Stallions, ADA Coordinator, at the County Courthouse or via e-mail at dstallions@blounttn.org. All comments will be reviewed and considered and included in the appendix of the document. It is the intention of the County to adopt the Self-Evaluation and Transition Plan following the close of the public comment period and making any changes required as a result of public comments.

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The Daily Times
307 E. Harper Ave.
Maryville, TN 37804
(865) 981-1100

Appendix D

Forms and Notices

BLOUNT COUNTY, TENNESSEE

Grievance Procedure under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the County. The County's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Don Stallions, ADA Coordinator
341 Court Street
Maryville, TN 37804
(865) 273-5772
dstallions@blounttn.org

Within 15 calendar days after receipt of the complaint, the ADA coordinator or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA coordinator or his designee will respond in writing, and where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the County and offer options for substantive resolution of the complaint.

If the response by the ADA coordinator or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of within 15 calendar days after receipt of the response to the County Mayor or his designee.

Within 15 calendar days after receipt of the appeal, the County Mayor or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the County Mayor or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

{INSERT COMMUNITY NAME HERE} ADA GRIEVANCE FORM

The Americans with Disabilities Act (ADA) of 1990 states that no person in the United States shall be subjected to discrimination in any program, service, or activity due to a qualifying disability.

This form may be used to file a complaint with the {INSERT COMMUNITY NAME HERE} based on alleged violations of the ADA. You are not required to use this form; a letter that provides the same information may be submitted to file your complaint. Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within the 180 day period, you have 60 days after you became aware to file your complaint.

If you need assistance completing this form, please contact {INSERT ADA COORDINATOR NAME HERE} by phone at {INSERT PHONE NUMBER} or via e-mail at {INSERT EMAIL}.

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ (home) _____ (work) _____ (other)

Individual(s) discriminated against, if different than above (use additional pages, if needed).

Name: _____ Date: _____

Street Address: _____

Town: _____ State: _____ Zip Code: _____

Telephone: _____ (home) _____ (work) _____ (other)

Please explain your relationship with the individual(s) indicated above:

Name of agency and department or program that discriminated:

Agency or department name: _____

Name of individual (if known): _____

{INSERT COMMUNITY NAME HERE} ADA GRIEVANCE FORM (CONTINUED)

Date(s) of alleged discrimination:

Date discrimination began _____ Last or most recent date _____

Please explain as clearly as possible what happened. Provide the name(s) of witness(es) and others involved in the alleged discrimination (attach additional sheets, if necessary, and provide a copy of written material pertaining to your case).

Signature: _____

Please return completed form to:

{INSERT ADA COORDINATOR NAME HERE}
{ADDRESS}
{CITY STATE ZIP}
Phone: {PHONE}
Fax: {FAX}
{EMAIL}

Note: The {INSERT COMMUNITY NAME HERE} prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by the ADA. Please inform the person listed above if you feel you were intimidated or experience perceived retaliation in relation to filing this complaint.

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the **[name and state of municipality]**, will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The **[name of municipality]** does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the Americans with Disabilities Act (ADA).

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

Modifications to Policies and Procedures: The **[name of municipality]** will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all **[name of municipality]** programs, services, and activities. For example, individuals with service animals are welcomed in **[name of municipality]** offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a **[name of municipality]** program, service, or activity, should contact the office of **[name and contact info for ADA Coordinator]** as soon as possible but no later than 48 hours before the scheduled event.

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

Complaints that a **[name of municipality]** program, service, or activity is not accessible to persons with disabilities should be directed to **[name and contact info for ADA Coordinator]**.

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

PUBLIC NOTICE

The **Americans with Disabilities Act** prohibits discrimination against any qualified individual with a disability. The Tennessee Judicial Branch does not permit discrimination against any individual on the basis of physical or mental disability in accessing its judicial programs. In accordance with the Americans with Disabilities Act, if necessary, the Tennessee Judicial Branch will provide reasonable modifications in order to access all of its programs, services and activities to persons with qualified individuals with disabilities.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

If you have a disability and require assistance, please contact your Local Judicial ADA

Coordinator: Sandy Hodson 273-5412

Or Circuit Court 273-5400

If you need assistance, have questions or need additional information, you may also contact the Tennessee Judicial Program ADA Coordinator: David Haines (615)741-2687 or (800) 448-7970

The Tennessee Judicial Branch Americans with Disabilities Act Policy Regarding Access to Judicial Programs, as well as a Request for Modification form may be found online at [**www.tsc.state.tn.us**](http://www.tsc.state.tn.us).

REQUEST FOR MODIFICATION
Applicant requests accommodation under Tennessee Judicial Branch Policy 2.07

Applicant Information

Applicant is: ____ Witness ____ Juror ____ Attorney ____ Party ____ Other (Specify Nature of Interest): ____

Name: _____

Court: _____

Telephone: _____

Address: _____

Judge: _____

Case No.: _____

1. Type of proceeding. ____ Criminal ____ Civil
2. Proceedings to be covered (e.g., bail hearing, preliminary hearing, particular witnesses at trial, sentencing hearing, motion hearing, trial): _____
3. Dates modification needed (specify): _____
4. Disability necessitating modification (specify): _____
5. Type of modification requested (specify): _____
6. Special requests or anticipated problems (specify): _____

I hereby certify that the above information is true and correct to the best of my knowledge.

Date: _____

(Signature of Applicant)

☐ The request for modification is **GRANTED**.

☐ **OFFER OF REASONABLE ALTERNATE MODIFICATION** _____

☐ The request for modification is **DENIED** because:

- ____ the applicant is not a qualified individual with a disability
- ____ the requested modification would fundamentally alter the nature of the judicial program, service or activity
- ____ the requested modification would create an undue financial or administrative burden
- ____ the applicant refused to comply with the Policy
- ____ the applicant's failure to comply with the Policy makes impossible or impracticable the ability to provide the requested Modification

(Specify) _____

DATE: _____

Local Judicial Program ADA Coordinator

APPEALS

☐ Presiding Judge Review requested. (Specify reason and the remedy you want): _____

DATE: _____

(Signature of Person Requesting Review)

PRESIDING JUDGE REVIEW

I have reviewed the original request for modification, the offer of alternate modification OR the denial of modification and the reason for the denial, and the reason that this review has been requested and find as follows:

DATE: _____

PRESIDING JUDGE

☐ Administrative Office of the Courts Review requested. (Specify reason and the remedy you want): _____

DATE: _____

(Signature of Person Requesting Review)

ADMINISTRATIVE OFFICE OF THE COURTS REVIEW

I have reviewed the original request for modification, the offer of alternate modification OR the denial of modification and the reason for the denial, and the reason that this review has been requested and find as follows:

DATE: _____

AOC DIRECTOR

Tennessee Library for the Blind and Physically Handicapped
403 Seventh Avenue North
Nashville, TN 37243

E-mail: tlbph.tsla@tn.gov

Website: Tennessee.gov/tsla/lbph/

Telephone: (800) 342-3308, toll-free or (615) 741-3915 (local)

Application for Free Library Service: Individuals

Please complete this application and send it to the Tennessee Library for the Blind and Physically Handicapped at the above address.

Please print or type:

Name (First)_____ (Middle)_____ (Last)_____

Street address_____

City _____ County _____ State _____ ZIP _____

Telephone (Daytime)_____ Date of birth_____

Telephone (Evening)_____ Gender_____

E-mail address_____

Please give the name of a person to contact if you cannot be reached for an extended period:

Name_____ Telephone_____

☐ Please check here if you have been honorably discharged from the armed forces of the United States.

Indicate the primary disability preventing you from reading regular printed material. See definitions under eligibility criteria (see page 2). Check only one box.

☐ **Blindness** ☐ **Physical handicap** ☐ **Deaf-blindness**

☐ **Visual handicap** ☐ **Reading disability**

In addition to any of the qualifying disabilities above, do you also have a hearing impairment?
If yes, indicate the degree of hearing loss.

☐ **Moderate**—some difficulty hearing and understanding speech.

☐ **Profound**—cannot hear or understand speech.

Notice: Records relating to recipients of Library of Congress reading materials are confidential except for those portions defined in *Tennessee Code Annotated*, Section 10-8-102.

Eligibility of Blind and Other Physically Handicapped Persons for Loan of Library Materials

The following persons are eligible for service: Residents of the United States, including territories, insular possessions, the District of Columbia, and American citizens living abroad.

1. Blind persons whose visual acuity, as determined by competent authority, is 20/200 or less in the better eye with correcting lenses, or whose widest diameter of visual field subtends an angular distance no greater than 20 degrees.

2. Other physically handicapped persons are eligible as follows:

(a) Persons whose visual disability, with correction and regardless of optical measurement, is certified by competent authority as preventing the reading of regular printed material.

(b) Persons certified by competent authority as unable to read or unable to use regular printed material because of physical limitations.

(c) Persons certified by competent authority as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent reading regular printed material in a conventional manner.

Certifying authority:

• In cases of blindness, visual impairment, or physical limitations, “competent authority” includes doctors of medicine; doctors of osteopathy; ophthalmologists; optometrists; registered nurses; therapists; and professional staff of hospitals, institutions, and public or private welfare agencies (e.g., social workers, case workers, counselors, rehabilitation teachers, and superintendents). In the absence of any of these, certification may be made by professional librarians or by any person whose competence under specific circumstances is acceptable to the Library of Congress.

• In the case of a reading disability from organic dysfunction, competent authority is defined as doctors of medicine and doctors of osteopathy who may consult with colleagues in associated disciplines.

To Be Completed by Certifying Authority (Definitions of certifying authority are listed above.) I certify that the named applicant requesting library service is unable to read or use regular printed material for the reason indicated on this form.

Please print or type:

Name_____

Title/occupation _____ Organization_____

Street address _____ Phone_____

City_____ State_____ ZIP_____

Signature_____

Lending of Materials and Classes of Borrowers

Veterans. According to Public Law 89-522, blind and other physically handicapped persons who have been honorably discharged from the armed forces of the United States must receive preference in the lending of books, recordings, playback equipment, musical scores, instructional texts, and other specialized materials.

Reading Preferences

Check A or B

☐ A. Do not select books for me. Send only the specific titles that I request.

☐ B. I wish to have books selected for me.

Note: If you wish to have books selected for you, the library needs information about your reading interests. Please check the types of books or subjects you prefer. You may also write your reading interests in the space provided below:

- | | | |
|--|---|---|
| ☐ Adventure stories | ☐ Family Stories | ☐ Poetry |
| ☐ Animals and wildlife | ☐ Fantasy | ☐ Psychology & self-help |
| ☐ Bestsellers—Fiction | ☐ Folklore | ☐ Religion & inspiration |
| ☐ Bestsellers—Non-fiction | ☐ Gardening | ☐ Romance |
| ☐ Bible | ☐ Government, law & politics | ☐ Science |
| ☐ Biographies | ☐ Health | ☐ Science fiction |
| ☐ Business & economics | ☐ Historical fiction | ☐ Sea stories |
| ☐ Children's fiction: | ☐ History—U.S. | ☐ Short stories |
| Grade level _____ | ☐ History—World | ☐ Sports |
| ☐ Children's nonfiction: | ☐ Humor | ☐ Spy stories |
| Grade level _____ | ☐ Music appreciation | ☐ Stage & screen |
| ☐ Christian Fiction | ☐ Mysteries | ☐ Suspense stories |
| ☐ Classic Novels | ☐ Nature | ☐ Travel |
| ☐ Cooking & Homemaking | ☐ Occult & supernatural | ☐ War & war stories |
| ☐ Drama | ☐ Philosophy | ☐ Westerns |

Other preferences: _____

☐ Check this box if you wish to receive books in English language only.

If you wish to receive books in other languages, list the languages: _____

I do not wish to receive books that contain (check all that apply):

☐ Strong language

☐ Violence

☐ Explicit descriptions of sex

Patron's name _____

Books, Magazines, Materials, and Equipment Accessories Please check the box provided for any of the following items and/or services that you wish to receive.

☐ Books recorded on digital cartridge with digital player

☐ Braille and Audio Reading Download (BARD)

☐ Books recorded on audiocassettes with standard cassette player

☐ Braille books & magazines

☐ Large print books

☐ Magazines recorded on audiocassettes

Accessories for cassette book machines

☐ Amplifier (issued solely for use by readers with profound hearing loss; ask for a separate application)

☐ Breath switch

☐ Extension levers

☐ Headphones (issued solely for use where speakers are not permitted)

☐ Remote control unit (issued for readers confined to bed or who have difficulty with mobility; ask for separate application)

Accessories for digital talking book player

☐ Amplifier (issued solely for use by readers with profound hearing loss; ask for a separate application)

☐ Headphones (issued solely for use where speakers are not permitted)

☐ Pillow speaker (issued solely to readers confined to bed)

Music materials

☐ Music instruction on audiocassette

☐ Music instruction on digital cartridge

☐ Music magazines in braille

☐ Music scores in braille

☐ Music scores in large print

(Note: Recorded music for recreational listening is not available through this program.)

Return of Equipment: Playback equipment and accessories are supplied to eligible persons on extended loan. If this equipment is not being used for reading recorded material provided by the Library of Congress and its cooperating libraries, please return it to the Tennessee Library for the Blind & Physically Handicapped.

**Tennessee Library for the Blind
and Physically Handicapped**

**Civil Rights Act of 1964 – Title VI
Data Collection Form**

In compliance with Tennessee Code Annotated 4—21—901 (Title VI Implementation Plans), the **Tennessee Library for the Blind and Physically Handicapped** is collecting the following demographic information. This information will be used for statistical purposes only and your participation in THIS PROCESS IS COMPLETELY VOLUNTARY. Your name will **NOT** be attached to the following data:

Please circle the word that best describes your racial or ethnic category. (These categories are from the U.S. Census.)

WHITE

AFRICAN-AMERICAN

AMERICAN INDIAN, ESKIMO, OR ALEUT

ASIA OR PACIFIC ISLANDER

HISPANIC ORIGIN (of any race)

OTHER RACE _____

If completed, please return with application.

NFB-NEWSLINE® APPLICATION/REGISTRATION FORM

1800 Johnson Street, Baltimore, Maryland 21230
866-504-7300 • (fax) 410.685.5653 • www.nfbnewsline.org

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone () _____ Work Phone () _____

E-mail _____

I am registered with a state or private vocational rehabilitation agency for the blind or disabled. ☐ Yes ☐ No

If yes, please give name: _____

I am enrolled in a public school special education program for the blind or state residential school for the blind or disabled. ☐ Yes ☐ No

If yes, please specify: _____

I am registered with a cooperating regional library under the program of The National Library Service for the Blind and Physically Handicapped, Library of Congress.

☐ Yes ☐ No If yes, please specify: _____

If you answered "no" to all the above questions, you must include with this application a letter from one of the following, which certifies that you are blind or unable to read newsprint due to a disability.

- ☐ Your doctor
- ☐ Social Security award letter
- ☐ President of a local chapter or state affiliate of the NFB
- ☐ Teacher or counselor of the visually impaired or disabled

I certify that I am blind or disabled and unable to read a printed newspaper.

SIGNATURE _____ DATE _____



*PLEASE RETURN THE COMPLETED FORM
TO THE ABOVE ADDRESS OR FAX NUMBER.*

What is NFB-NEWSLINE?

Lifetime learning, including detailed awareness of current events, is part of what makes a good citizen, a successful employee or employer, and a valuable participant in community life. Without ready access to information, none of us can reach his or her full potential. Until 1995, the nation's blind did not have the promise of ready access to a fundamental source of such information—the daily newspaper. But now the National Federation of the Blind has created NFB-NEWSLINE®.

NFB-NEWSLINE® is at last making it possible for blind individuals to gain access to newspapers at the same time as their sighted colleagues, friends, and family members. Blind professionals, for example, can now converse on relevant topics, no longer being underinformed about information critical to their professions or left out at social functions when the latest editorial is discussed. Beyond this, a wealth of local information, found primarily in newspapers, is now available to blind people, making participation in the life of the community possible on the basis of equality.

The Internet provides sighted individuals access to thousands of newspapers and magazines with just a quick search. NFB-NEWSLINE® is the only system that will bring blind individuals so much to choose from at the time when the subscriber wishes to read. More and more papers are beginning to understand that blind and visually impaired individuals, just as the sighted, need to have access to their local papers. The numbers of participating papers are steadily growing. If you wish to have your local paper on NFB-NEWSLINE®, or are connected with a newspaper which would like to provide the text of its paper to those who cannot read print, contact the National Federation of the Blind.