

## DPW Offices and Garage



## Town of Sudbury ADA Transition Plan

October 2020



Institute for Human Centered Design

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

### Background

Year Built: 2004

Sudbury Department of Public Works (DPW) offices and garage are located at 275 Old Lancaster Road. The two-story building has three accessible entrances and exits. The first floor has offices for engineering, board of health, conservation, planning, building department, the transfer station and cemetery department, operations department and a social worker's office. There are also multi-user women's and men's toilet rooms and a drinking fountain for seated users. The garage building is located at a lower level on the east side of the office building, connected via a flight of stairs. IHCD team was told it is not accessed by the public and therefore was not surveyed.

Parking for the office building is located on the west side of the building. This lot contains a van accessible and car accessible parking space.

### Key Accessibility Issues

#### Parking Lot

The access aisle from the car accessible parking space does not lead to an accessible route and lacks a curb ramp.

#### Exterior Route

The sidewalk in front of the building on the west side narrows to less than 36 inches due to a vehicle charging station, untrimmed hedges and cars that project over the sidewalk due to lack of wheel stops.

#### Egress Signage

Exit doors lack signs with raised characters and braille. Accessible exits lack illuminated signs with the International Symbol of Accessibility (ISA).

#### Vertical Circulation

There is no interior accessible vertical route between the office level and garage level, however the public does not access the

garage level. For this reason, an estimate for accessible means of vertical circulation is not included in this report.

#### Toilet Rooms

Accessibility issues in toilet rooms include dispensers mounted higher than allowed, dispensers with controls that are not operable with a closed fist, dispensers that are protruding objects in the circulation path, malfunctioning self-closing hinges at wheelchair accessible compartments, lack of compliant hardware at wheelchair accessible compartments, and lack of required clear width at the urinal.

#### Drinking Fountain

One drinking fountain for seated users is provided, however it lacks 27 inches clear space for knee and toe clearance, and a drinking fountain is not provided for standing users.

### Additional Accessibility Issues

- Two work surfaces lack clear floor space and one work surface lacks toe and knee clearance.
- Protruding objects are present in circulation routes.
- Designation signage lacks clear floor space in two locations and the signage is not located on the latch side of the door in one location.
- Mats throughout the facility are not secured.
- The picnic table is not located on an accessible route.
- One clothing rod is located higher than allowed.
- Many forms are located higher than allowed.

### Order of Magnitude Cost Estimates

- Provide a curb ramp at the car accessible parking space: \$2,800
- Provide compliant egress signage: \$1,296
- Renovate toilet rooms: \$3,223
- Install a Hi-Lo drinking fountain: \$4,216
- Miscellaneous corrective actions (protruding objects, reach range, work surfaces, accessible route to picnic table, etc.): \$1,902

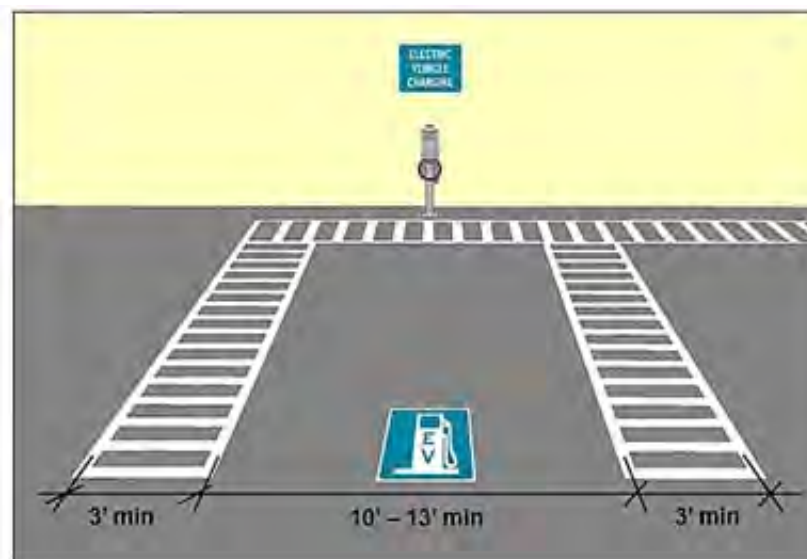
**Total: \$13,437\***

\*Cost estimate for providing wheel stops at parking spaces and relocating the car charging station is beyond the scope of the project.

### Best Practice and Inclusive Design

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

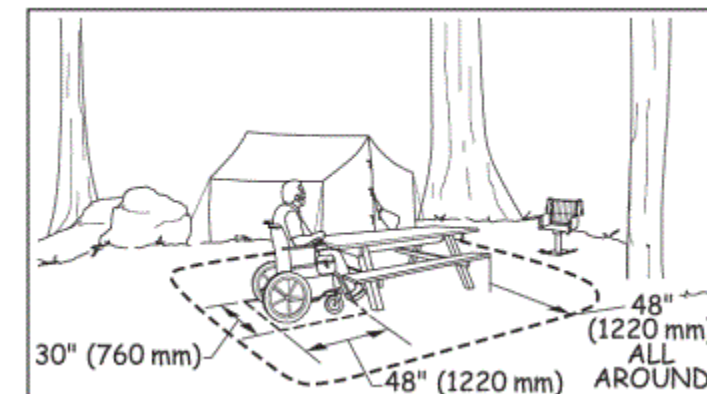
- Recommend increasing lighting outside of the engineering office so that signage is more legible.
- Recommend providing a designation sign with raised characters and braille at the engineering conference room.
- Recommend providing an accessible charging station. The ADA Standards do not include specific provisions for electric vehicle (EV) charging stations. However, it is advisable to address access to EV charging stations so that they are usable by people with disabilities. See the following diagram:







- Provide a 3' wide min. striped accessible route on both sides of the vehicle space that connects to the charging station for easier access.
- A vehicle space at least 10' – 13' wide is advisable. A 10' width offers an extra 2' that effectively provides a 5' aisle on one side when paired with the accessible route; a 13' wide space will allow an 8' aisle. This flexibility is helpful since the parking direction is determined by the location of the charging station and the vehicle connection. Use the International Symbol of Accessibility (ISA) only where

spaces are reserved exclusively for people with disabilities.


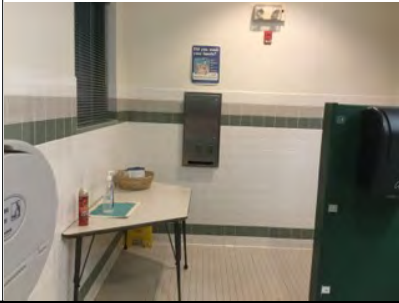
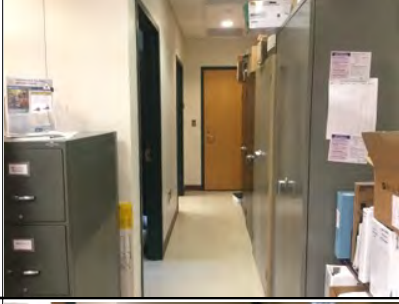
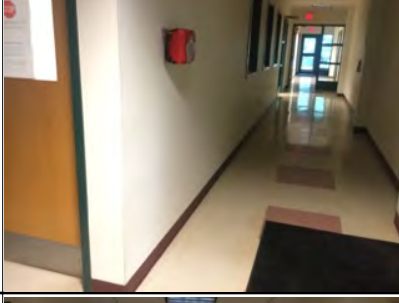

- Recommend providing an accessible 48-inch wide route around the picnic table with concrete, asphalt or stone dust. See the following diagram:



**Town of Sudbury  
DPW Offices and Garage**


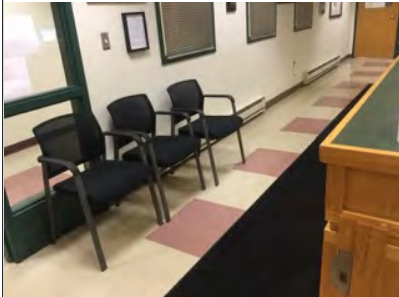

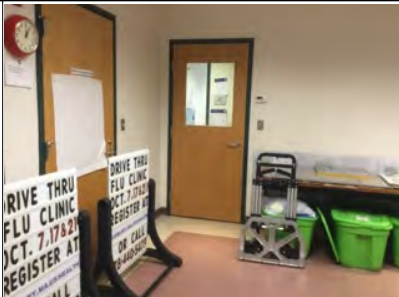

| ID                                      | Location  | Floor | Room | Element                          | Type     | Photo  | Issues  | Current Measure | Recommendations   | Quantity | Price     | Cost Estimation |
|---|---|-------|------|----------------------------------|----------|--|---|-----------------|---|----------|-----------|-----------------|
| <b>Approach and Entrance</b>            |   |       |      |                                  |          |  |   |                 |   |          |           |                 |
| <b>Exterior Access Route</b>            |   |       |      |                                  |          |  |   |                 |   |          |           |                 |
| 1                                       | Front Walkway                                   | Ext.  |      | Exterior Access Route            | Sidewalk |    | Exterior route < 36" wide<br>Exterior route < 48" wide  | 27.75"<br>-     | Ensure that a clear width of 36" min. is maintained at the accessible route with 48" preferred per 521 CMR. Relocate car charging station so that there is 36" clear min. Trim hedges and install wheel stops so that vehicles do not block the sidewalk.<br>(Cost is beyond the scope of the project.) | 1        | -         | \$0             |
| <b>Off-Street Parking Lot or Garage</b> |   |       |      |                                  |          |  |   |                 |   |          |           |                 |
| 2                                       | Parking Lot - Car Accessible Space Access Aisle | Ext.  |      | Off-Street Parking Lot or Garage | Visitor  |   | Access aisle does not adjoin an accessible route  | -               | Ensure the access aisle by the car accessible space adjoins an accessible route. Provide a curb ramp.   | 1        | 2800      | \$2800          |
| <b>Emergency Exit</b>                   |   |       |      |                                  |          |  |   |                 |   |          |           |                 |
| 3                                       | Central Exit                                    | 1     |      | Emergency Exit                   | N/A      |  | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB)<br>Mat not securely attached | -<br>-<br>-     | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide an illuminated sign with the International Symbol of Accessibility.<br>Secure the mat.                             | 1        | 432 Labor | \$432           |
| 4                                       | South Exit                                      | 1     |      | Emergency Exit                   | N/A      |  | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB)<br>Mat not securely attached | -<br>-<br>-     | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide an illuminated sign with the International Symbol of Accessibility.<br>Secure the mat.                             | 1        | 432 Labor | \$432           |

**Town of Sudbury  
DPW Offices and Garage**





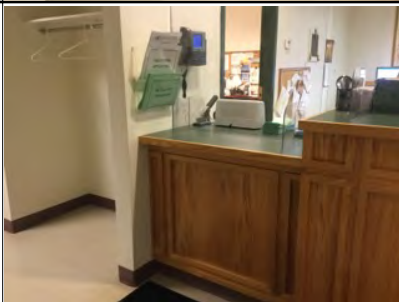
| ID                                  | Location                        | Floor | Room | Element               | Type | Photo  | Issues  | Current Measure | Recommendations   | Quantity | Price        | Cost Estimation |
|-------------------------------------|---------------------------------|-------|------|-----------------------|------|--|---|-----------------|---|----------|--------------|-----------------|
| 5                                   | North Exit                      | 1     |      | Emergency Exit        |      |    | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB)<br>Mat not securely attached | -<br>-<br>-     | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide an illuminated sign with the International Symbol of Accessibility.<br>Secure the mat. | 1        | 432<br>Labor | \$432           |
| <b>Access to Goods and Services</b> |                                 |       |      |                       |      |  |   |                 |   |          |              |                 |
| <b>Interior Access Route</b>        |                                 |       |      |                       |      |  |   |                 |   |          |              |                 |
| 6                                   | Women's Toilet Room             | 1     |      | Interior Access Route | N/A  |    | Route < 36" wide  | 30"             | Relocate table to ensure that a clear width of 36" min. is maintained at the accessible route. Route is allowed to narrow to narrow to 32" for a depth of 24".  | 1        | Labor        | \$0             |
| 7                                   | Board of Health                 | 1     |      | Interior Access Route | N/A  |   | Route < 36" wide  | 35.25"          | Relocate cabinets to ensure that a clear width of 36" min. is maintained at the accessible route.   | 1        | Labor        | \$0             |
| 8                                   | Corridor by Main Entrance       | 1     |      | Interior Access Route | N/A  |  | Obstructed by protruding objects  | 5"              | Relocate or recess fire alarm box.  | 1        | 256          | \$256           |
| 9                                   | Application Forms Area/Overlook | 1     |      | Interior Access Route | N/A  |  | Obstructed by protruding objects  | 41.5"           | Provide a cane-detectable barrier on the open side of the high counter.   | 1        | 306          | \$306           |




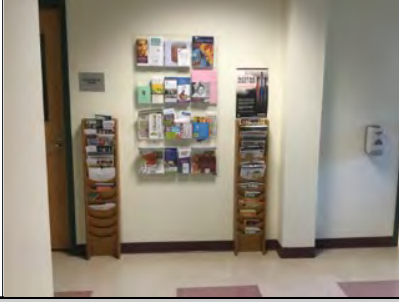

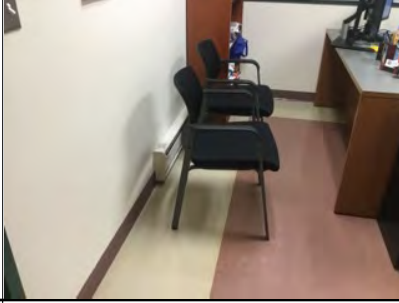

**Town of Sudbury  
DPW Offices and Garage**

| ID                                  | Location                             | Floor | Room | Element                  | Type         | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|-------------------------------------|--------------------------------------|-------|------|--------------------------|--------------|--|--|-----------------|--|----------|-------|-----------------|
| 10                                  | Near Main Entrance                   | 1     |      | Interior Access Route    | N/A          |    | Surface not stable, firm, and slip-resistant   | -               | Secure mats.   | 2        | Labor | \$0             |
| 11                                  | Transfer Station Cemetery Department | 1     |      | Interior Access Route    | N/A          |    | Surface not stable, firm, and slip-resistant   | -               | Secure mat.  | 1        | Labor | \$0             |
| <b>Doors, Doorways, &amp; Gates</b> |                                      |       |      |                          |              |  |  |                 |  |          |       |                 |
| 12                                  | Women's Toilet Room                  | 1     |      | Doors, Doorways, & Gates | Toilet Room  |   | Maneuvering clearance(s) not provided          | -               | Relocate trash container so that there is 18" min. on the pull side of the door. | 1        | Labor | \$0             |
| 13                                  | Conference Room                      | 1     |      | Doors, Doorways, & Gates | Meeting Room |  | Maneuvering clearance(s) not provided          | -               | Relocate table so that there is 18" min. on the latch side of the door.          | 1        | Labor | \$0             |
| <b>Signage</b>                      |                                      |       |      |                          |              |  |  |                 |  |          |       |                 |
| 14                                  | Transfer Station Cemetery Department | 1     |      | Signage                  | Designation  |  | Sign not located on the latch side of the door | -               | Locate sign at permanent rooms alongside the door on the latch side.             | 1        | Labor | \$0             |





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| ID                    | Location                             | Floor | Room | Element        | Type              | Photo  | Issues                                      | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|-----------------------|--------------------------------------|-------|------|----------------|-------------------|--|---|-----------------|--|----------|-------|-----------------|
| 15                    | Engineering Near Main Entrance       | 1     |      | Signage        | Designation       |    | Signage lacks clear floor space             | -               | Remove the plastic container to ensure that a clear floor space of 18" by 18" is centered on the tactile characters. | 1        | Labor | \$0             |
| 16                    | Conservation                         | 1     |      | Signage        | Designation       |    | Signage lacks clear floor space             | -               | Remove the file folder to ensure that a clear floor space of 18" by 18" is centered on the tactile characters.       | 1        | Labor | \$0             |
| <b>Operable Parts</b> |                                      |       |      |                |                   |  |   |                 |  |          |       |                 |
| 17                    | Application Forms Area/Overlook      | 1     |      | Operable Parts | Other             |   | Reach < 15" or > 48"(forward/side approach) | 63"             | Relocate one of each form to be located between 15"- 48" above the finished floor.                                   | 1        | Labor | \$0             |
| 18                    | Transfer Station Cemetery Department | 1     |      | Operable Parts | Clothes Rod/Hooks |  | Reach < 15" or > 48"(forward/side approach) | 62.5"           | Relocate clothes rod to be no higher than 48" above the finished floor.  | 1        | 256   | \$256           |
| 19                    | Transfer Station Cemetery Department | 1     |      | Operable Parts | Other             |  | Reach < 15" or > 48"(forward/side approach) | 56"             | Relocate one of each form to be located between 15"- 48" above the finished floor.                                   | 1        | Labor | \$0             |

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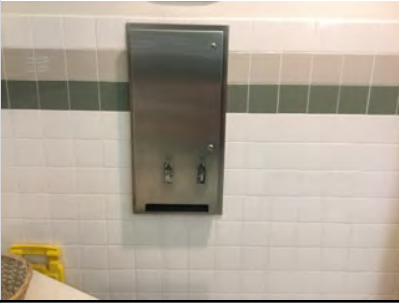

| ID                             | Location                     | Floor | Room | Element                 | Type         | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|--------------------------------|------------------------------|-------|------|-------------------------|--------------|--|--|-----------------|--|----------|-------|-----------------|
| 20                             | Corridor Near Mail/Copy Room | 1     |      | Operable Parts          | Other        |    | Reach < 15" or > 48"(forward/side approach)    | 61", 73"        | Relocate one of each form to be located between 15"- 48" above the finished floor. | 1        | Labor | \$0             |
| 21                             | Corridor Near Mail/Copy Room | 1     |      | Operable Parts          | Other        |    | Reach < 15" or > 48"(forward/side approach)    | 61", 73"        | Relocate one of each form to be located between 15"- 48" above the finished floor. | 1        | Labor | \$0             |
| <b>Dining or Work Surfaces</b> |                              |       |      |                         |              |  |  |                 |  |          |       |                 |
| 22                             | Conservation                 | 1     |      | Dining or Work Surfaces | Work Surface |   | Knee or toe clearance not provided             | 26.5"           | Provide at least 1 dining or work surface with 27" min. knee and toe clearance.    | 1        | 700   | \$700           |
| 23                             | Director of Operations       | 1     |      | Dining or Work Surfaces | Work Surface |  | Clear floor space not provided at work surface | 44"             | Relocate desk so that there is 48" clear min.                                      | 1        | Labor | \$0             |
| 24                             | Conservation                 | 1     |      | Dining or Work Surfaces | Work Surface |  | Clear floor space not provided at work surface | 37"             | Relocate desk so that there is 48" clear min.                                      | 1        | Labor | \$0             |

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| ID                                | Location                   | Floor | Room | Element            | Type                   | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price       | Cost Estimation |
|-----------------------------------|----------------------------|-------|------|--------------------|------------------------|--|---|-----------------|--|----------|-------------|-----------------|
| <b>Picnic Tables</b>              |                            |       |      |                    |                        |  |   |                 |  |          |             |                 |
| 25                                | Picnic Table by North Exit | Ext.  |      | Picnic Tables      | N/A                    |    | Picnic table not on an accessible route                                       | -               | Ensure that the dining surface is connected to an accessible route. (Cost estimate for a 6' long 4' wide concrete route.)                | 1        | 384         | \$384           |
| <b>Toilet &amp; Bathing Rooms</b> |                            |       |      |                    |                        |  |   |                 |  |          |             |                 |
| <b>Lavatory</b>                   |                            |       |      |                    |                        |  |   |                 |  |          |             |                 |
| 26                                | Men's Toilet Room          | 1     |      | Lavatory           | N/A                    |   | Dispensers not within reach range   | 47"             | Lower the soap dispenser to 42" max. above the floor.  | 1        | 353         | \$353           |
| <b>Toilet Compartment</b>         |                            |       |      |                    |                        |  |   |                 |  |          |             |                 |
| 27                                | Women's Toilet Room        | 1     |      | Toilet Compartment |                        |  | Door has non-compliant hardware   | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.                  | 1        | 70          | \$70            |
| 28                                | Men's Toilet Room          | 1     |      | Toilet Compartment | Accessible Compartment |  | Door has non-compliant hardware<br>Door has malfunctioning self-closing hinge | -<br>-          | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.<br>Repair hinge. | 1        | 70<br>Labor | \$70            |







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| ID                | Location            | Floor | Room | Element            | Type                   | Photo  | Issues                                      | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|-------------------|---------------------|-------|------|--------------------|------------------------|--|---|-----------------|--|----------|-------|-----------------|
| 29                | Women's Toilet Room | 1     |      | Toilet Compartment | Accessible Compartment |    | Door has malfunctioning self-closing hinge  | -               | Repair hinge.  | 1        | Labor | \$0             |
| 30                | Women's Toilet Room | 1     |      | Toilet Compartment |                        |    | Non-compliant toilet paper dispenser        | -               | Remove toilet paper dispenser that is mounted above the grab bar.  | 1        | 353   | \$353           |
| <b>Urinal</b>     |                     |       |      |                    |                        |  |   |                 |  |          |       |                 |
| 31                | Men's Toilet Room   | 1     |      | Urinal             | N/A                    |   | Urinal recessed > 24" has > 36" clear width | 32"             | If urinal is recessed greater than 24" ensure there is a clear width of 36". Relocate the partition.                       | 1        | 353   | \$353           |
| <b>Dispensers</b> |                     |       |      |                    |                        |  |   |                 |  |          |       |                 |
| 32                | Women's Toilet Room | 1     |      | Dispensers         | Tampon Dispenser       |  | Not operable with a closed fist             | -               | Provide a dispenser that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. | 1        | 1000  | \$1000          |
| 33                | Women's Toilet Room | 1     |      | Dispensers         | Paper Towel Dispenser  |  | Dispenser acts as a protruding object       | 9"              | Relocate paper towel dispensers out of the circulation path.   | 2        | 256   | \$512           |

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| ID                        | Location                                   | Floor | Room | Element            | Type                  | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|---------------------------|--|-------|------|--------------------|-----------------------|--|--|-----------------|--|----------|-------|-----------------|
| 34                        | Men's Toilet Room                          | 1     |      | Dispensers         | Paper Towel Dispenser |    | Dispenser acts as a protruding object  | 9"              | Relocate paper towel dispensers out of the circulation path.   | 2        | 256   | \$512           |
| <b>Additional Access</b>  |  |       |      |                    |                       |  |  |                 |  |          |       |                 |
| <b>Drinking Fountains</b> |  |       |      |                    |                       |  |  |                 |  |          |       |                 |
| 35                        | Drinking Fountain Near Women's Toilet Room | 1     |      | Drinking Fountains | Low                   |    | No drinking fountain provided for standing users<br>Knee or toe clearance not provided | -<br>26"        | Install a Hi-Lo drinking fountain.<br>Provide knee and toe clearance, 27" min. high at drinking fountain for seated users. | 1        | 4216  | \$4216          |
| <b>Overall Review</b>     |  |       |      |                    |                       |  |  |                 |  |          |       |                 |
| 36                        | DPW Garage                                 | 1     |      |                    |                       |  |  |                 | Garage is not currently accessed by members of the public.   | 1        | -     | \$0             |
| <b>Best Practice</b>      |  |       |      |                    |                       |  |  |                 |  |          |       |                 |
| 37                        | Main Entrance                              | 1     |      |                    |                       |  |  |                 | This is a good example of a recessed floor mat.  | 1        | -     | \$0             |

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| ID | Location                       | Floor | Room | Element | Type | Photo  | Issues | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----|--------------------------------|-------|------|---------|------|--|--------|-----------------|--|----------|-------|-----------------|
| 38 | Engineering Near Main Entrance | 1     |      |         |      |    |        |                 | Recommend increasing lighting in this area so that signage is more legible.  | 1        | -     | \$0             |
| 39 | Engineering Conference Room    | 1     |      |         |      |    |        |                 | Recommend providing designation sign with raised character and braille even though a sign is not provided.                           | 1        | -     | \$0             |
| 40 | Front Walkway                  | Ext.  |      |         |      |   |        |                 | Recommend providing an accessible vehicle charging station with 3' min. access aisles on each side and a 10'-13' wide vehicle space. | 1        | -     | \$0             |
| 41 | Picnic Table by North Exit     | Ext.  |      |         |      |  |        |                 | Recommend providing an accessible 48-inch wide route around the picnic table with concrete, asphalt or stone dust.                   | 1        | -     | \$0             |

# Fairbank Community Center



## Town of Sudbury ADA Transition Plan

December 2020



Institute for Human Centered Design

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

### Background

Year Built: 1959                      Years Renovated: 1987, 1989

The Fairbank Community Center is a one-story facility located at 40 Fairbank Road. The center is made up of a senior center, an indoor swimming and diving pool, locker rooms, meeting rooms, a gymnasium with a stage, park and recreation department offices and school department administrative offices. Summer camp is held at the facility, and exterior areas include a gaga ball court, basketball courts, a volleyball court, an open field, concession stands and a picnic area.

There are four main entrances (one to the senior center, one to the gym, one to the school department offices and one to the pool) and they are all accessible. In addition, there are two multi-user men's and women's toilet rooms, two men's and women's locker and shower rooms, and two all-gender toilet rooms that are largely accessible.

The Atkinson Pool has less than 300 linear feet of pool wall and has a required accessible means of entry (a pool lift that was not able to be tested on the day of survey).

Two parking lots are provided for the community center. A northeast parking lot provides access to the school department office area and the senior center, and a south parking lot provides access to the exterior areas, pool and gym entrance. Both parking lots have the required number of accessible parking spaces and relatively minor accessibility issues.

### Key Accessibility Issues

#### Parking Lots

Accessibility issues include slopes greater than allowed at accessible parking spaces and access aisle, lack of a van accessible parking space in the northeast parking lot, and parking signs that are located lower than allowed.

#### Exterior Ramp

At the door between the pool and the picnic area, there is a non-compliant wood ramp that is not securely attached. It is lacking proper handrails and does not allow for maneuvering clearance at the door. In addition, the slope of this ramp exceeds what is allowed.

#### Signage

Some designation and all egress signage lacks braille and raised characters. In addition, illuminated signs with the International Symbol of Accessibility (ISA) are not provided at the accessible exits, and directional signs indicating the location of the nearest accessible emergency exit are not provided at the inaccessible exit doors.

#### Doors

Accessibility issues include non-compliant door hardware at several doors and lack of maneuvering clearance at the secondary entrance door to the pool.

#### Service Counters

Three service counters are located higher than allowed.

#### Dining Surfaces

An accessible picnic table is not provided on the northeast side of the building. Two accessible picnic tables in the picnic area south of the pool are located so that the accessible portion of the table is not located on an accessible route.

#### Assembly Area

An accessible route is not provided to the stage in the gym.

#### Locker Rooms



## Fairbank Community Center

Accessibility issues within the men's and women's locker rooms include coat hooks located higher than allowed, changing areas that lack required clear floor space and lack of compliant benches.

### Toilet and Shower Rooms

Accessibility issues within toilet rooms include malfunctioning self-closing hinges at wheelchair accessible toilet compartments; mirrors, urinals, urinal flush controls, coat hooks and dispensers that are located higher than allowed; grab bars that are mounted lower than allowed; lack of insulated pipes at one sink in each toilet room; toilet flush controls that are not located on the open (transfer) side of the toilet; and toilet paper dispensers that are mounted above the side grab bar in accessible compartments. An accessible shower compartment is not provided in the women's locker room.

### Drinking Fountains

Accessibility issues include lack of a drinking fountain for standing users in two locations, lack of a cane-detectable barrier skirt on the drinking fountain for standing users in one location, and lack of drinking fountains for seated users in two locations at the concession stands.

### Sinks

The sink in the M. Van Houten Room and the teen room are located higher than 34 inches above the finished floor and lack knee and toe clearance.

### **Additional Accessibility Issues**

- The cross slope at the entrance gate to the picnic area exceeds the amount allowed and the route does not prevent the accumulation of water.
- The route to the basketball courts requires patching.
- There is lack of an accessible route to a raised portion of the pre-school room.
- Bleachers located by the volleyball court and open field lack clear floor space alongside them for wheelchair accessible spaces.
- There is no accessible route to the gaga ball court.

### **Order of Magnitude Cost Estimates**

- Renovate accessible parking spaces in two parking lots: \$3,380
- Install a temporary metal ramp to provide an accessible route between the picnic area and pool: \$2,800
- Provide compliant egress, designation and directional signage: \$11,088
- Provide compliant door hardware throughout and an automatic door opener to the secondary entrance to the pool: \$7,900
- Provide three accessible service counters: \$2,640
- Provide a platform lift to the stage: \$21,660
- Renovate pool locker room areas: \$7,166
- Provide one accessible picnic table by the northeast parking lot: \$1,400
- In the M. Van Houten Room and teen room, provide a sink with knee and toe clearance and with a top surface no higher than 34" above the finished floor: \$9,560
- Renovate toilet and shower rooms: \$30,336
- Renovate drinking fountains: \$17,190
- Provide an accessible route to the gaga ball court and provide accessible seating spaces alongside bleachers at the field and volleyball court: \$1,374
- Miscellaneous corrective actions (exterior accessible route, protruding objects, interior access route, operable parts, coat hooks, etc.): \$1,360





**Total: \$117,854**

### **Best Practice and Inclusive Design**



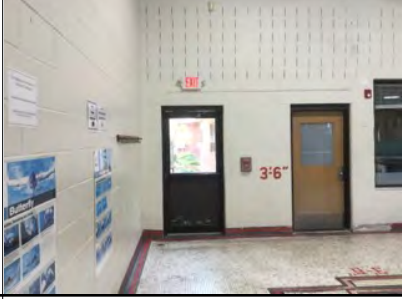
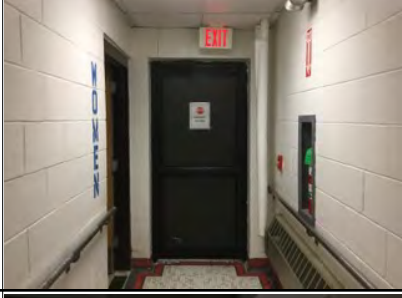

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- For children aged 3-4 years under the ADA the recommendations for reach ranges are between 20" and 36" high, and the blackboard in the pre-school room is located near the top of that reach range at 33" above the finished floor. Recommend providing a lower blackboard.
- Recommend providing an adjustable height podium in the senior center.
- Recommend applying glass manifestation to the large expanse of clear glass by the entrance to the pool, in order to make the glass visible, preventing injury through collision.

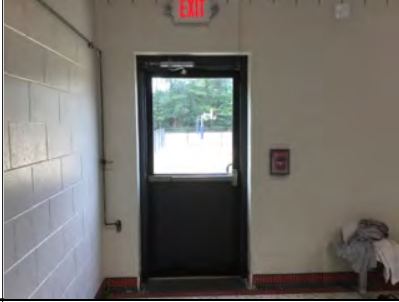
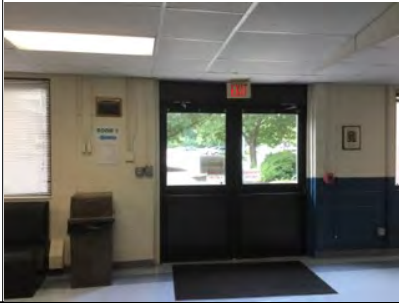



**Town of Sudbury  
Fairbank Community Center**

| ID                                      | Location                           | Floor | Room | Element                          | Type    | Photo  | Issues  | Current Measure                  | Recommendations   | Quantity | Price      | Cost Estimation |
|---|------------------------------------|-------|------|----------------------------------|---------|--|---|----------------------------------|---|----------|------------|-----------------|
| <b>Approach and Entrance</b>            |                                    |       |      |                                  |         |  |   |                                  |   |          |            |                 |
| <b>Exterior Access Route</b>            |                                    |       |      |                                  |         |  |   |                                  |   |          |            |                 |
| 1                                       | Kids Summer Camp Entrance          | Ext.  |      | Exterior Access Route            | Walkway |    | Cross slope > 1:50 (2.00%)<br>Does not prevent accumulation of water  | 10.7%<br>-                       | Reduce cross slope to be no steeper than 1:50 (2.00%) and ensure that running slope is no greater than 1:50 (2.00%) at the gate. Repair surface so that it does not accumulate water.<br>(Cost estimate for a 10' long by 4' wide asphalt route.)                       | 1        | 400        | \$400           |
| 2                                       | Basketball Court Northeast Walkway | Ext.  |      | Exterior Access Route            | Walkway |    | Surface is not stable, firm, and slip-resistant   | -                                | Patch and repair asphalt surface.   | 1        | 160        | \$160           |
| <b>Off-Street Parking Lot or Garage</b> |                                    |       |      |                                  |         |  |   |                                  |   |          |            |                 |
| 3                                       | West Parking Lot                   | Ext.  |      | Off-Street Parking Lot or Garage | Visitor |  | Total # of parking<br>Total # of designated accessible parking spaces<br>Total # of designated van accessible spaces<br>Running or cross slope at space > 1:50 (2.00%)  | 107<br>4<br>1<br>6.4%            | Reduce running or cross slope at north accessible parking space to be no steeper than 1:50 (2.00%).   | 1        | 1440       | \$1440          |
| 4                                       | Parking Lot on Northeast Side      | Ext.  |      | Off-Street Parking Lot or Garage | Visitor |  | Total # of parking<br>Total # of designated accessible parking spaces<br>Total # of designated van accessible spaces<br>Running or cross slope at space > 1:50 (2.00%)<br>Sign does not have the designation "Van Accessible"<br>Sign bottom < 60" above finished grade | 92<br>5<br>0<br>6.5%<br>-<br>56" | Provide one van accessible space. Add the designation "Van Accessible" to the sign at the larger van accessible parking space. Reduce running or cross slope to be no steeper than 1:50 (2.00%).<br>Locate signs with the bottom of the sign 60" min. above the ground. | 1        | 1940 Labor | \$1940          |

**Town of Sudbury  
Fairbank Community Center**





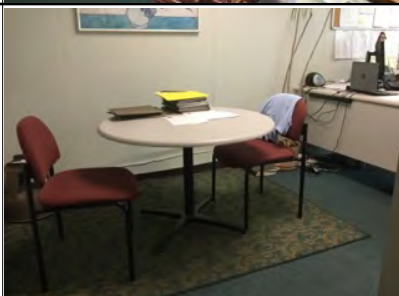
| ID                    | Location   | Floor | Room | Element        | Type | Photo  | Issues   | Current Measure  | Recommendations   | Quantity | Price | Cost Estimation |
|-----------------------|--|-------|------|----------------|------|--|--|------------------|---|----------|-------|-----------------|
| <b>Exterior Ramp</b>  |  |       |      |                |      |  |  |                  |   |          |       |                 |
| 5                     | Route Between Pool and Picnic Table Area                 | 1     |      | Exterior Ramp  | N/A  |    | Running slope > 1:12 (8.3%)<br>Handrails not provided at both sides if rise is > 6"<br>Surface is not stable, firm, and slip-resistant | 13.5%<br>7"<br>- | Install a temporary metal ramp to provide an accessible route.<br>(Cost is for a 7' perforated metal ramp with a 5' x 5' platform courtesy of Amramp.)  | 1        | 2800  | \$2800          |
| <b>Emergency Exit</b> |  |       |      |                |      |  |  |                  |   |          |       |                 |
| 6                     | Pool Egress With Step by the Gate                        | 1     |      | Emergency Exit | N/A  |    | Tactile sign not provided at exit<br>Directional sign to accessible emergency exit not provided  | -<br>-<br>-      | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit. | 1        | 464   | \$464           |
| 7                     | Pool Egress to Stepping Stone Path                       | 1     |      | Emergency Exit | N/A  |   | Tactile sign not provided at exit<br>Directional sign to accessible emergency exit not provided  | -<br>-           | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit. | 1        | 464   | \$464           |
| 8                     | Egress by Pool Locker Rooms to Senior Center Parking Lot | 1     |      | Emergency Exit | N/A  |  | Tactile sign not provided at exit<br>Directional sign to accessible emergency exit not provided  | -<br>-           | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit. | 1        | 464   | \$464           |
| 9                     | Egress Through Sudbury Pines Room                        | 1     |      | Emergency Exit | N/A  |  | Tactile sign not provided at exit<br>Directional sign to accessible emergency exit not provided  | -<br>-           | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit. | 1        | 464   | \$464           |

**Town of Sudbury  
Fairbank Community Center**


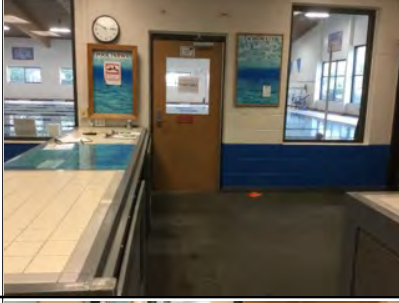
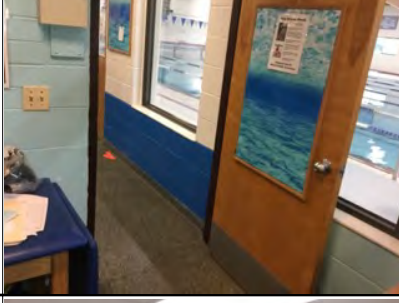
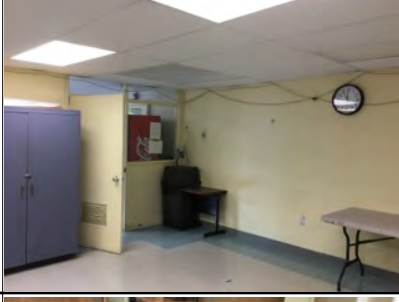

| ID | Location   | Floor | Room | Element        | Type | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----|--|-------|------|----------------|------|--|--|-----------------|--|----------|-------|-----------------|
| 10 | Diving Pool Egress to Picnic Table Area          | 1     |      | Emergency Exit | N/A  |    | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB) | -<br>-          | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide an illuminated sign with the International Symbol of Accessibility. | 1        | 432   | \$432           |
| 11 | Egress Next to Gym/Stage                         | 1     |      | Emergency Exit | N/A  |    | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB) |                 | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide an illuminated sign with the International Symbol of Accessibility. | 1        | 432   | \$432           |
| 12 | Gym/Stage Egress                                 | 1     |      | Emergency Exit | N/A  |   | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB) | -<br>-          | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide an illuminated sign with the International Symbol of Accessibility. | 1        | 432   | \$432           |
| 13 | Main Entrance to Pool                            | 1     |      | Emergency Exit | N/A  |  | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB) | -<br>-          | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide an illuminated sign with the International Symbol of Accessibility. | 1        | 432   | \$432           |
| 14 | Egress Next to Toilet Rooms in the Senior Center | 1     |      | Emergency Exit | N/A  |  | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB) | -<br>-          | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide an illuminated sign with the International Symbol of Accessibility. | 1        | 1116  | \$1116          |



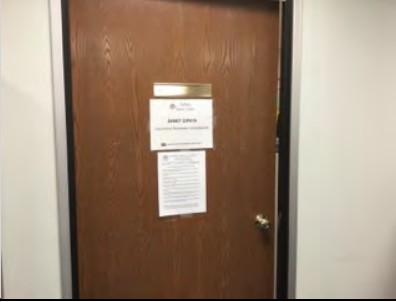


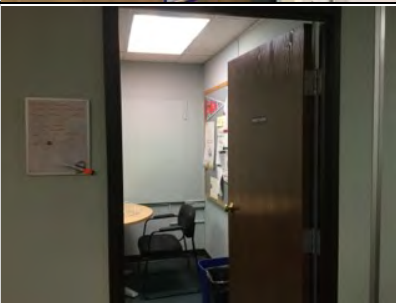

**Town of Sudbury  
Fairbank Community Center**

| ID                                  | Location  | Floor | Room | Element               | Type | Photo  | Issues  | Current Measure | Recommendations   | Quantity | Price      | Cost Estimation |
|-------------------------------------|---|-------|------|-----------------------|------|--|---|-----------------|---|----------|------------|-----------------|
| 15                                  | Senior Center Main Exit and School Department Main Exit | 1     |      | Emergency Exit        | N/A  |    | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB)  | -<br>-          | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide an illuminated sign with the International Symbol of Accessibility.  | 2        | 432        | \$864           |
| 16                                  | Egress Through Kitchen                                  | 1     |      | Emergency Exit        | N/A  |    | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB)<br>Maneuvering clearance(s) not provided | -<br>-<br>-     | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide an illuminated sign with the International Symbol of Accessibility.<br>Relocate refrigerator to provide 12 inches clear on the latch side of the door, | 1        | 1116 Labor | \$1116          |
| <b>Access to Goods and Services</b> |   |       |      |                       |      |  |   |                 |   |          |            |                 |
| <b>Interior Access Route</b>        |   |       |      |                       |      |  |   |                 |   |          |            |                 |
| 17                                  | Route to Gym/Stage                                      | 1     |      | Interior Access Route | N/A  |   | Surface not stable, firm, and slip-resistant  | 2               | Secure mats.  | 1        | Labor      | \$0             |
| 18                                  | Director of Student Services                            | 1     |      | Interior Access Route | N/A  |  | Surface not stable, firm, and slip-resistant  | -               | Secure carpet.  | 1        | Labor      | \$0             |
| 19                                  | Human Resources   | 1     |      | Interior Access Route | N/A  |  | Surface not stable, firm, and slip-resistant  | -               | Secure carpet.  | 1        | Labor      | \$0             |

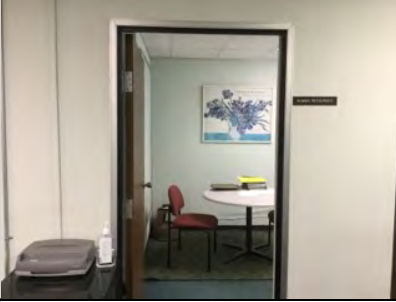
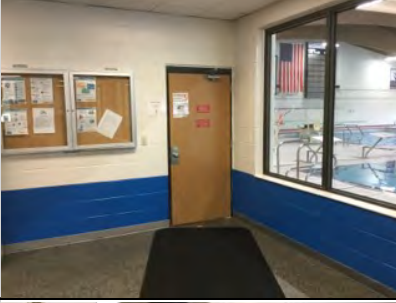
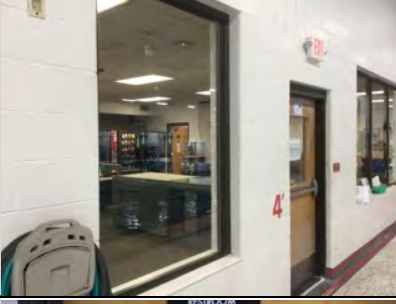
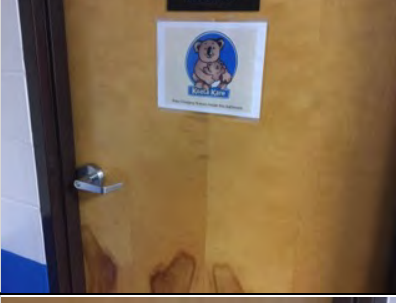

**Town of Sudbury  
Fairbank Community Center**

| ID                                  | Location                                | Floor | Room | Element                  | Type         | Photo  | Issues                                   | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|-------------------------------------|---|-------|------|--------------------------|--------------|--|--|-----------------|---|----------|-------|-----------------|
| 20                                  | Pre-school Multipurpose Room            | 1     |      | Interior Access Route    | N/A          |    | Accessible route not provided            | 2"              | Provide a portable ramp at 2" level change.   | 1        | 500   | \$500           |
| <b>Doors, Doorways, &amp; Gates</b> |   |       |      |                          |              |  |  |                 |   |          |       |                 |
| 21                                  | Secondary Entrance to Pool              | 1     |      | Doors, Doorways, & Gates | Circulation  |    | Maneuvering clearance(s) not provided    | -               | Provide an automatic door opener.   | 1        | 3060  | \$3060          |
| 22                                  | Director's and First Aid Office by Pool | 1     |      | Doors, Doorways, & Gates | Office       |   | Hardware not operable with a closed fist | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. | 1        | 484   | \$484           |
| 23                                  | Teen Room                               | 1     |      | Doors, Doorways, & Gates | Meeting Room |  | Hardware not operable with a closed fist | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. | 1        | 484   | \$484           |
| 24                                  | Business Office                         | 1     |      | Doors, Doorways, & Gates | Office       |  | Hardware not operable with a closed fist | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. | 1        | 484   | \$484           |

**Town of Sudbury  
Fairbank Community Center**

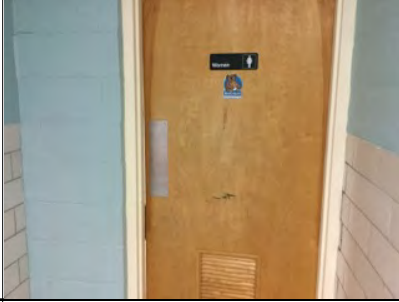

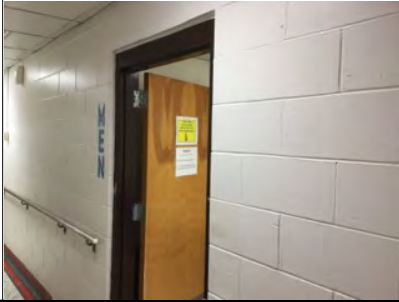


| ID | Location                                    | Floor | Room | Element                  | Type         | Photo  | Issues                                   | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|----|---|-------|------|--------------------------|--------------|--|--|-----------------|---|----------|-------|-----------------|
| 25 | Senior Center Volunteer Program Coordinator | 1     |      | Doors, Doorways, & Gates | Office       |    | Hardware not operable with a closed fist | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. | 1        | 484   | \$484           |
| 26 | Room 3 Game Room by Parks and Recreation    | 1     |      | Doors, Doorways, & Gates | Meeting Room |    | Hardware not operable with a closed fist | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. | 1        | 484   | \$484           |
| 27 | Pre-school Room by Parks and Recreation     | 1     |      | Doors, Doorways, & Gates | Classroom    |   | Hardware not operable with a closed fist | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. | 1        | 484   | \$484           |
| 28 | Social Worker for District                  | 1     |      | Doors, Doorways, & Gates | Office       |  | Hardware not operable with a closed fist | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. | 1        | 484   | \$484           |
| 29 | Assistant Director of Student Services      | 1     |      | Doors, Doorways, & Gates | Office       |  | Hardware not operable with a closed fist | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. | 1        | 484   | \$484           |

**Town of Sudbury  
Fairbank Community Center**




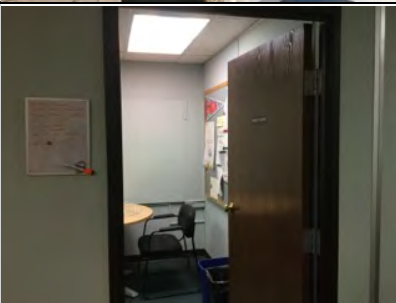
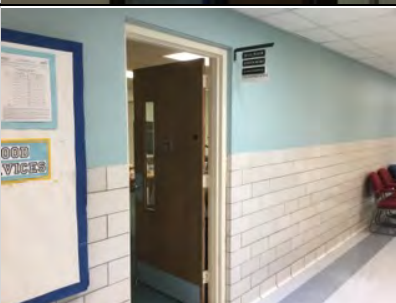
| ID | Location   | Floor | Room | Element                  | Type        | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price        | Cost Estimation |
|----|--|-------|------|--------------------------|-------------|--|---|-----------------|--|----------|--------------|-----------------|
| 30 | Human Resources                                    | 1     |      | Doors, Doorways, & Gates | Office      |    | Hardware not operable with a closed fist  | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.  | 1        | 484          | \$484           |
| 31 | Pool Entrance                                      | 1     |      | Doors, Doorways, & Gates | Circulation |    | Hardware not operable with a closed fist<br>Door requires > 5 lbs. of force to open | -<br>17 lbs     | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.<br>Adjust closers so doors do not require more than 5 pounds of force to open. | 1        | 484<br>Labor | \$484           |
| 32 | Secondary Entrance to Pool                         | 1     |      | Doors, Doorways, & Gates | Circulation |   | Door requires > 5 lbs. of force to open   | 16 lbs          | Adjust closers so doors do not require more than 5 pounds of force to open.  | 1        | Labor        | \$0             |
| 33 | All Gender Toilet Room by Locker Rooms (West Side) | 1     |      | Doors, Doorways, & Gates | Toilet Room |  | Door requires > 5 lbs. of force to open   | 16 lbs          | Adjust closers so doors do not require more than 5 pounds of force to open.  | 1        | Labor        | \$0             |
| 34 | All Gender Toilet Room by Locker Rooms (East Side) | 1     |      | Doors, Doorways, & Gates | Toilet Room |  | Door requires > 5 lbs. of force to open   | 12 lbs          | Adjust closers so doors do not require more than 5 pounds of force to open.  | 1        | Labor        | \$0             |



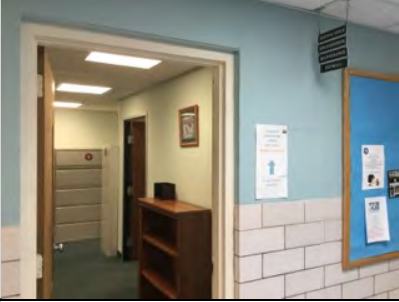




**Town of Sudbury  
Fairbank Community Center**

| ID             | Location   | Floor | Room | Element                  | Type        | Photo  | Issues   | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|----------------|--|-------|------|--------------------------|-------------|--|--|-----------------|---|----------|-------|-----------------|
| 35             | Women's/ Girls' Toilet Room by Human Resources       | 1     | 30   | Doors, Doorways, & Gates | Toilet Room |    | Door requires > 5 lbs. of force to open                                | 9 lbs           | Adjust closers so doors do not require more than 5 pounds of force to open. | 1        | Labor | \$0             |
| 36             | Men's/Boys' Toilet Room by Human Resources           | 1     |      | Doors, Doorways, & Gates | Toilet Room |    | Door requires > 5 lbs. of force to open                                | 17 lbs          | Adjust closers so doors do not require more than 5 pounds of force to open. | 1        | Labor | \$0             |
| <b>Signage</b> |  |       |      |                          |             |  |  |                 |   |          |       |                 |
| 37             | Pool - Men's Locker Room                             | 1     |      | Signage                  | Designation |   | Raised characters not provided on sign<br>Braille not provided on sign | -<br>-          | Provide text with raised characters duplicated in braille on sign.          | 1        | 232   | \$232           |
| 38             | Pool - Women's Locker Room Access From the Reception | 1     |      | Signage                  | Designation |  | Raised characters not provided on sign<br>Braille not provided on sign | -<br>-          | Provide text with raised characters duplicated in braille on sign.          | 1        | 232   | \$232           |
| 39             | Women's Locker Room Entrance From Pool Side          | 1     |      | Signage                  | Designation |  | Raised characters not provided on sign<br>Braille not provided on sign | -<br>-          | Provide text with raised characters duplicated in braille on sign.          | 1        | 232   | \$232           |



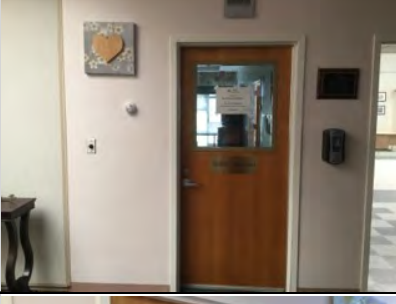


**Town of Sudbury  
Fairbank Community Center**

| ID | Location   | Floor | Room | Element | Type        | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----|--|-------|------|---------|-------------|--|--|-----------------|--|----------|-------|-----------------|
| 40 | Senior Center Secondary Entrance Next to Gym/Stage | 1     |      | Signage | Designation |    | Raised characters not provided on sign<br>Braille not provided on sign | -<br>-          | Provide text with raised characters duplicated in braille on sign. | 1        | 232   | \$232           |
| 41 | Assistant Superintendent and Superintendent        | 1     |      | Signage | Designation |    | Raised characters not provided on sign<br>Braille not provided on sign | -<br>-          | Provide text with raised characters duplicated in braille on sign. | 2        | 232   | \$464           |
| 42 | Student Services                                   | 1     |      | Signage | Designation |   | Raised characters not provided on sign<br>Braille not provided on sign | -<br>-          | Provide text with raised characters duplicated in braille on sign. | 1        | 232   | \$232           |
| 43 | Social Worker for District                         | 1     |      | Signage | Designation |  | Raised characters not provided on sign<br>Braille not provided on sign | -<br>-          | Provide text with raised characters duplicated in braille on sign. | 1        | 232   | \$232           |
| 44 | Business Office Clerk and Accounting               | 1     |      | Signage | Designation |  | Raised characters not provided on sign<br>Braille not provided on sign | -<br>-          | Provide text with raised characters duplicated in braille on sign. | 1        | 232   | \$232           |

**Town of Sudbury  
Fairbank Community Center**



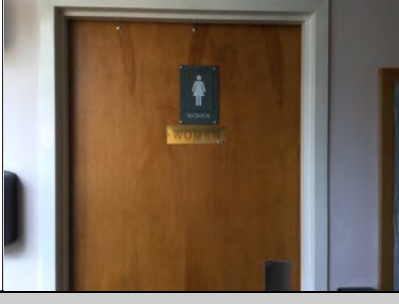
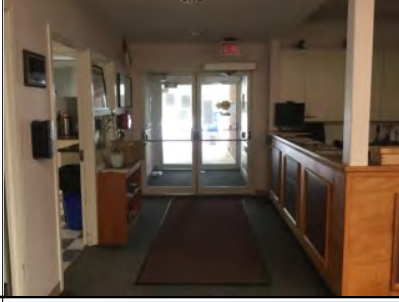

| ID | Location                                       | Floor | Room | Element | Type        | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----|--|-------|------|---------|-------------|--|--|-----------------|--|----------|-------|-----------------|
| 45 | Business Office                                | 1     |      | Signage | Designation |    | Raised characters not provided on sign<br>Braille not provided on sign   | -<br>-          | Provide text with raised characters duplicated in braille on sign.   | 1        | 232   | \$232           |
| 46 | Human Resources                                | 1     |      | Signage | Designation |    | Raised characters not provided on sign<br>Braille not provided on sign   | -<br>-          | Provide text with raised characters duplicated in braille on sign.   | 1        | 232   | \$232           |
| 47 | Room 3 Game Room by Parks and Recreation       | 1     |      | Signage | Designation |   | Raised characters not provided on sign<br>Braille not provided on sign   | -<br>-          | Provide text with raised characters duplicated in braille on sign.   | 1        | 232   | \$232           |
| 48 | Senior Center Volunteer Program Coordinator    | 1     |      | Signage | Designation |  | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on sign.<br>Locate sign at permanent rooms alongside the door on the latch side. | 1        | 232   | \$232           |
| 49 | Women's/ Girls' Toilet Room by Human Resources | 1     | 30   | Signage | Designation |  | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on sign.<br>Locate sign at permanent rooms alongside the door on the latch side. | 1        | 232   | \$232           |

**Town of Sudbury  
Fairbank Community Center**



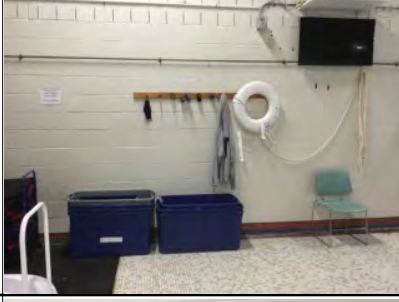


| ID | Location                                   | Floor | Room | Element | Type        | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----|--|-------|------|---------|-------------|--|--|-----------------|--|----------|-------|-----------------|
| 50 | Men's/Boys' Toilet Room by Human Resources | 1     |      | Signage | Designation |    | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on sign.<br>Locate sign at permanent rooms alongside the door on the latch side. | 1        | 232   | \$232           |
| 51 | Senior Center, M. Van Houten Room          | 1     |      | Signage | Designation |    | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on sign.<br>Locate sign at permanent rooms alongside the door on the latch side. | 1        | 232   | \$232           |
| 52 | Senior Center, Sudbury Pines Room          | 1     |      | Signage | Designation |   | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on sign.<br>Locate sign at permanent rooms alongside the door on the latch side. | 1        | 232   | \$232           |
| 53 | Senior Center, Administrative Coordinator  | 1     |      | Signage | Designation |  | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on sign.<br>Locate sign at permanent rooms alongside the door on the latch side. | 1        | 232   | \$232           |
| 54 | Senior Center, Program Coordinator         | 1     |      | Signage | Designation |  | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on sign.<br>Locate sign at permanent rooms alongside the door on the latch side. | 1        | 232   | \$232           |







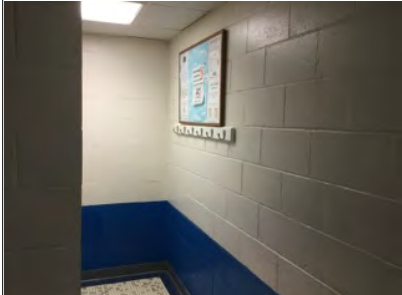
**Town of Sudbury  
Fairbank Community Center**

| ID                     | Location   | Floor | Room | Element         | Type        | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|------------------------|--|-------|------|-----------------|-------------|--|--|-----------------|--|----------|-------|-----------------|
| 55                     | All Gender Toilet Room by Locker Rooms (West Side)       | 1     |      | Signage         | Designation |    | Sign not located on the latch side of the door | -               | Locate sign at permanent rooms alongside the door on the latch side.   | 1        | Labor | \$0             |
| 56                     | All Gender Toilet Room by Locker Rooms (East Side)       | 1     |      | Signage         | Designation |    | Sign not located on the latch side of the door | -               | Locate sign at permanent rooms alongside the door on the latch side.   | 1        | Labor | \$0             |
| 57                     | Senior Center, Women's and Men's Toilet Rooms            | 1     |      | Signage         | Designation |   | Sign not located on the latch side of the door | -               | Locate sign at permanent rooms alongside the door on the latch side.   | 2        | Labor | \$0             |
| <b>Service Counter</b> |  |       |      |                 |             |  |  |                 |  |          |       |                 |
| 58                     | Senior Center Main Reception                             | 1     |      | Service Counter | N/A         |  | Counter > 36" high                             | 42.5"           | Provide a counter that is 36" max. above the ground or finished floor. | 1        | 880   | \$880           |
| 59                     | Concession Stand at Kids Summer Camp (Interior of Fence) | Ext.  |      | Service Counter | N/A         |  | Counter > 36" high                             | 47"             | Provide a counter that is 36" max. above the ground or finished floor. | 1        | 880   | \$880           |


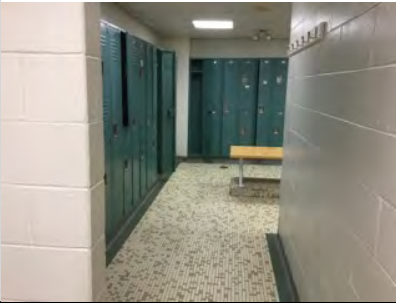



**Town of Sudbury  
Fairbank Community Center**

| ID                             | Location                             | Floor | Room | Element                 | Type              | Photo  | Issues                                      | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|--------------------------------|--------------------------------------|-------|------|-------------------------|-------------------|--|---|-----------------|--|----------|-------|-----------------|
| 60                             | Concession Stand (Exterior of Fence) | Ext.  |      | Service Counter         | N/A               |    | Counter > 36" high                          | 47"             | Provide a counter that is 36" max. above the ground or finished floor.                       | 1        | 880   | \$880           |
| <b>Operable Parts</b>          |                                      |       |      |                         |                   |  |   |                 |  |          |       |                 |
| 61                             | Pool - Main Entrance                 | 1     |      | Operable Parts          | Other             |    | Reach < 15" or > 48"(forward/side approach) | 66"             | Ensure that one of each type of form is located no higher than 48" above the finished floor. | 1        | Labor | \$0             |
| 62                             | Diving Pool Coat Hooks               | 1     |      | Operable Parts          | Clothes Rod/Hooks |   | Side reach > 54"                            | 69"             | Provide one hook at 48" max. above the finished floor.                                       | 1        | 150   | \$150           |
| 63                             | Swimming Pool Coat Hooks             | 1     |      | Operable Parts          | Clothes Rod/Hooks |  | Side reach > 54"                            | 62.5"           | Provide one hook at 48" max. above the finished floor.                                       | 1        | 150   | \$150           |
| <b>Children's Reach Ranges</b> |                                      |       |      |                         |                   |  |   |                 |  |          |       |                 |
| 64                             | Pre-school Multipurpose Room         | 1     |      | Children's Reach Ranges | N/A               |  | Reach < 20" or > 36" (Ages 3 - 4)           | 66.25"          | Provide one storage hook and shelf that is between 20" and 36" above the finished floor.     | 1        | Labor | \$0             |

**Town of Sudbury  
Fairbank Community Center**



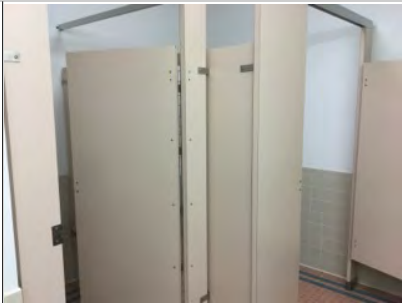

| ID                   | Location                                  | Floor | Room | Element       | Type    | Photo  | Issues  | Current Measure        | Recommendations   | Quantity | Price | Cost Estimation |
|----------------------|---|-------|------|---------------|---------|--|---|------------------------|---|----------|-------|-----------------|
| <b>Assembly Area</b> |   |       |      |               |         |  |   |                        |   |          |       |                 |
| 65                   | Gym/Stage                                 | 1     |      | Assembly Area | N/A     |    | Accessible route to stage not provided  | -                      | Provide an interior lift to the stage.  | 1        | 21660 | \$21660         |
| <b>Locker Room</b>   |   |       |      |               |         |  |   |                        |   |          |       |                 |
| 66                   | Pool - Women's Locker Room Changing Rooms | 1     |      | Locker Room   | Women's |    | Room is < 78" x 72"<br>Bench < 24" deep<br>Bench < 48" long   | 46" 38.5"<br>-<br>-    | Provide an accessible changing room that is 78" by 72" minimum.<br>Provide a bench that is 24" deep and 48" long with room on the side to transfer.   | 1        | 5866  | \$5866          |
| 67                   | Pool - Women's Locker Room                | 1     |      | Locker Room   | Women's |   | Back support not provided at bench<br>Bench is not 17"-19" high<br>Bench < 24" deep<br>Bench < 48" long | -<br>22.5"<br>27"<br>- | Provide at least one bench with back support or that is affixed to a wall with room on the side to transfer.<br>Install a bench with the top of the seat between 17"- 19" above the finished floor.<br>Provide a bench that is 24" deep and 48" long. | 1        | 200   | \$200           |
| 68                   | Pool - Men's Locker Room                  | 1     |      | Locker Room   | Men's   |  | Back support not provided at bench<br>Bench < 24" deep<br>Bench < 48" long                              | -<br>9"<br>-           | Provide at least one bench with back support or that is affixed to a wall with room on the side to transfer.<br>Provide a bench that is 24" deep and 48" long.  | 1        | 200   | \$200           |
| 69                   | Pool - Men's Locker Room                  | 1     |      | Locker Room   | Men's   |  | Hook > 48" high   | 58"                    | Locate one hook no higher than 48" above the finished floor.  | 1        | 150   | \$150           |

**Town of Sudbury  
Fairbank Community Center**






| ID                   | Location  | Floor | Room | Element       | Type    | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----------------------|---|-------|------|---------------|---------|--|---|-----------------|--|----------|-------|-----------------|
| 70                   | Pool - Men's Showers and Women's Showers                                | 1     |      | Locker Room   | Men's   |    | Hook > 48" high   | 62.5"           | Locate one hook no higher than 48" above the finished floor.   | 2        | 150   | \$300           |
| 71                   | Pool - Women's Locker Room  | 1     |      | Locker Room   | Women's |    | Hook > 48" high   | 68"             | Locate one hook no higher than 48" above the finished floor.   | 1        | 150   | \$150           |
| 72                   | Pool - Women's Locker Room Changing Rooms                               | 1     |      | Locker Room   | Women's |   | Hook > 48" high   | 66.25"          | Locate one hook no higher than 48" above the finished floor.   | 1        | 150   | \$150           |
| 73                   | Pool - Women's Locker Room  | 1     |      | Locker Room   | Women's |  | Hook > 48" high   | 66.25"          | Locate one hook no higher than 48" above the finished floor.   | 1        | 150   | \$150           |
| <b>Picnic Tables</b> |   |       |      |               |         |  |   |                 |  |          |       |                 |
| 74                   | Picnic Table Next to Northeast Parking Lot Accessible Parking by Street | Ext.  |      | Picnic Tables | N/A     |  | Toe or knee clearance at tables not provided<br>Picnic table not on an accessible route | -<br>-          | Provide at least 1 picnic table in this area with toe and knee clearance.<br>Ensure that the picnic table is connected to an accessible route. | 1        | 1400  | \$1400          |




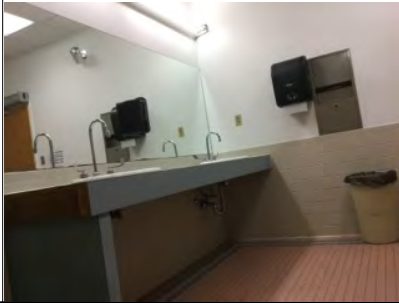

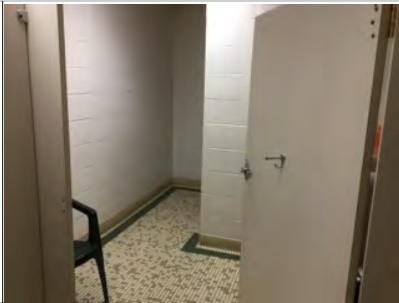
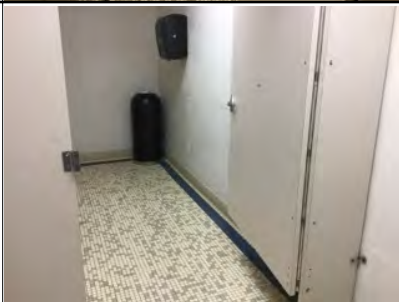
**Town of Sudbury  
Fairbank Community Center**

| ID                                | Location                                      | Floor | Room | Element                   | Type        | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|-----------------------------------|---|-------|------|---------------------------|-------------|--|--|-----------------|--|----------|-------|-----------------|
| 75                                | Picnic Area                                   | Ext.  |      | Picnic Tables             | N/A         |    | Picnic table not on an accessible route                    | -               | Ensure that the accessible space at the picnic tables are connected to an accessible route.  | 2        | Labor | \$0             |
| <b>Kitchens and Kitchenettes</b>  |   |       |      |                           |             |  |  |                 |  |          |       |                 |
| 76                                | Senior Center, M. Van Houten Room             | 1     |      | Kitchens and Kitchenettes | Other       |    | Knee/toe clearance not provided at sink<br>Sink > 34" high | -<br>36.5"      | Provide a sink with knee and toe clearance positioned for a forward approach.<br>Ensure the sink is no higher than 34" above the finished floor. | 1        | 4780  | \$4780          |
| <b>Toilet &amp; Bathing Rooms</b> |   |       |      |                           |             |  |  |                 |  |          |       |                 |
| <b>Overall Access</b>             |   |       |      |                           |             |  |  |                 |  |          |       |                 |
| 77                                | Senior Center, Women's and Men's Toilet Rooms | 1     |      | Overall Access            | Toilet Room |  | Audible and visible alarms not provided                    | -               | When fire system is updated, ensure that a visible and audible fire alarm is installed.  | 2        | -     | \$0             |
| 78                                | All Gender Toilet Room (West Side)            | 1     |      | Overall Access            | Toilet Room |  | Audible and visible alarms not provided                    | -               | When fire system is updated, ensure that a visible and audible fire alarm is installed.  | 1        | -     | \$0             |

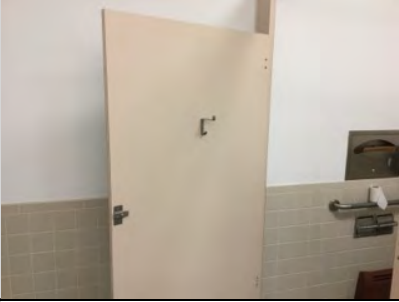
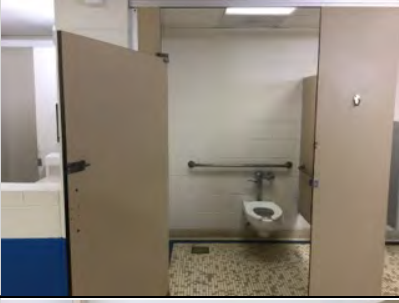

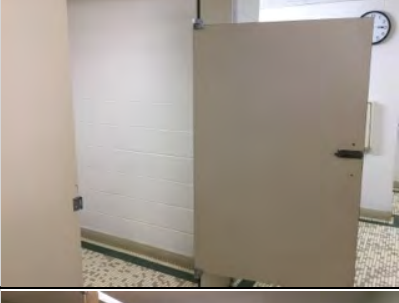

**Town of Sudbury  
Fairbank Community Center**

| ID              | Location   | Floor | Room | Element  | Type | Photo  | Issues  | Current Measure              | Recommendations  | Quantity | Price | Cost Estimation |
|-----------------|--|-------|------|----------|------|--|---|------------------------------|--|----------|-------|-----------------|
| <b>Lavatory</b> |  |       |      |          |      |  |   |                              |  |          |       |                 |
| 79              | Women's/<br>Girls' Toilet<br>Room by<br>Human<br>Resources     | 1     | 30   | Lavatory | N/A  |    | Plumbing underneath is exposed  | -                            | Insulate or otherwise configure pipes to prevent contact at lavatory with knee and toe clearance.  | 1        | 92    | \$92            |
| 80              | All Gender<br>Toilet Room<br>by Locker<br>Rooms (East<br>Side) | 1     |      | Lavatory | N/A  |    | Plumbing underneath is exposed  | -                            | Insulate or otherwise configure pipes to prevent contact at lavatory.  | 1        | 92    | \$92            |
| 81              | Pool - Men's<br>Locker Room                                    | 1     |      | Lavatory | N/A  |   | Plumbing underneath is exposed<br>Mirror above lavatory w/reflective surface > 40"<br>Dispensers not within reach range | -<br>46.25"<br>50", 52.5"    | Insulate or otherwise configure pipes to prevent contact for at least one lavatory.<br>Lower mirror so that the bottom surface is at 40" max. above the finished floor.<br>Lower soap and paper towel dispensers to 42" max. above the floor.                                  | 1        | 860   | \$860           |
| 82              | Pool -<br>Women's<br>Locker Room                               | 1     |      | Lavatory | N/A  |  | Plumbing underneath is exposed<br>Mirror above lavatory w/reflective surface > 40"<br>Dispensers not within reach range | -<br>46"<br>50", 52"         | Insulate or otherwise configure pipes to prevent contact for at least one lavatory.<br>Lower mirror so that the bottom surface is at 40" max. above the finished floor.<br>Lower soap and paper towel dispensers to 42" max. above the floor.                                  | 1        | 860   | \$860           |
| 83              | Senior<br>Center,<br>Men's Toilet<br>Room                      | 1     |      | Lavatory | N/A  |  | Plumbing underneath is exposed<br>Mirror above lavatory w/reflective surface > 40"<br>Dispensers not within reach range | -<br>44.25"<br>49.25", 54.5" | Insulate or otherwise configure pipes to prevent contact for at least one lavatory.<br>Lower mirror so that the bottom surface is at 40" max. above the finished floor.<br>Lower sanitary napkin disposal bag dispenser and paper towel dispenser to 42" max. above the floor. | 1        | 860   | \$860           |

**Town of Sudbury  
Fairbank Community Center**






| ID                        | Location   | Floor | Room | Element            | Type                   | Photo  | Issues  | Current Measure | Recommendations   | Quantity | Price    | Cost Estimation |
|---------------------------|--|-------|------|--------------------|------------------------|--|---|-----------------|---|----------|----------|-----------------|
| 84                        | All Gender Toilet Room by Locker Rooms (West Side) | 1     |      | Lavatory           | N/A                    |    | Plumbing underneath is exposed<br>Dispensers not within reach range           | -<br>48.8"      | Insulate or otherwise configure pipes to prevent contact at lavatory.<br>Lower paper towel dispenser to 42" max. above the floor.                         | 1        | 348      | \$348           |
| 85                        | Senior Center, Women's Toilet Room                 | 1     |      | Lavatory           | N/A                    |    | Plumbing underneath is exposed<br>Dispensers not within reach range           | -<br>47.25"     | Insulate or otherwise configure pipes to prevent contact for at least one lavatory.<br>Lower soap and paper towel dispensers to 42" max. above the floor. | 1        | 604      | \$604           |
| 86                        | Men's/Boys' Toilet Room                            | 1     |      | Lavatory           | N/A                    |   | Plumbing underneath is exposed<br>Dispensers not within reach range           | -<br>46"        | Insulate or otherwise configure pipes to prevent contact at lavatory with knee and toe clearance.<br>Lower soap dispenser to 42" max. above the floor.    | 1        | 445      | \$445           |
| <b>Toilet Compartment</b> |  |       |      |                    |                        |  |   |                 |   |          |          |                 |
| 87                        | All Gender Toilet Room by Locker Rooms (West Side) | 1     |      | Toilet Compartment | Accessible Compartment |  | Door has non-compliant hardware<br>Door has malfunctioning self-closing hinge | -<br>-          | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.<br>Repair hinge.                  | 1        | 70 Labor | \$70            |
| 88                        | All Gender Toilet Room by Locker Rooms (East Side) | 1     |      | Toilet Compartment | Accessible Compartment |  | Door has non-compliant hardware<br>Door has malfunctioning self-closing hinge | -<br>-          | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.<br>Repair hinge.                  | 1        | 70 Labor | \$70            |

**Town of Sudbury  
Fairbank Community Center**

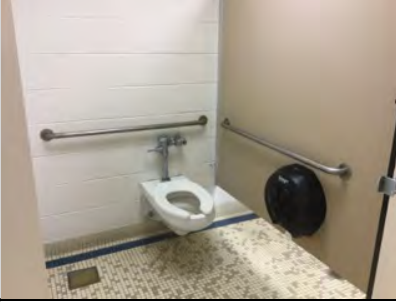


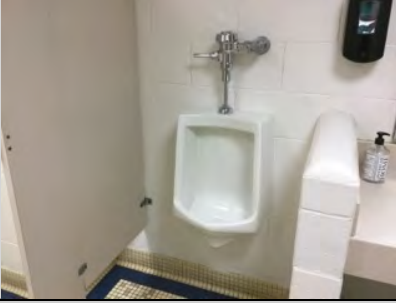
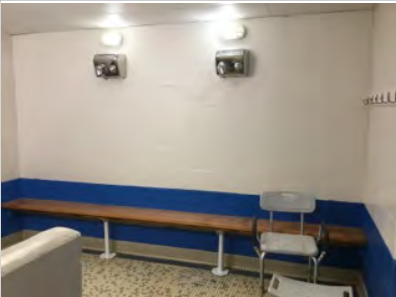
| ID | Location                                   | Floor | Room | Element            | Type                   | Photo  | Issues   | Current Measure  | Recommendations   | Quantity | Price        | Cost Estimation |
|----|--|-------|------|--------------------|------------------------|--|--|------------------|---|----------|--------------|-----------------|
| 89 | Senior Center, Men's Toilet Room           | 1     |      | Toilet Compartment | Accessible Compartment |    | Door has non-compliant hardware<br>Door has malfunctioning self-closing hinge                    | -<br>-<br>54.5"  | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.<br>Repair hinge.  | 1        | 70<br>Labor  | \$70            |
| 90 | Pool - Men's Locker Room                   | 1     |      | Toilet Compartment | Accessible Compartment |    | Door has non-compliant hardware<br>Door has malfunctioning self-closing hinge<br>Coat hook > 48" | -<br>-<br>60.75" | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.<br>Repair hinge.<br>Lower coat hook so that it is no higher than 48". | 1        | 220<br>Labor | \$220           |
| 91 | Senior Center, Women's Toilet Room         | 1     |      | Toilet Compartment | Accessible Compartment |   | Door has non-compliant hardware<br>Door has malfunctioning self-closing hinge<br>Coat hook > 48" | -<br>-<br>55.25" | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.<br>Repair hinge.<br>Lower coat hook so that it is no higher than 48". | 1        | 220<br>Labor | \$220           |
| 92 | Pool - Women's Locker Room                 | 1     |      | Toilet Compartment | Accessible Compartment |  | Door has malfunctioning self-closing hinge   | -                | Repair hinge.   | 1        | Labor        | \$0             |
| 93 | Men's/Boys' Toilet Room by Human Resources | 1     |      | Toilet Compartment | Accessible Compartment |  | Door has malfunctioning self-closing hinge   | -                | Repair hinge.   | 1        | Labor        | \$0             |




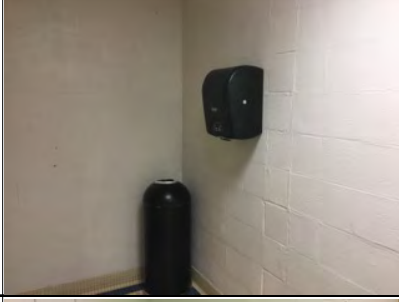

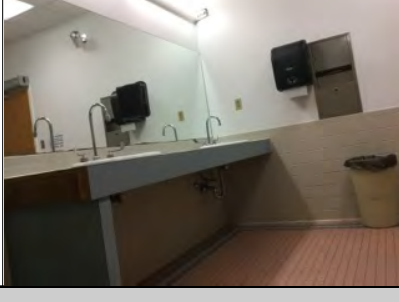
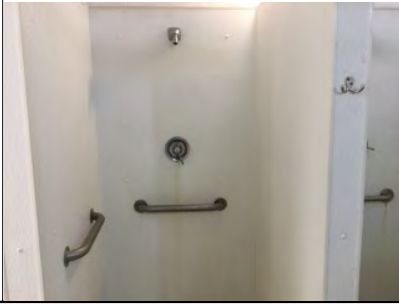
**Town of Sudbury  
Fairbank Community Center**

| ID | Location   | Floor | Room | Element            | Type                   | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----|--|-------|------|--------------------|------------------------|--|--|-----------------|--|----------|-------|-----------------|
| 94 | Senior Center, Men's Toilet Room                   | 1     |      | Toilet Compartment | Accessible Compartment |    | Side or rear grab bar < 33" or >36" high<br>Flush control not on open side<br>Non-compliant toilet paper dispenser | 30.5"<br>-<br>- | Locate side grab bar between 33"- 36" above the finished floor.<br>Provide the flush control on the open side of the toilet (transfer side).<br>Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet. | 1        | 1123  | \$1123          |
| 95 | Senior Center, Women's Toilet Room                 | 1     |      | Toilet Compartment | Accessible Compartment |    | Side or rear grab bar < 33" or >36" high<br>Non-compliant toilet paper dispenser                                   | 30.5"<br>-      | Locate side grab bar between 33"- 36" above the finished floor.<br>Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet.  | 1        | 749   | \$749           |
| 96 | Pool - Women's Locker Room                         | 1     |      | Toilet Compartment | Accessible Compartment |   | Flush control not on open side   | -               | Provide the flush control on the open side of the toilet (transfer side).  | 1        | 374   | \$374           |
| 97 | All Gender Toilet Room by Locker Rooms (East Side) | 1     |      | Toilet Compartment | Accessible Compartment |  | Flush control not on open side<br>Non-compliant toilet paper dispenser   | -<br>-          | Provide the flush control on the open side of the toilet (transfer side).<br>Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet.  | 1        | 630   | \$630           |
| 98 | All Gender Toilet Room by Locker Rooms (West Side) | 1     |      | Toilet Compartment | Accessible Compartment |  | Non-compliant toilet paper dispenser   | -               | Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet.   | 1        | 256   | \$256           |


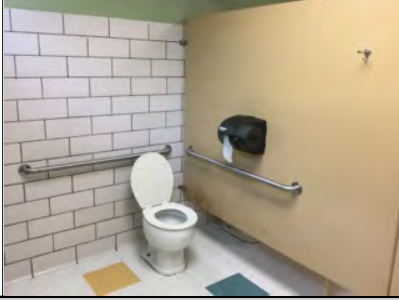


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Fairbank Community Center**

| ID                | Location   | Floor | Room | Element            | Type                   | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|-------------------|--|-------|------|--------------------|------------------------|--|--|-----------------|--|----------|-------|-----------------|
| 99                | Pool - Men's Locker Room                           | 1     |      | Toilet Compartment | Accessible Compartment |    | Clearance at toilet < 72" clear depth (MAAB)                       | 68"             | Provide a wheelchair accessible compartment that is 60" wide and 72" deep.   | 1        | 6182  | \$6182          |
| 100               | Pool - Women's Locker Room                         | 1     |      | Toilet Compartment | Accessible Compartment |    | Coat hook > 48"  | 56"             | Lower coat hook so that it is no higher than 48".  | 1        | 150   | \$150           |
| <b>Urinal</b>     |  |       |      |                    |                        |  |  |                 |  |          |       |                 |
| 101               | Men's/Boys' Toilet Room by Human Resources         | 1     |      | Urinal             | N/A                    |   | Rim > 17" high<br>Clear floor space not provided at urinal         | 24.5"<br>29"    | Provide at least one urinal with the rim no higher than 17" above the finished floor.<br>Remove partition to provide a 30" min. by 48" min. clear floor space positioned for a forward approach. | 1        | 3601  | \$3601          |
| 102               | All Gender Toilet Room by Locker Rooms (East Side) | 1     |      | Urinal             | N/A                    |  | Rim > 17" high<br>Flush control too high or not properly located   | 25"<br>51"      | Provide at least one urinal with the rim no higher than 17" above the finished floor.<br>Mount flush control at 44" max. above the finished floor.   | 1        | 3622  | \$3622          |
| <b>Dispensers</b> |  |       |      |                    |                        |  |  |                 |  |          |       |                 |
| 103               | Pool - Men's Locker Room                           | 1     |      | Dispensers         | Hand Dryer             |  | Controls > 42" high<br>Clear floor space not provided at accessory | 70"<br>-        | Relocate one hand dryer so the operable part is 42" max. above the finished floor and there is a 30" min. by 48" min. clear floor space.   | 1        | 256   | \$256           |

**Town of Sudbury  
Fairbank Community Center**






| ID                               | Location   | Floor | Room | Element            | Type                  | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----------------------------------|--|-------|------|--------------------|-----------------------|--|--|-----------------|--|----------|-------|-----------------|
| 104                              | Pool - Women's Locker Room                         | 1     |      | Dispensers         | Hand Dryer            |    | Controls > 42" high<br>Clear floor space not provided at accessory | 70"<br>-        | Relocate one hand dryer so the operable part is 42" max. above the finished floor and there is a 30" min. by 48" min. clear floor space. | 1        | 256   | \$256           |
| 105                              | All Gender Toilet Room by Locker Rooms (East Side) | 1     |      | Dispensers         | Paper Towel Dispenser |    | Controls > 42" high<br>Dispenser acts as a protruding object       | 52.25"<br>9.5"  | Relocate paper towel dispenser so the operable part is 42" max. above the finished floor, and out of the circulation path.               | 1        | 256   | \$256           |
| 106                              | Men's/Boys' Toilet Room by Human Resources         | 1     |      | Dispensers         | Paper Towel Dispenser |   | Controls > 42" high<br>Dispenser acts as a protruding object       | 43.75"<br>-     | Relocate paper towel dispenser so the operable part is 42" max. above the finished floor, and out of the circulation path.               | 1        | 353   | \$353           |
| 107                              | Senior Center, Women's Toilet Room                 | 1     |      | Dispensers         | Paper Towel Dispenser |  | Controls > 42" high<br>Dispenser acts as a protruding object       | 49"<br>-        | Relocate paper towel dispenser so the operable part is 42" max. above the finished floor, and out of the circulation path.               | 1        | 256   | \$256           |
| <b>Shower Compartment</b>        |  |       |      |                    |                       |  |  |                 |  |          |       |                 |
| 108                              | Pool - Women's Showers                             | 1     |      | Shower Compartment | Transfer Type         |  | Accessible shower not provided                                     |                 | Provide at least one accessible transfer shower with compliant grab bars and a padded seat.  | 1        | 6072  | \$6072          |
| <b>Toilet Rooms for Children</b> |  |       |      |                    |                       |  |  |                 |  |          |       |                 |

**Town of Sudbury  
Fairbank Community Center**





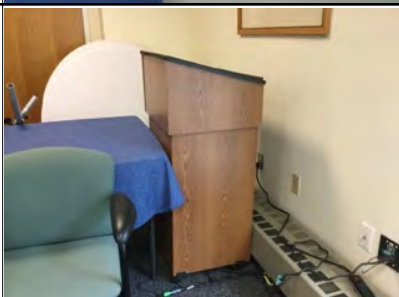
| ID                                   | Location                                       | Floor | Room | Element                       | Type                   | Photo  | Issues   | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|--------------------------------------|--|-------|------|-------------------------------|------------------------|--|--|-----------------|---|----------|-------|-----------------|
| <b>Toilet Compartment (Children)</b> |  |       |      |                               |                        |  |  |                 |   |          |       |                 |
| 109                                  | Men's/Boys' Toilet Room by Human Resources     | 1     |      | Toilet Compartment (Children) | Accessible Compartment |    | Flush control not on open side<br>Non-compliant toilet paper dispenser   | -<br>-          | Provide the flush control on the open side of the toilet (transfer side), no higher than 44".<br>Relocate toilet paper dispenser so that it is between 14"- 19" above the floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars. | 1        | 630   | \$630           |
| 110                                  | Women's/ Girls' Toilet Room by Human Resources | 1     | 30   | Toilet Compartment (Children) | Accessible Compartment |    | Non-compliant toilet paper dispenser<br>Coat hook not within reach range | -<br>59.25"     | Relocate toilet paper dispenser so that it is between 14"- 19" above the floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars.<br>Lower hook so that it is no higher than 36" high for children ages 3-4.                       | 1        | 406   | \$406           |
| <b>Dispensers (Children)</b>         |  |       |      |                               |                        |  |  |                 |   |          |       |                 |
| 111                                  | Men's/Boys' Toilet Room by Human Resources     | 1     |      | Dispensers (Children)         | Paper Towel Dispenser  |   | Dispenser controls > 42" high<br>Dispenser is a protruding object        | 49.5"<br>9.5"   | Relocate paper towel dispenser so the operable part is 42" max. above the finished floor, and out of the circulation path.  | 1        | 353   | \$353           |
| <b>Additional Access</b>             |  |       |      |                               |                        |  |  |                 |   |          |       |                 |
| <b>Drinking Fountains</b>            |  |       |      |                               |                        |  |  |                 |   |          |       |                 |
| 112                                  | Meeting Room by Pool                           | 1     |      | Drinking Fountains            | Low                    |  | No drinking fountain provided for standing users                         | -               | Provide an additional drinking fountain for standing users.   | 1        | 4028  | \$4028          |





**Town of Sudbury  
Fairbank Community Center**

| ID                          | Location  | Floor | Room | Element            | Type        | Photo  | Issues   | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|-----------------------------|---|-------|------|--------------------|-------------|--|--|-----------------|---|----------|-------|-----------------|
| 113                         | Senior Center, Drinking Fountain Next to Toilet Rooms     | 1     |      | Drinking Fountains | Low         |    | No drinking fountain provided for standing users   | -               | Install a Hi-Lo drinking fountain.  | 1        | 4216  | \$4216          |
| 114                         | Concession Stand  | Ext.  |      | Drinking Fountains | High        |    | No drinking fountain provided for seated users   | -               | Provide an additional drinking fountain for seated users.   | 1        | 4028  | \$4028          |
| 115                         | Drinking Fountain at Concession Stand (Interior of Fence) | Ext.  |      | Drinking Fountains | High        |   | No drinking fountain provided for seated users<br>Standing height fountain does not have cane protection | -<br>-          | Provide an additional drinking fountain for seated users.<br>Provide a cane-detectable barrier skirt under the high unit.                         | 1        | 4918  | \$4918          |
| <b>Sink</b>                 |   |       |      |                    |             |  |  |                 |   |          |       |                 |
| 116                         | Teen Room   | 1     |      | Sink               | Kitchenette |  | Toe and knee clearances not provided<br>Rim or counter > 34"   | -<br>36.5"      | Ensure there is a 27" knee clearance positioned for a forward approach.<br>Relocate sink with the front of the rim or counter no higher than 34". | 1        | 4780  | \$4780          |
| <b>Play and Sport Areas</b> |   |       |      |                    |             |  |  |                 |   |          |       |                 |
| <b>Field</b>                |   |       |      |                    |             |  |  |                 |   |          |       |                 |
| 117                         | Open Field  | Ext.  |      | Field              | Soccer      |  | Accessible spaces not provided at sidelines seating  | -               | Provide a 36" x 48" clear floor space at sidelines seating on each side of the bleachers.<br>(Cost estimate for two 3' x 4' asphalt areas.)       | 2        | 120   | \$240           |

**Town of Sudbury  
Fairbank Community Center**

| ID                   | Location                     | Floor | Room | Element | Type       | Photo  | Issues  | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|----------------------|------------------------------|-------|------|---------|------------|--|---|-----------------|---|----------|-------|-----------------|
| <b>Court</b>         |                              |       |      |         |            |  |   |                 |   |          |       |                 |
| 118                  | Volleyball Court             | Ext.  |      | Court   | Volleyball |    | Accessible spaces are not provided at sidelines seating | -               | Provide a 36" x 48" clear floor space at sidelines seating on each side of the bleachers. (Cost estimate for two 3' x 4' concrete areas.)   | 2        | 192   | \$384           |
| 119                  | Gaga Ball Court              | Ext.  |      | Court   |            |    | Court is not connected to an accessible route           | -               | Provide an accessible route to the court and an ADA compliant doorway to the court. (Cost estimate for a hinged doorway at court and 10' long 4' wide asphalt route to the court.)  | 1        | 750   | \$750           |
| <b>Best Practice</b> |                              |       |      |         |            |  |   |                 |   |          |       |                 |
| 120                  | Pool - Main Entrance         | 1     |      |         |            |  |   |                 | This is a good example of a recessed floor mat.   | 1        | -     | \$0             |
| 121                  | Pre-school Multipurpose Room | 1     |      |         |            |  |   |                 | For children aged 3-4 under the ADA the recommendations for reach ranges are between 20" and 36" high, and this blackboard is located near the top of that reach range at 33" above the finished floor. Recommend providing a lower blackboard. | 1        | -     | \$0             |
| 122                  | Senior Center, Podium        | 1     |      |         |            |  |   |                 | Recommend providing an adjustable height podium.  | 1        | -     | \$0             |

**Town of Sudbury  
Fairbank Community Center**

| ID  | Location                     | Floor | Room | Element | Type | Photo  | Issues | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|-----|------------------------------|-------|------|---------|------|--|--------|-----------------|--|----------|-------|-----------------|
| 123 | Kids Summer Camp Picnic Area | Ext.  |      |         |      |  |        |                 | This is a good example of an accessible picnic table.  | 1        | -     | \$0             |
| 124 | Pool - Main Entrance         | Ext.  |      |         |      |  |        |                 | Recommend applying glass manifestation to large expanse of clear glass, in order to make the glass visible, preventing injury through collision. | 1        | -     | \$0             |

# Fire Department Station 1



## Town of Sudbury ADA Transition Plan

October 2020



Institute for Human Centered Design

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

### Background

Year Built: 1992

Fire Department Station 1 is located at 77 Hudson Road. The building consists of a lower level three-bay apparatus room, a first floor that is approximately 5 feet higher than the lower level that has administrative offices, and a second floor that is not open to the public. The public goes to the first floor administrative offices to get permits and to the apparatus room to tour the fire engines.

A public parking lot is located on the first floor level to the east of the building. It contains a van accessible parking space. Staff parking is located by the lower level apparatus bay. The public is allowed to park in this area for fire station tours.

### Key Accessibility Issues

#### Exit Signage

Accessibility issues include exit doors that lack signage with raised characters and braille on the latch side of the exit door, and lack of signs with an illuminated International Symbol of Accessibility (ISA) over the door.

#### Doors

Doors to the men's and women's multi-user toilet rooms on the first floor lack maneuvering clearance on the pull side. Other door maneuvering clearance issues can be resolved by relocating furniture and equipment. Two exit doors from the apparatus room have thresholds that are higher than allowed.

#### Toilet Rooms

Accessibility issues include lavatories that lack required knee clearance, lavatory pipes that are not wrapped to protect against contact, dispensers that are located higher than allowed, coat hooks that are located higher than allowed and a toilet flush control that is not located on the open (transfer) side.

#### Drinking Fountains

A drinking fountain for a seated user is provided, but a drinking fountain for a standing user is not provided.

### Additional Accessibility Issues

- The space required for maneuvering clearance at the door to the secondary entrance is not maintained due to overgrowth.
- The service counter in the reception/fire chief's secretary's office lacks an accessible section that is 36 inches high max.
- The shift commander's office lacks raised characters and braille on the designation sign, and the sign is not located on the latch side of the door.

### Order of Magnitude Cost Estimates

- Provide compliant egress signage: \$1,728
- Renovate doors (including providing two automatic door openers): \$6,420
- Renovate the toilet rooms: \$4,786
- Provide a Hi-Lo drinking fountain: \$4,216
- Miscellaneous corrective actions (designation sign, service counter, etc.): \$1,112

**Total: \$18,262**





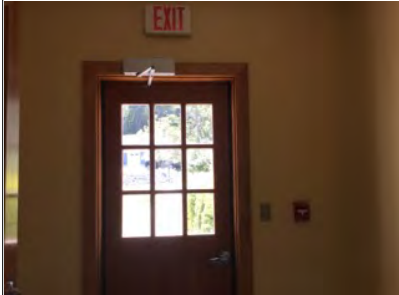
### Best Practice and Inclusive Design

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






- Recommend providing designation signage with raised characters and braille at all permanent rooms where signage is not provided.





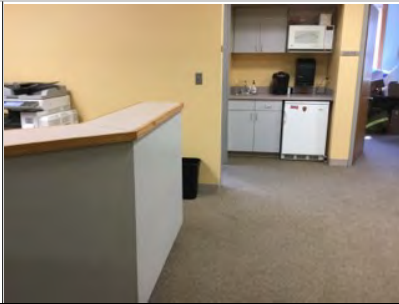

**Town of Sudbury  
Fire Department Station 1**

| ID                           | Location                                | Floor | Room | Element        | Type               | Photo  | Issues   | Current Measure  | Recommendations  | Quantity | Price        | Cost Estimation |
|------------------------------|---|-------|------|----------------|--------------------|--|--|------------------|--|----------|--------------|-----------------|
| <b>Approach and Entrance</b> |   |       |      |                |                    |  |  |                  |  |          |              |                 |
| <b>Entrance</b>              |   |       |      |                |                    |  |  |                  |  |          |              |                 |
| 1                            | Secondary Entrance on South             | Ext.  |      | Entrance       | Secondary Entrance |    | Surface not stable, firm, and slip-resistant at entrance   | -                | Remove the weeds from the door maneuvering clearance area.   | 1        | Labor        | \$0             |
| <b>Emergency Exit</b>        |   |       |      |                |                    |  |  |                  |  |          |              |                 |
| 2                            | Main Entrance                           | 1     |      | Emergency Exit | N/A                |   | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB)   | -<br>-           | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide an illuminated sign with the International Symbol of Accessibility.   | 1        | 432          | \$432           |
| 3                            | Apparatus Room, South Side Exit         | LL    |      | Emergency Exit | N/A                |  | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB)   | -<br>-           | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide an illuminated sign with the International Symbol of Accessibility.   | 1        | 432          | \$432           |
| 4                            | Apparatus Room, North Side Exit (Front) | LL    |      | Emergency Exit | N/A                |  | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB)   | -<br>-           | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide an illuminated sign with the International Symbol of Accessibility.   | 1        | 432          | \$432           |
| 5                            | Secondary Entrance on South             | 1     |      | Emergency Exit | N/A                |  | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB)<br>Door requires > 15 lbs. of force to open | -<br>-<br>17 lbs | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide an illuminated sign with the International Symbol of Accessibility.<br>Adjust closers of exterior doors so doors do not require more than 15 pounds of force. | 1        | 432<br>Labor | \$432           |





**Town of Sudbury  
Fire Department Station 1**

| ID                                  | Location                                | Floor | Room | Element                  | Type         | Photo  | Issues                                | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|-------------------------------------|---|-------|------|--------------------------|--------------|--|---------------------------------------|-----------------|--|----------|-------|-----------------|
| 6                                   | Apparatus Room, South Side Exit         | Ext.  |      | Emergency Exit           | N/A          |    | Threshold > 1/2" high                 | 2.5"            | Alter the threshold to be 1/2" high max.   | 1        | 150   | \$150           |
| 7                                   | Apparatus Room, North Side Exit (Front) | Ext.  |      | Emergency Exit           | N/A          |    | Threshold > 1/2" high                 | 2.5"            | Alter the threshold to be 1/2" high max.   | 1        | 150   | \$150           |
| <b>Access to Goods and Services</b> |   |       |      |                          |              |  |                                       |                 |  |          |       |                 |
| <b>Doors, Doorways, &amp; Gates</b> |   |       |      |                          |              |  |                                       |                 |  |          |       |                 |
| 8                                   | Conference Room                         | 1     |      | Doors, Doorways, & Gates | Meeting Room |   | Maneuvering clearance(s) not provided | -               | Relocate the chair to ensure that there is 18" clear on the latch side of the door.                                | 1        | Labor | \$0             |
| 9                                   | Men's Toilet Room                       | 1     |      | Doors, Doorways, & Gates | Toilet Room  |  | Maneuvering clearance(s) not provided | -               | Provide an automatic door opener.  | 1        | 3060  | \$3060          |
| 10                                  | Secondary Entrance/ Egress              | 1     |      | Doors, Doorways, & Gates | Circulation  |  | Maneuvering clearance(s) not provided | -               | Ensure that vending machine is placed so that it does not affect clear width or maneuvering clearance at the door. | 1        | Labor | \$0             |

**Town of Sudbury  
Fire Department Station 1**




| ID                                | Location                    | Floor | Room | Element                  | Type        | Photo  | Issues   | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|-----------------------------------|-----------------------------|-------|------|--------------------------|-------------|--|--|-----------------|---|----------|-------|-----------------|
| 11                                | Women's Toilet Room         | 1     |      | Doors, Doorways, & Gates | Toilet Room |    | Maneuvering clearance(s) not provided  | 2"              | Provide an automatic door opener.   | 1        | 3060  | \$3060          |
| <b>Signage</b>                    |                             |       |      |                          |             |  |  |                 |   |          |       |                 |
| 12                                | Shift Commander's Office    | 1     |      | Signage                  |             |    | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door | -<br>-<br>-     | Provide text with raised characters duplicated in braille on sign.<br>Locate sign at permanent rooms alongside the door on the latch side.                  | 1        | 232   | \$232           |
| <b>Service Counter</b>            |                             |       |      |                          |             |  |  |                 |   |          |       |                 |
| 13                                | Reception/Chief's Secretary | 1     |      | Service Counter          | N/A         |   | Counter > 36" high   | 42.25"          | Provide a counter that is 36" max. above the ground or finished floor.  | 1        | 880   | \$880           |
| <b>Toilet &amp; Bathing Rooms</b> |                             |       |      |                          |             |  |  |                 |   |          |       |                 |
| <b>Overall Access</b>             |                             |       |      |                          |             |  |  |                 |   |          |       |                 |
| 14                                | Apparatus Room              | LL    |      | Overall Access           | Toilet Room |  | Not on an accessible route   | -               | There is no accessible route (only stairs) between the apparatus room and the toilet rooms. It may be technically infeasible to create an accessible route. | 1        | -     | \$0             |

**Town of Sudbury  
Fire Department Station 1**

| ID                        | Location            | Floor | Room | Element            | Type | Photo  | Issues   | Current Measure       | Recommendations   | Quantity | Price | Cost Estimation |
|---------------------------|---------------------|-------|------|--------------------|------|--|--|-----------------------|---|----------|-------|-----------------|
| <b>Lavatory</b>           |                     |       |      |                    |      |  |  |                       |   |          |       |                 |
| 15                        | Women's Toilet Room | 1     |      | Lavatory           |      |    | Toe or knee clearances not provided<br>Plumbing underneath is exposed<br>Dispensers not within reach range | 25.75"<br>-<br>48"    | Provide at least one lavatory with knee and toe clearance positioned for a forward approach.<br>Insulate or otherwise configure pipes to prevent contact at the lavatory.<br>Lower the paper towel dispenser to 42" max. above the floor. | 1        | 2131  | \$2131          |
| 16                        | Men's Toilet Room   | 1     |      | Lavatory           | N/A  |    | Toe or knee clearances not provided<br>Plumbing underneath is exposed<br>Dispensers not within reach range | 25.75"<br>-<br>51.25" | Provide at least one lavatory with knee and toe clearance positioned for a forward approach.<br>Insulate or otherwise configure pipes to prevent contact at the lavatory.<br>Lower the paper towel dispenser to 42" max. above the floor. | 1        | 2131  | \$2131          |
| <b>Single-User Toilet</b> |                     |       |      |                    |      |  |  |                       |   |          |       |                 |
| 17                        | Women's Toilet Room | 1     |      | Single-User Toilet | N/A  |   | Flush control not on open side   | -                     | Relocate the flush control to the open side.  | 1        | 374   | \$374           |
| 18                        | Women's Toilet Room | 1     |      | Single-User Toilet |      |  | Hook located > 48" high  | 68"                   | Locate hook no higher than 48" above the finished floor.  | 1        | 150   | \$150           |
| <b>Additional Access</b>  |                     |       |      |                    |      |  |  |                       |   |          |       |                 |



**Town of Sudbury  
Fire Department Station 1**

| ID                        | Location                     | Floor | Room | Element            | Type | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|---------------------------|------------------------------|-------|------|--------------------|------|--|--|-----------------|--|----------|-------|-----------------|
| <b>Drinking Fountains</b> |                              |       |      |                    |      |  |  |                 |  |          |       |                 |
| 19                        | Corridor by Toilet Rooms     | 1     |      | Drinking Fountains |      |    | No drinking fountain provided for standing users | -               | Install a Hi-Lo drinking fountain.   | 1        | 4216  | \$4216          |
| <b>Best Practice</b>      |                              |       |      |                    |      |  |  |                 |  |          |       |                 |
| 20                        | Conference Room              | 1     |      |                    |      |   | Signage is not provided                          | -               | Recommend providing designation signage with raised characters and braille at all permanent rooms where signage is not provided. | 1        | -     | \$0             |
| 21                        | Reception/ Chief's Secretary | 1     |      |                    |      |  | Signage is not provided                          |                 | Recommend providing designation signage with raised characters and braille at all permanent rooms where signage is not provided. | 1        | -     | \$0             |

## Fire Department Station 2



### Town of Sudbury ADA Transition Plan

October 2020



Institute for Human Centered Design

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

### Background

Year Built: 1961

Fire Department Station 2, located at 550 Boston Post Road, is a one-story building. The facility is not open to the public.

### Key Accessibility Issues

Since Fire Department Station 2 is not open to the public, there are no accessibility issues that must be addressed at this time.

### Order of Magnitude Cost Estimates



**Total: \$0**

### Best Practice and Inclusive Design

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

- Recommend providing signage with contact information regarding the fire department and the location of services that is open to the public on a sign that is located on an accessible route.
- If the Town of Sudbury is planning to open this facility to the public in the future, the 3-inch change in level at the entrance will need to be renovated.

**Town of Sudbury  
Fire Department Station 2**

| ID                   | Location      | Floor | Room | Element | Type | Photo  | Issues | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----------------------|---------------|-------|------|---------|------|--|--------|-----------------|--|----------|-------|-----------------|
| <b>Best Practice</b> |               |       |      |         |      |  |        |                 |  |          |       |                 |
| 1                    | Main Entrance | Ext.  |      |         |      |  |        |                 | Recommend providing signage with contact information regarding the fire department and the location of services that is open to the public on a sign that is located on an accessible route. | 1        | -     | \$0             |
| 2                    | Main Entrance | Ext.  |      |         |      |  |        |                 | If the Town of Sudbury is planning to open this facility to the public in the future, the 3-inch change in level at the entrance will need to be renovated.                                  | 1        | -     | \$0             |

# Fire Department Station 3



## Town of Sudbury ADA Transition Plan

October 2020



Institute for Human Centered Design

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

### Background

Year Built: 1960

Fire Department Station 3, located at 268 North Road, is a one-story brick building. The public is allowed to enter the facility using the main entrance door in order to ask the firefighters questions, but is not allowed to go further than this entrance vestibule.

There is only enough space in front of the building to fit two parked cars at most for members of the public. Rear parking is for employees only.

### Key Accessibility Issues

#### Entrances

The main entrance door has a threshold that is greater than allowed and has door hardware that requires tight grasping, pinching, or twisting of the wrist.

#### Exit Signage

The main entrance is lacking signage with raised characters and braille on the latch side of the exit door. In addition, after the route is made compliant, signage with an illuminated International Symbol of Accessibility (ISA) should be added over the door.

#### Exit Door

The exit door that the public uses is lacking maneuvering clearance, and an automatic door opener is required. In addition, the mat by the door is not secured.

### Additional Accessibility Issues

- There is a change in level greater than allowed on the exterior route to the main entrance.



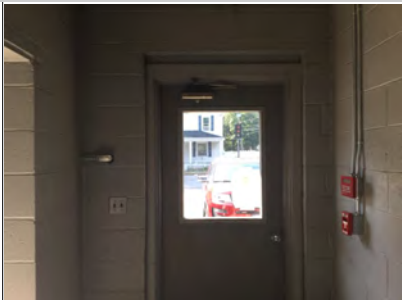

### Order of Magnitude Cost Estimates

- Renovate entrance threshold and provide compliant door hardware: \$1,204
- Install an automatic door opener at the main entrance: \$3,060
- Provide compliant egress signage: \$1,116
- Miscellaneous corrective actions (securing mat, change in level, etc.): \$0

**Total: \$5,380**



**Town of Sudbury  
Fire Department Station 3**

| ID                           | Location              | Floor | Room | Element               | Type          | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price      | Cost Estimation |
|------------------------------|-----------------------|-------|------|-----------------------|---------------|--|--|-----------------|--|----------|------------|-----------------|
| <b>Approach and Entrance</b> |                       |       |      |                       |               |  |  |                 |  |          |            |                 |
| <b>Exterior Access Route</b> |                       |       |      |                       |               |  |  |                 |  |          |            |                 |
| 1                            | Main Entrance Walkway | Ext.  |      | Exterior Access Route | Exterior      |    | Level changes > 1/4"   | 1"              | Alter change in level to be 1/4" high max. (See ID #2 for cost.)   | 1        | -          | \$0             |
| <b>Entrance</b>              |                       |       |      |                       |               |  |  |                 |  |          |            |                 |
| 2                            | Main Entrance         | Ext.  |      | Entrance              | Main Entrance |   | Threshold > 1/2" high<br>Hardware not operable with a closed fist                        | 3"<br>-         | Alter threshold to be 1/2" high max.<br>Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.<br>(Cost estimate is for compliant hardware and providing a level (2% slope max.) concrete 60" wide by 60" deep area at the door and a sloped walkway (max. slope of 8.33%) to the landing.) | 1        | 1204       | \$1204          |
| <b>Emergency Exit</b>        |                       |       |      |                       |               |  |  |                 |  |          |            |                 |
| 3                            | Main Entrance         | 1     |      | Emergency Exit        | N/A           |  | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB) | -<br>-          | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide an illuminated sign with the International Symbol of Accessibility.   | 1        | 1116       | \$1116          |
| 4                            | Main Entrance         | 1     |      | Emergency Exit        | N/A           |  | Maneuvering clearance(s) not provided<br>Mat not securely attached                       | 7"<br>-         | Provide an automatic door opener.<br>Secure the mat.   | 1        | 3060 Labor | \$3060          |

# Flynn Building



## Town of Sudbury ADA Transition Plan

December 2020



Institute for Human Centered Design

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

### Background

Year Built: 1900                      Years Renovated: 1968, 2001

The Flynn Building, located at 278 Old Sudbury Road, contains Town offices on the top two floors.

There are two main entrances (one accessible and one inaccessible) from the parking lot that are located on the ground level of the building. The first floor contains the accounting offices, the treasurer and collector offices, the information systems office, the finance director's office, the assessor's office and multi-user women's and men's toilet rooms. The second floor contains the Town manager's and assistant Town manager's offices, the selectmen's office, a small and large meeting room, the human resources office, the Town counsel office, the credit union, the planning and community development office, the community housing office and a single-user toilet room. No offices are present in the basement or on the ground floor. An elevator and two egress stairs connect all levels.

A parking lot is provided east of the building that is shared with the Loring School. Two accessible parking spaces are provided by the Flynn Building however neither has "Van Accessible" signage.

### Key Accessibility Issues

#### Doors

Accessibility issues include noncompliant door hardware at several doors, excessive opening force required at several doors, lack of maneuvering clearance at the women's toilet room door on the first floor, and lack of required clear width at the door to the information systems office.

#### Signage

The accessible entrance lacks signage with the International Symbol of Accessibility (ISA) and the inaccessible entrance lacks directional signage to the accessible entrance. Both exit doors lack signage with raised characters and braille and an illuminated sign with the International Symbol of Accessibility (ISA) is not provided at the accessible exit. Both egress stairs lack egress signage with raised characters and braille. Four designation signs lack raised characters and braille and two designation signs are not located on the latch side of the door. Informational signage at both entrance doors is mounted directly on the glass and lacks a non-glare finish. Clear floor space is not provided at the designation sign for the selectmen, Town manager, Town counsel and notary offices due to furniture in front of the sign.

#### Elevator

Audible car position indicators are not provided in the elevator cabin.

#### Service Counters

Two service counters are located higher than allowed.

#### Work Surfaces

Accessible work surfaces with adequate knee or toe clearance are not provided in four areas.

#### Assistive Listening System

Speakers were observed in the large meeting room. If audible communication is integral to the use of the space, an assistive listening system (ALS) and signage notifying users of the ALS are required.

### Toilet Rooms

Accessibility issues within the women's multi-user toilet room wheelchair accessible toilet compartment include a malfunctioning self-closing hinge and a toilet that is located with its centerline further than 18 inches from the side wall. The multi-user men's toilet room wheelchair accessible toilet compartment has a grab bar that is shorter than 42 inches on the side of the toilet. In addition, the toilet compartment size complies with the ADA but not with 521 CMR, the regulations of the Massachusetts Architectural Access Board (MAAB). If a variance was not sought during the time of construction, the toilet should be relocated to the adjacent wall to ensure that there is 72" min. deep at toilet and 42" min. clear in front of the toilet. The paper towel dispenser in the men's toilet room acts as a protruding object and obstructs the door maneuvering clearance. The single-user toilet room on the second floor is lacking required clear floor space at the toilet, required turning space, grab bars and 32 inches min. clear at the door.

### **Additional Accessibility Issues**

- Lack of a "Van Accessible" sign at one accessible parking space.
- Coat hooks in two locations are mounted higher than allowed.
- The first aid kit is mounted higher than allowed.
- Three mats are not secured.

### **Order of Magnitude Cost Estimates**

- Renovate doors including door hardware, provide one automatic door opener and install swing-clear hinges on one door: \$12,552
- Install audible car position indicators in the elevator: \$1,700
- Provide compliant egress, designation, informational and directional signage: \$3,676
- Provide two accessible service counters: \$1,760
- Provide four compliant work surfaces: \$2,800
- Provide an assistive listening system and sign in the large meeting room: \$1,214
- Renovate toilet rooms: \$28,330
- Miscellaneous corrective actions (parking signage, coat hooks, protruding objects, etc.): \$1,056




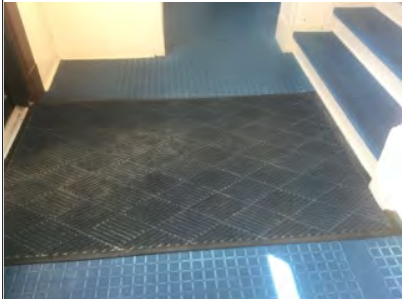
**Total: \$53,088**

### **Best Practice and Inclusive Design**

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


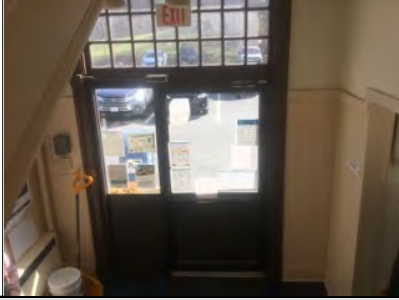



- Recommend providing additional lighting in the men's and women's toilet room vestibules.
- Recommend providing signage with raised characters and braille at rooms where signage is not provided.
- Recommend providing edge protection on the side of the sloped walkway to the accessible entrance.
- Recommend providing handrails at the exterior stairs by the accessible entrance.

**Town of Sudbury  
Flynn Building**


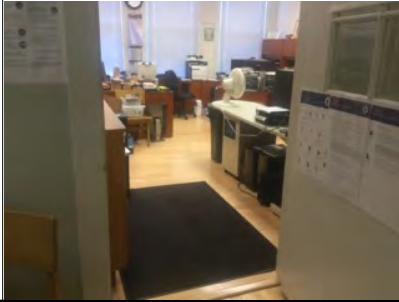

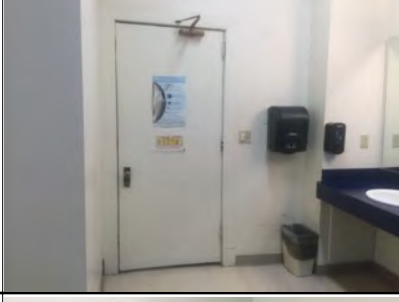

| ID                                      | Location                             | Floor | Room | Element                          | Type               | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|---|--------------------------------------|-------|------|----------------------------------|--------------------|--|---|-----------------|--|----------|-------|-----------------|
| <b>Approach and Entrance</b>            |                                      |       |      |                                  |                    |  |   |                 |  |          |       |                 |
| <b>Off-Street Parking Lot or Garage</b> |                                      |       |      |                                  |                    |  |   |                 |  |          |       |                 |
| 1                                       | Accessible Parking Spots             | Ext.  |      | Off-Street Parking Lot or Garage | Visitor            |    | Sign does not have the designation "Van Accessible"   | -               | Add the designation "Van Accessible" to one of the two accessible parking spaces by the building entrance. | 1        | 500   | \$500           |
| <b>Entrance</b>                         |                                      |       |      |                                  |                    |  |   |                 |  |          |       |                 |
| 2                                       | Inaccessible Entrance at South Stair | G     |      | Entrance                         | Secondary Entrance |   | Entrance not on an accessible route<br>Directional sign to accessible entrance not provided | -<br>-          | Provide a directional sign indicating the location of the nearest accessible entrance.                     | 1        | 346   | \$346           |
| 3                                       | Accessible Entrance at North Stair   | G     |      | Entrance                         | Main Entrance      |  | International Symbol of Accessibility not provided  | -               | Provide a sign with the International Symbol of Accessibility (ISA).                                       | 1        | 346   | \$346           |
| 4                                       | Accessible Entrance at North Stair   | G     |      | Entrance                         | Main Entrance      |  | Mat not securely attached   | -               | Secure the mat.  | 1        | Labor | \$0             |




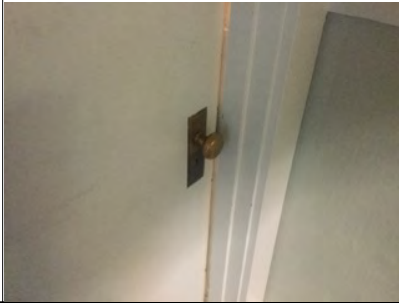

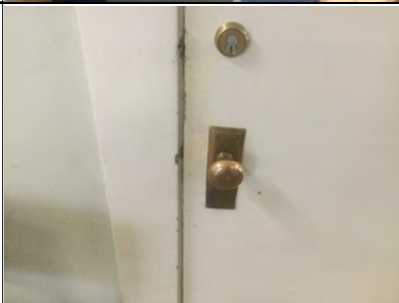
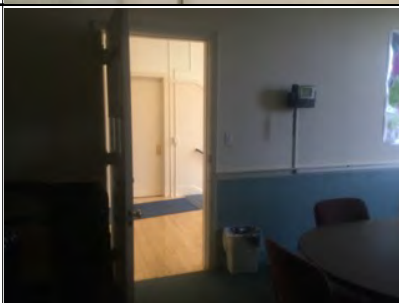
**Town of Sudbury  
Flynn Building**

| ID                                  | Location                                | Floor | Room | Element               | Type | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|-------------------------------------|---|-------|------|-----------------------|------|--|--|-----------------|--|----------|-------|-----------------|
| <b>Emergency Exit</b>               |   |       |      |                       |      |  |  |                 |  |          |       |                 |
| 5                                   | South Stair Exit                        | G     |      | Emergency Exit        | N/A  |    | Tactile sign not provided at exit  | -               | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.  | 1        | 232   | \$232           |
| 6                                   | North Stair (Accessible) Exit           | G     |      | Emergency Exit        |      |    | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB) |                 | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide an illuminated sign with the International Symbol of Accessibility. | 1        | 432   | \$432           |
| <b>Access to Goods and Services</b> |   |       |      |                       |      |  |  |                 |  |          |       |                 |
| <b>Interior Access Route</b>        |   |       |      |                       |      |  |  |                 |  |          |       |                 |
| 7                                   | Corridor                                | 1     |      | Interior Access Route | N/A  |  | Obstructed by protruding objects   | 5.5"            | Relocate red box out of the circulation path.  | 1        | Labor | \$0             |
| 8                                   | Men's Toilet Room                       | 1     |      | Interior Access Route | N/A  |  | Obstructed by protruding objects   | 9"              | Relocate paper towel dispenser out of the circulation route and the door maneuvering clearance.  | 1        | 256   | \$256           |
| 9                                   | Treasurer/ Tax Collector and Accounting | 1     |      | Interior Access Route | N/A  |  | Surface not stable, firm, and slip-resistant   | -               | Secure mat.  | 1        | Labor | \$0             |


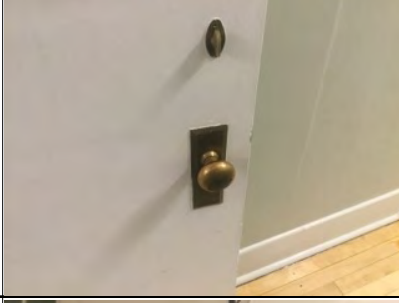
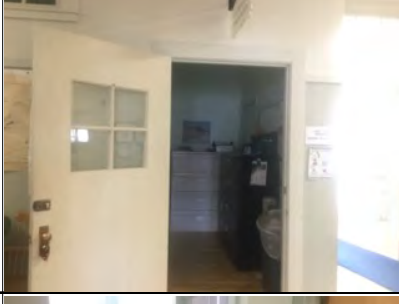
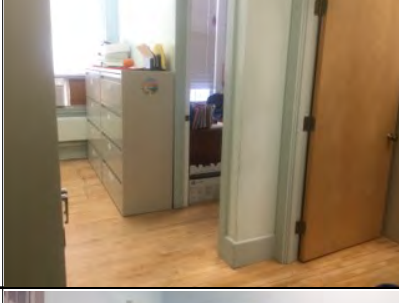

**Town of Sudbury  
Flynn Building**

| ID                                  | Location   | Floor | Room | Element                        | Type        | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|-------------------------------------|--|-------|------|--------------------------------|-------------|--|---|-----------------|--|----------|-------|-----------------|
| 10                                  | Selectmen's/<br>Town<br>Manager<br>Office<br>Counter   | 2     |      | Interior<br>Access<br>Route    | N/A         |    | Surface not stable, firm, and slip-resistant                          | -               | Secure the mat.  | 1        | Labor | \$0             |
| <b>Doors, Doorways, &amp; Gates</b> |  |       |      |                                |             |  |   |                 |  |          |       |                 |
| 11                                  | Information<br>Systems   | 1     |      | Doors,<br>Doorways,<br>& Gates | Office      |    | Clear width at door < 32"   | 30.5"           | Install offset hinges to ensure that the door has a clear width of 32 inches.  | 1        | 2232  | \$2232          |
| 12                                  | Single-User<br>Toilet Room   | 2     |      | Doors,<br>Doorways,<br>& Gates | Toilet Room |   | Clear width at door < 32"<br>Hardware not operable with a closed fist | 25.75"<br>-     | Widen the door so that there is 32" min. clear width.<br>Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.<br>(Cost is included in Toilet Room record, ID # 55.) | 1        | -     | \$0             |
| 13                                  | Women's<br>Toilet Room   | 1     |      | Doors,<br>Doorways,<br>& Gates | Toilet Room |  | Maneuvering clearance(s) not provided                                 | 5"              | Provide an automatic door opener.  | 1        | 3060  | \$3060          |
| 14                                  | Human<br>Resources<br>(West Office)<br>Path to<br>Human<br>Resources &<br>Assistant<br>Town<br>Manager | 2     |      | Doors,<br>Doorways,<br>& Gates | Office      |  | Maneuvering clearance(s) not provided                                 | 43.75"          | Relocate file cabinet to provide 60" deep of maneuvering clearance at door.  | 1        | Labor | \$0             |

**Town of Sudbury  
Flynn Building**



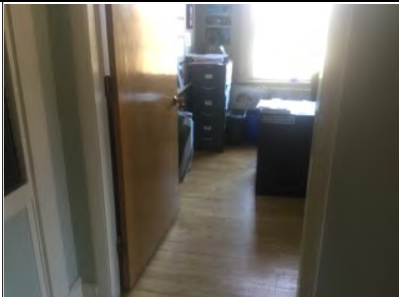

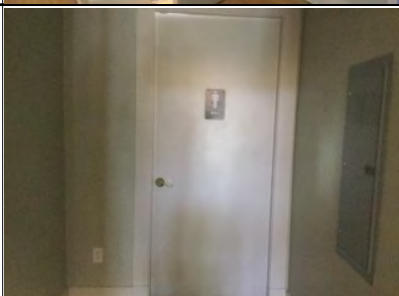
| ID | Location  | Floor | Room | Element                  | Type         | Photo  | Issues   | Current Measure    | Recommendations   | Quantity | Price        | Cost Estimation |
|----|---|-------|------|--------------------------|--------------|--|--|--------------------|---|----------|--------------|-----------------|
| 15 | Access to Selectmen's and Town Manager's Office | 2     |      | Doors, Doorways, & Gates | Office       |    | Maneuvering clearance(s) not provided<br>Hardware not operable with a closed fist<br>Door requires > 5 lbs. of force to open | 6"<br>-<br>15 lbs. | Relocate furniture out of the required 18" maneuvering clearance on the latch side of the door.<br>Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.<br>Adjust closers so doors do not require more than 5 pounds of force to open. | 1        | 484<br>Labor | \$484           |
| 16 | Women's Toilet Room                             | 1     |      | Doors, Doorways, & Gates | Toilet Room  |    | Hardware not operable with a closed fist   | -                  | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.   | 1        | 484          | \$484           |
| 17 | Assessors Office                                | 1     |      | Doors, Doorways, & Gates | Office       |   | Hardware not operable with a closed fist   | -                  | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.   | 1        | 484          | \$484           |
| 18 | Information Systems                             | 1     |      | Doors, Doorways, & Gates | Office       |  | Hardware not operable with a closed fist   | -                  | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.   | 1        | 484          | \$484           |
| 19 | Small Meeting Room/<br>Thompson Conference Room | 2     |      | Doors, Doorways, & Gates | Meeting Room |  | Hardware not operable with a closed fist   | -                  | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.   | 1        | 484          | \$484           |

**Town of Sudbury  
Flynn Building**





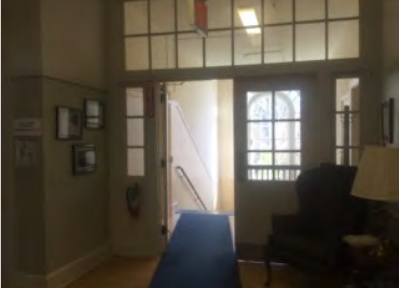
| ID | Location  | Floor | Room | Element                  | Type         | Photo  | Issues                                   | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|----|---|-------|------|--------------------------|--------------|--|--|-----------------|---|----------|-------|-----------------|
| 20 | Selectmen, Town Manager, Town Counsel and Notary Office | 2     |      | Doors, Doorways, & Gates | Office       |    | Hardware not operable with a closed fist | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. | 1        | 484   | \$484           |
| 21 | Large Meeting Room                                      | 2     |      | Doors, Doorways, & Gates | Meeting Room |    | Hardware not operable with a closed fist | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. | 1        | 484   | \$484           |
| 22 | Human Resources and Assistant Town Manager Entrance     | 2     |      | Doors, Doorways, & Gates | Office       |   | Hardware not operable with a closed fist | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. | 1        | 484   | \$484           |
| 23 | Human Resources (West Office)                           | 2     |      | Doors, Doorways, & Gates | Office       |  | Hardware not operable with a closed fist | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. | 1        | 484   | \$484           |
| 24 | Human Resources (East Office)                           | 2     |      | Doors, Doorways, & Gates | Office       |  | Hardware not operable with a closed fist | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. | 1        | 484   | \$484           |



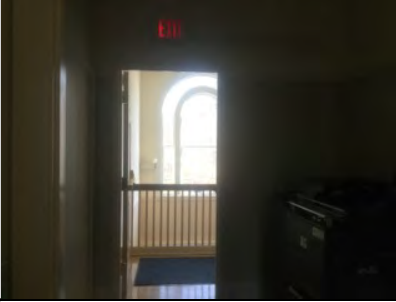



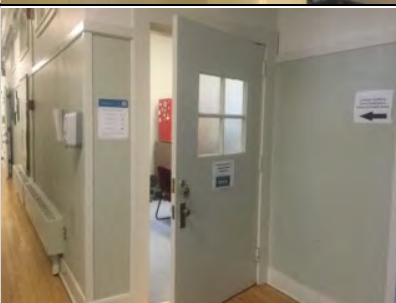
**Town of Sudbury  
Flynn Building**

| ID | Location                         | Floor | Room | Element                  | Type        | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price        | Cost Estimation |
|----|----------------------------------|-------|------|--------------------------|-------------|--|---|-----------------|--|----------|--------------|-----------------|
| 25 | Assistant Town Manager           | 2     |      | Doors, Doorways, & Gates | Office      |    | Hardware not operable with a closed fist  | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.  | 1        | 484          | \$484           |
| 26 | Planning & Community Development | 2     |      | Doors, Doorways, & Gates | Classroom   |    | Hardware not operable with a closed fist  | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.  | 1        | 484          | \$484           |
| 27 | Community Housing Coordinator    | 2     |      | Doors, Doorways, & Gates | Office      |   | Hardware not operable with a closed fist  | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.  | 1        | 484          | \$484           |
| 28 | Credit Union                     | 2     |      | Doors, Doorways, & Gates | Office      |  | Hardware not operable with a closed fist  | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.  | 1        | 484          | \$484           |
| 29 | Men's Toilet Room                | 1     |      | Doors, Doorways, & Gates | Toilet Room |  | Hardware not operable with a closed fist<br>Door requires > 5 lbs. of force to open | -<br>11 lbs.    | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.<br>Adjust closers so doors do not require more than 5 pounds of force to open. | 1        | 484<br>Labor | \$484           |


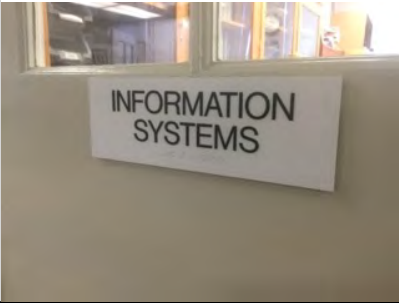


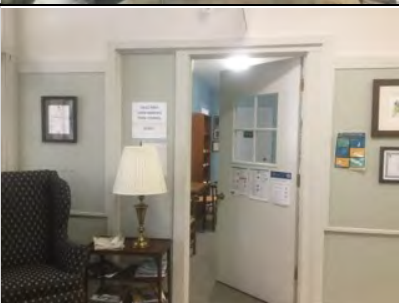
**Town of Sudbury  
Flynn Building**

| ID              | Location                           | Floor | Room | Element                  | Type        | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|-----------------|------------------------------------|-------|------|--------------------------|-------------|--|---|-----------------|--|----------|-------|-----------------|
| 30              | First Floor Entrance on North Side | 1     |      | Doors, Doorways, & Gates | Circulation |    | Door requires > 5 lbs. of force to open   | 14 lbs.         | Adjust closers so doors do not require more than 5 pounds of force to open.  | 1        | Labor | \$0             |
| <b>Elevator</b> |                                    |       |      |                          |             |  |   |                 |  |          |       |                 |
| 31              | Elevator                           |       |      | Elevator                 | Interior    |    | Audible car position indicators not provided  | -               | Install audible car position indicators.   | 1        | 1700  | \$1700          |
| <b>Signage</b>  |                                    |       |      |                          |             |  |   |                 |  |          |       |                 |
| 32              | North Stair by Assessors Office    | 1     |      | Signage                  | Egress      |   | Signage is not provided<br>Raised characters not provided on sign<br>Braille not provided on sign | -<br>-<br>-     | Locate compliant signage alongside the door on the latch side.<br>Provide text with raised characters duplicated in braille on sign. | 1        | 232   | \$232           |
| 33              | South Stair Exit                   | 1     |      | Signage                  | Egress      |  | Signage is not provided<br>Raised characters not provided on sign<br>Braille not provided on sign | -<br>-<br>-     | Locate compliant signage alongside the door on the latch side.<br>Provide text with raised characters duplicated in braille on sign. | 1        | 232   | \$232           |
| 34              | South Stair                        | 2     |      | Signage                  | Egress      |  | Signage is not provided<br>Raised characters not provided on sign<br>Braille not provided on sign | -<br>-<br>-     | Locate compliant signage alongside the door on the latch side.<br>Provide text with raised characters duplicated in braille on sign. | 1        | 232   | \$232           |

**Town of Sudbury  
Flynn Building**






| ID | Location  | Floor | Room | Element | Type        | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----|---|-------|------|---------|-------------|--|---|-----------------|--|----------|-------|-----------------|
| 35 | North Stair                                     | 2     |      | Signage | Egress      |    | Signage is not provided<br>Raised characters not provided on sign<br>Braille not provided on sign | -<br>-<br>-     | Locate compliant signage alongside the door on the latch side.<br>Provide text with raised characters duplicated in braille on sign. | 1        | 232   | \$232           |
| 36 | Small Meeting Room/<br>Thompson Conference Room | 2     |      | Signage | Designation |    | Raised characters not provided on sign<br>Braille not provided on sign                            | -<br>-          | Provide text with raised characters duplicated in braille on sign.   | 1        | 232   | \$232           |
| 37 | Town Counsel                                    | 2     |      | Signage | Designation |   | Raised characters not provided on sign<br>Braille not provided on sign                            | -<br>-          | Provide text with raised characters duplicated in braille on sign.   | 1        | 232   | \$232           |
| 38 | Large Meeting Room                              | 2     |      | Signage | Designation |  | Raised characters not provided on sign<br>Braille not provided on sign                            | -<br>-          | Provide text with raised characters duplicated in braille on sign.   | 1        | 232   | \$232           |
| 39 | Credit Union                                    | 2     |      | Signage | Designation |  | Raised characters not provided on sign<br>Braille not provided on sign                            | -<br>-          | Provide text with raised characters duplicated in braille on sign.   | 1        | 232   | \$232           |

**Town of Sudbury  
Flynn Building**


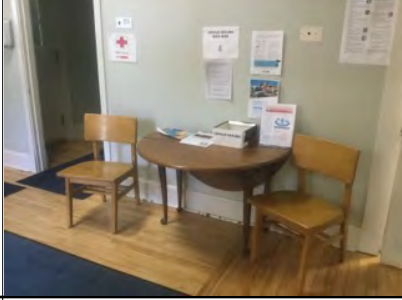
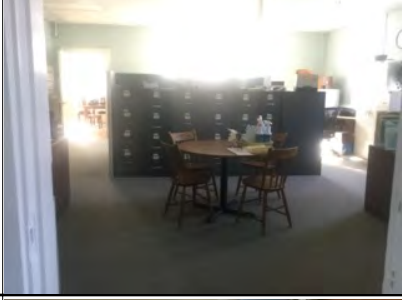
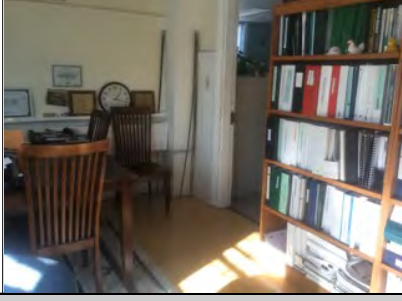

| ID | Location  | Floor | Room | Element | Type          | Photo  | Issues   | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|----|---|-------|------|---------|---------------|--|--|-----------------|---|----------|-------|-----------------|
| 40 | Entrance to Assessors                                   | 1     |      | Signage | Designation   |    | Sign not located on the latch side of the door     | -               | Locate sign at permanent rooms alongside the door on the latch side.  | 1        | Labor | \$0             |
| 41 | Information Systems                                     | 1     |      | Signage | Designation   |    | Sign not located on the latch side of the door     | -               | Locate sign at permanent rooms alongside the door on the latch side.  | 1        | Labor | \$0             |
| 42 | Single-User Toilet Room                                 | 2     |      | Signage | Designation   |   | Sign not located on the latch side of the door     | -               | Locate sign at permanent rooms alongside the door on the latch side.  | 1        | Labor | \$0             |
| 43 | North and South Entrances                               | Ext.  |      | Signage | Informational |  | Non glare finish and contrast not provided on sign | -               | Install a sign with a non-glare finish with characters that have a high contrast to the background.                                     | 2        | 232   | \$464           |
| 44 | Selectmen, Town Manager, Town Counsel and Notary Office | 2     |      | Signage | Designation   |  | Clear floor space not provided at sign             | -               | Relocate furniture so that there is a clear floor space of 18" min. by 18" min. centered on the tactile characters at the tactile sign. | 1        | Labor | \$0             |







**Town of Sudbury  
Flynn Building**

| ID                     | Location   | Floor | Room | Element         | Type              | Photo  | Issues                                      | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|------------------------|--|-------|------|-----------------|-------------------|--|---|-----------------|---|----------|-------|-----------------|
| <b>Service Counter</b> |  |       |      |                 |                   |  |   |                 |   |          |       |                 |
| 45                     | Assessors Office                                 | 1     |      | Service Counter | N/A               |    | Counter > 36" high                          | 36.75"          | Provide a counter that is 36" max. above the ground or finished floor.                                | 1        | 880   | \$880           |
| 46                     | Treasurer/<br>Tax Collector<br>and<br>Accounting | 1     |      | Service Counter | N/A               |    | Counter > 36" high                          | 41.25"<br>-     | Provide a counter that is 36" max. above the ground or finished floor.                                | 1        | 880   | \$880           |
| <b>Operable Parts</b>  |  |       |      |                 |                   |  |   |                 |   |          |       |                 |
| 47                     | First Aid Kit<br>by Women's<br>Toilet Room       | 1     |      | Operable Parts  | Other             |   | Reach < 15" or > 48"(forward/side approach) | 58.25"          | Relocate first aid kit so that controls are between no higher than 48" max. above the finished floor. | 1        | Labor | \$0             |
| 48                     | Small Meeting Room/<br>Thompson Conference Room  | 2     |      | Operable Parts  | Clothes Rod/Hooks |  | Reach < 15" or > 48"(forward/side approach) | 68"             | Provide a a coat hook at 48" max. above the finished floor.   | 1        | 150   | \$150           |
| 49                     | Planning &<br>Community Development              | 2     |      | Operable Parts  | Clothes Rod/Hooks |  | Reach < 15" or > 48"(forward/side approach) | 66"             | Provide one coat hook no higher than 48" max. above the finished floor.                               | 1        | 150   | \$150           |



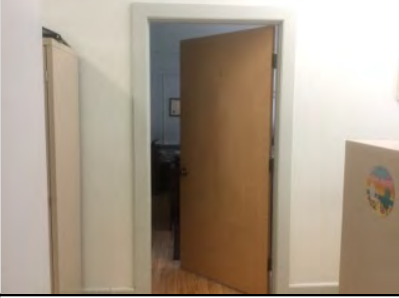
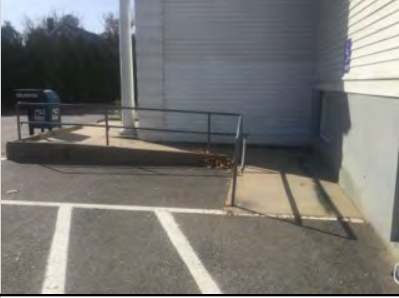

**Town of Sudbury  
Flynn Building**

| ID                                | Location  | Floor | Room | Element                 | Type         | Photo  | Issues                                   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|-----------------------------------|---|-------|------|-------------------------|--------------|--|--|-----------------|--|----------|-------|-----------------|
| <b>Dining or Work Surfaces</b>    |   |       |      |                         |              |  |  |                 |  |          |       |                 |
| 50                                | Corridor by Elevator                                | 1     |      | Dining or Work Surfaces | Work Surface |    | Knee or toe clearance not provided       | -               | Provide at least 1 work surface with 27" min. knee and toe clearance.                                | 1        | 700   | \$700           |
| 51                                | Corridor by Treasurer/ Tax Collector and Accounting | 1     |      | Dining or Work Surfaces | Work Surface |    | Knee or toe clearance not provided       | 26.5"           | Provide at least 1 work surface with 27" min. knee and toe clearance.                                | 1        | 700   | \$700           |
| 52                                | Selectmen's Office                                  | 2     |      | Dining or Work Surfaces | Work Surface |   | Knee or toe clearance not provided       | -               | Provide at least 1 work surface with toe clearance.  | 1        | 700   | \$700           |
| 53                                | Town Manager's Office                               | 2     |      | Dining or Work Surfaces | Work Surface |  | Knee or toe clearance not provided       | 25.75"          | Provide at least 1 work surface with 27" min. knee and toe clearance.                                | 1        | 700   | \$700           |
| <b>Assembly Area</b>              |   |       |      |                         |              |  |  |                 |  |          |       |                 |
| 54                                | Large Meeting Room                                  | 2     |      | Assembly Area           | N/A          |  | Assistive listening devices not provided | -               | If audible communication is integral to the use of the space, provide an assistive listening system. | 1        | 1214  | \$1214          |
| <b>Toilet &amp; Bathing Rooms</b> |   |       |      |                         |              |  |  |                 |  |          |       |                 |

**Town of Sudbury  
Flynn Building**


| ID                        | Location                | Floor | Room | Element            | Type                   | Photo  | Issues  | Current Measure       | Recommendations   | Quantity | Price | Cost Estimation |
|---------------------------|-------------------------|-------|------|--------------------|------------------------|--|---|-----------------------|---|----------|-------|-----------------|
| <b>Overall Access</b>     |                         |       |      |                    |                        |  |   |                       |   |          |       |                 |
| 55                        | Single-User Toilet Room | 2     |      | Overall Access     | Toilet Room            |    | Turning space not provided<br>Accessible plumbing fixtures or stalls not provided<br>Grab bars not provided                       | 42" x 53"<br>-<br>-   | Renovate and enlarge toilet room or add an accessible single-user toilet room on this floor.  | 1        | 24604 | \$24604         |
| <b>Toilet Compartment</b> |                         |       |      |                    |                        |  |   |                       |   |          |       |                 |
| 56                        | Women's Toilet Room     | 1     |      | Toilet Compartment | Accessible Compartment |    | Door has malfunctioning self-closing hinge  | -                     | Repair hinge.   | 1        | Labor | \$0             |
| 57                        | Men's Toilet Room       | 1     |      | Toilet Compartment | Accessible Compartment |   | Side grab bar < 42" long<br>Clearance at toilet < 72" clear depth (MAAB)<br>Toilet lacks 42" min. clear in front of toilet (MAAB) | 36"<br>36.5"<br>61.5" | Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall.<br>Toilet compartment size complies with ADA but not 521 CMR (MAAB). If a variance was not sought during the time of construction, relocate toilet to adjacent wall to ensure that there is 72" min. deep at toilet and 42" min. clear in front of the toilet. (Cost is for grab bar only.) | 1        | 898   | \$898           |
| 58                        | Women's Toilet Room     | 1     |      | Toilet Compartment | Accessible Compartment |  | Centerline < or > 18" (MAAB)  | 21.25"                | Relocate toilet so the centerline is 18" from the side wall.  | 1        | 2828  | \$2828          |
| <b>Best Practice</b>      |                         |       |      |                    |                        |  |   |                       |   |          |       |                 |

**Town of Sudbury  
Flynn Building**

| ID | Location                        | Floor | Room | Element | Type | Photo  | Issues | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----|---------------------------------|-------|------|---------|------|--|--------|-----------------|--|----------|-------|-----------------|
| 59 | Elevator                        |       |      |         |      |    |        |                 | Elevator panel signage is clear and well done.   | 1        | -     | \$0             |
| 60 | Entrance to Women's Toilet Room | 1     |      |         |      |    |        |                 | Recommend providing additional lighting in the men's and women's toilet room vestibules.               | 1        | -     | \$0             |
| 61 | Assistant Town Manager          | 2     |      |         |      |   |        |                 | Recommend providing signage with raised characters and braille at rooms where signage is not provided. | 1        | -     | \$0             |
| 62 | Accessible Entrance Walkway     | Ext.  |      |         |      |  |        |                 | Recommend providing edge protection on the side of the sloped walkway.                                 | 1        | -     | \$0             |
| 63 | Accessible Entrance Stairs      | Ext.  |      |         |      |  |        |                 | Recommend providing handrails at exterior stairs.  | 1        | -     | \$0             |



Town of Sudbury  
Flynn Building

| ID | Location | Floor | Room | Element | Type | Photo  | Issues | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----|----------|-------|------|---------|------|--|--------|-----------------|--|----------|-------|-----------------|
| 64 | Elevator | G     |      |         |      |  |        |                 | It is encouraging to see directional signs with raised characters and braille. | 1        | -     | \$0             |

## Goodnow Library



## Town of Sudbury ADA Transition Plan

November 2020



Institute for Human Centered Design

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

### Background

Year Built: 1862                      Year Renovated: 1998

The Goodnow Library, located at 21 Concord Road, is on the National Register of Historic Places and was the second free library that was opened in Massachusetts. The library has one main accessible entrance and egress.

Connected by an elevator and stairs, the library has public areas on the first and second floor. The first floor contains the circulation desk, a community meeting room, a large-print book area, a storytelling room, multi-user men's and women's toilet rooms, an all-gender toilet room, a children's area, drinking fountains and an exterior reading court. The second floor contains a reference area, a coffee station, a computer and technology area, quiet study rooms, a teen area, a reading room, a conference room, the Sara Sherman Now Lab, a study carrel area, the local history trustees room, a newspaper search station, drinking fountains and two all-gender toilet rooms.

Parking for the building is provided in a large parking lot west of the library that contains six accessible parking spaces.

### Key Accessibility Issues

#### Curb Ramp

A curb ramp is not provided to the walkway in front of the building.

#### Parking Lot

Accessibility issues include a lack of identification signage with the International Symbol of Accessibility (ISA) at two spaces, and a van accessible sign is located at a space that is not large enough to be van accessible.

#### Signage

Some designation and egress signage lacks braille and raised characters. In addition, an illuminated sign with the International Symbol of Accessibility (ISA) is not provided at the accessible entrance, and directional signs indicating the location of the nearest accessible emergency exit are not provided at the inaccessible exit doors on the first floor.

#### Doors

The door to the conference room lacks maneuvering clearance on the pull side.

#### Work and Dining Surfaces

Accessible work surfaces are not provided in six areas of the library. An accessible picnic table is not provided in the reading court.

#### Toilet Rooms

Accessibility issues within toilet rooms include a lavatory in the children's toilet room that is lacking required knee and toe clearance; malfunctioning self-closing hinges at wheelchair accessible toilet compartments; and mirrors, urinal flush controls, coat hooks and dispensers that are located higher than allowed.

#### Drinking Fountains

Accessibility issues include lack of a drinking fountain for standing users in the main library and the children's library on the first floor, and lack of a cane-detectable barrier skirt on the drinking fountain for standing users on the second floor.

### Sink

The sink in the Sara Sherman Now Lab is lacking toe and knee clearance.

### **Additional Accessibility Issues**

- An accessible route is not provided to the bike rack.
- Stanchions by the front entrance are not cane-detectable.
- Defibrillators act as protruding objects.
- Coat hooks, a door bell, clothing racks and a ballot box have operable parts that are beyond reach range.

### **Order of Magnitude Cost Estimates**

- Provide a curb ramp by the front of the building: \$2,800
- Provide signage at all accessible parking spaces: \$1,000
- Provide compliant egress and designation signage: \$1,824
- Provide an automatic door opener to the conference room: \$3,060
- Provide six accessible work surfaces: \$4,200
- Provide one accessible picnic table in the reading court: \$1,400
- Renovate toilet rooms: \$4,231
- Provide two standing height drinking fountains and one cane detectable barrier skirt at one standing height drinking fountain: \$8,946
- Renovate sink in Sara Sherman Now Lab: \$1,686
- Miscellaneous corrective actions (cane-detectable stanchions, exterior accessible route, protruding objects, operable parts, coat hooks, etc.): \$2,340





**Total: \$31,487**

### **Best Practice and Inclusive Design**

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



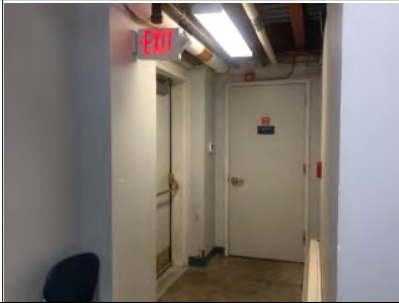
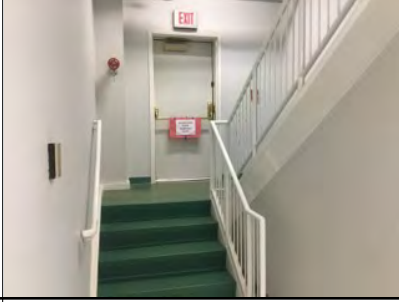

- Recommend providing an adjustable height podium in the community meeting room.
- Recommend providing contrast strips on stair treads.
- Recommend providing a large visual sign at the entrance to the children's library.

**Town of Sudbury  
Goodnow Library**


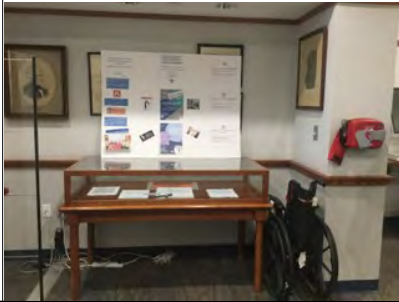



| ID                                      | Location                | Floor | Room | Element                          | Type     | Photo  | Issues                           | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|---|-------------------------|-------|------|----------------------------------|----------|--|----------------------------------|-----------------|---|----------|-------|-----------------|
| <b>Approach and Entrance</b>            |                         |       |      |                                  |          |  |                                  |                 |   |          |       |                 |
| <b>Exterior Access Route</b>            |                         |       |      |                                  |          |  |                                  |                 |   |          |       |                 |
| 1                                       | Main Entrance Walkway   | Ext.  |      | Exterior Access Route            | Walkway  |    | Obstructed by protruding objects | -               | Provide cane-detectable stanchions with a lower stanchion belt that is cane-detectable, located lower than 27" above the ground. (Cost estimate for 10 stanchions.)                   | 1        | 870   | \$870           |
| 2                                       | Main Entrance Bike Rack | Ext.  |      | Exterior Access Route            | Exterior |    | Accessible route not provided    | -               | Ensure an accessible route is provided. (Cost estimate for a 6' long, 4' wide asphalt route.)   | 1        | 240   | \$240           |
| <b>Curb Ramp</b>                        |                         |       |      |                                  |          |  |                                  |                 |   |          |       |                 |
| 3                                       | Front of Building       | Ext.  |      | Curb Ramp                        | N/A      |  | Curb ramp not provided           | -               | Provide a curb ramp at intersection. (Cost estimate for a concrete curb ramp.)  | 1        | 2800  | \$2800          |
| <b>Off-Street Parking Lot or Garage</b> |                         |       |      |                                  |          |  |                                  |                 |   |          |       |                 |
| 4                                       | Parking - Side Aisle    | Ext.  |      | Off-Street Parking Lot or Garage | Visitor  |  | Van space < 132" or <96" wide    | 117"            | Space with van accessible signage is not large enough to be a van accessible parking space. Relocate sign to accessible parking space in center aisle with the 81" wide access aisle. | 1        | Labor | \$0             |







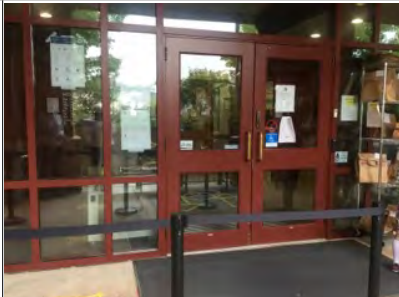
**Town of Sudbury  
Goodnow Library**

| ID                    | Location                          | Floor | Room | Element                          | Type          | Photo  | Issues  | Current Measure | Recommendations   | Quantity | Price        | Cost Estimation |
|-----------------------|-----------------------------------|-------|------|----------------------------------|---------------|--|---|-----------------|---|----------|--------------|-----------------|
| 5                     | Parking - Center Aisle            | Ext.  |      | Off-Street Parking Lot or Garage | Visitor       |    | Sign not provided<br>Sign bottom < 60" above finished grade                                     | 2<br>46.5"      | Provide two additional accessible parking signs with the bottom of the sign 60" min. above the ground and the top 96" max. above the ground. Relocate existing two signs so that the bottom of the sign is 60" min. above the ground.                                     | 2        | 500<br>Labor | \$1000          |
| <b>Entrance</b>       |                                   |       |      |                                  |               |  |   |                 |   |          |              |                 |
| 6                     | Main Entrance                     | 1     |      | Entrance                         | Main Entrance |    | Mat not securely attached   | -               | Secure the mat.   | 1        | Labor        | \$0             |
| <b>Emergency Exit</b> |                                   |       |      |                                  |               |  |   |                 |   |          |              |                 |
| 7                     | Egress Door 2 on Northeast Side   | 1     |      | Emergency Exit                   | N/A           |   | Tactile sign not provided at exit<br>Directional sign to accessible emergency exit not provided | -<br>-          | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit. | 1        | 464          | \$464           |
| 8                     | Stairs by Children's Reading Room | 1     |      | Emergency Exit                   | N/A           |  | Tactile sign not provided at exit<br>Directional sign to accessible emergency exit not provided | -<br>-          | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit. | 1        | 464          | \$464           |
| 9                     | Main Entrance                     | 1     |      | Emergency Exit                   | N/A           |  | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB)        |                 | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide an illuminated sign with the International Symbol of Accessibility.                  | 1        | 432          | \$432           |


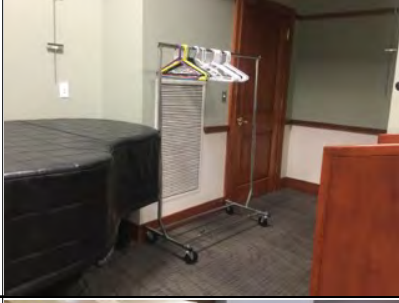



**Town of Sudbury  
Goodnow Library**

| ID                                  | Location                      | Floor | Room | Element                  | Type | Photo  | Issues  | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|-------------------------------------|-------------------------------|-------|------|--------------------------|------|--|---|-----------------|---|----------|-------|-----------------|
| 10                                  | Reading Court                 | 1     |      | Emergency Exit           | N/A  |    | Mat not securely attached                         | -               | Secure the mat.   | 1        | Labor | \$0             |
| <b>Access to Goods and Services</b> |                               |       |      |                          |      |  |   |                 |   |          |       |                 |
| <b>Interior Access Route</b>        |                               |       |      |                          |      |  |   |                 |   |          |       |                 |
| 11                                  | Main Library Entrance Gallery | 1     |      | Interior Access Route    | N/A  |    | Obstructed by protruding objects                  | 5"              | Relocate the defibrillator out of the circulation path. | 1        | 256   | \$256           |
| 12                                  | Main Library Entrance Gallery | 1     |      | Interior Access Route    | N/A  |   | Obstructed by protruding objects                  | 10"             | Relocate the defibrillator out of the circulation path. | 1        | 256   | \$256           |
| 13                                  | Children's Reading Room       | 1     |      | Interior Access Route    | N/A  |  | Surface not stable, firm, and slip-resistant      | -               | Secure the mat.   | 1        | Labor | \$0             |
| <b>Doors, Doorways, &amp; Gates</b> |                               |       |      |                          |      |  |   |                 |   |          |       |                 |
| 14                                  | Conference Room               | 2     |      | Doors, Doorways, & Gates |      |  | Maneuvering clearance not provided at recess > 6" | -               | Install an automatic door opener.                       | 1        | 3060  | \$3060          |

**Town of Sudbury  
Goodnow Library**






| ID                    | Location                        | Floor | Room | Element        | Type        | Photo  | Issues   | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|-----------------------|---------------------------------|-------|------|----------------|-------------|--|--|-----------------|---|----------|-------|-----------------|
| <b>Signage</b>        |                                 |       |      |                |             |  |  |                 |   |          |       |                 |
| 15                    | Children's Library Entrance     | 1     |      | Signage        | Designation |    | Raised characters not provided on sign<br>Braille not provided on sign | -<br>-          | Provide text with raised characters duplicated in braille on sign. Ensure that a clear floor space of 18" by 18" is centered on the tactile characters. | 1        | 232   | \$232           |
| 16                    | Children's Reading Room         | 1     |      | Signage        | Designation |    | Raised characters not provided on sign<br>Braille not provided on sign | -<br>-          | Provide text with raised characters duplicated in braille on sign.  | 1        | 232   | \$232           |
| 17                    | Egress to Stairs Near Restrooms | 1     |      | Signage        | Egress      |   | Sign not located on the latch side of the door                         | -               | Locate sign at permanent rooms alongside the door on the latch side.  | 1        | Labor | \$0             |
| 18                    | Quiet Study Rooms               | 2     |      | Signage        | Designation |  | Signage lacks clear floor space  |                 | Relocate the table to ensure that a clear floor space of 18" by 18" is centered on the tactile characters.  | 1        | Labor | \$0             |
| <b>Operable Parts</b> |                                 |       |      |                |             |  |  |                 |   |          |       |                 |
| 19                    | Main Entrance Door Bell         | 1     |      | Operable Parts | Other       |  | Reach < 15" or > 48"(forward/side approach)                            | 57"             | Relocate door bell at 48" max. above the ground.  | 1        | 138   | \$138           |

**Town of Sudbury  
Goodnow Library**





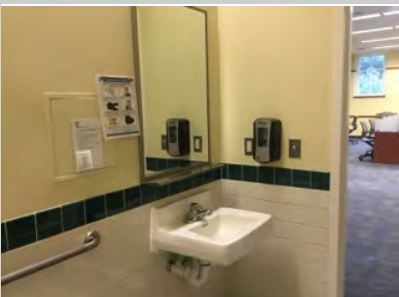
| ID | Location                                | Floor | Room | Element        | Type              | Photo  | Issues                                      | Current Measure | Recommendations   | Quantity | Price  | Cost Estimation |
|----|---|-------|------|----------------|-------------------|--|---|-----------------|---|----------|--------|-----------------|
| 20 | Main Entrance to Community Meeting Room | 1     |      | Operable Parts | Other             |    | Reach < 15" or > 48"(forward/side approach) | 65"             | Ensure that one of each type of form is available no higher than 48" above the finished floor.                  | 1        | Labor  | \$0             |
| 21 | Community Meeting Room                  | 1     |      | Operable Parts | Clothes Rod/Hooks |    | Reach < 15" or > 48"(forward/side approach) | 62"             | Provide a clothing rack that is located no higher than 48" above the finished floor.                            | 1        | 92     | \$92            |
| 22 | Children's Reading Room                 | 1     |      | Operable Parts | Clothes Rod/Hooks |   | Reach < 15" or > 48"(forward/side approach) | 69"             | Relocate one hook to be 48" max. above the finished floor.  | 1        | 256    | \$256           |
| 23 | Conference Room                         | 2     |      | Operable Parts | Clothes Rod/Hooks |  | Reach < 15" or > 48"(forward/side approach) | 60"             | Provide a clothing rack that is located no higher than 48" above the finished floor.                            | 1        | 92     | \$92            |
| 24 | Main Entrance Ballot Box                | Ext.  |      | Operable Parts | Other             |  | Reach < 15" or > 48"(forward/side approach) | 53.25"          | As the ballot box is out of reach range, ensure there are policies in place to assist voters with disabilities. | 1        | Policy | \$0             |




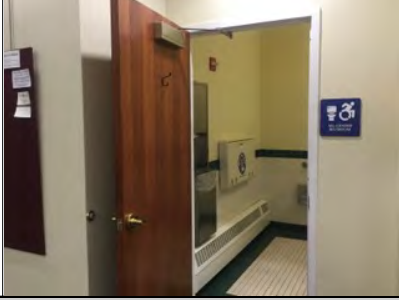



**Town of Sudbury  
Goodnow Library**

| ID                             | Location  | Floor | Room | Element                 | Type         | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price       | Cost Estimation |
|--------------------------------|---|-------|------|-------------------------|--------------|--|--|-----------------|--|----------|-------------|-----------------|
| <b>Children's Reach Ranges</b> |   |       |      |                         |              |  |  |                 |  |          |             |                 |
| 25                             | Children's Library Seating Area                           | 1     |      | Children's Reach Ranges | N/A          |    | 30" x 48" clear space not provided<br>Reach < 20" or > 36" (Ages 3 - 4)<br>Reach < 18" or > 40" (Ages 5 - 8)<br>Reach < 16" or > 44" (Ages 9 - 12) | -<br>66"        | Provide a 30" min. by 48" min. clear floor space at coat hook. Relocate bin.<br>If used by children 3-4 years old, locate one hook 36" max. above the finished floor.<br>If used by children 5-8 years old, locate one hook 40" max. above the finished floor.<br>If used by children 9-12 years old, locate one hook 44" max. above the finished floor. | 1        | 70<br>Labor | \$70            |
| 26                             | Children's Library Near Program Room Storytelling         | 1     |      | Children's Reach Ranges | N/A          |    | 30" x 48" clear space not provided<br>Reach < 20" or > 36" (Ages 3 - 4)<br>Reach < 18" or > 40" (Ages 5 - 8)<br>Reach < 16" or > 44" (Ages 9 - 12) | -<br>66"        | Locate one hook with a 30" by 48" clear floor space.<br>If used by children 3-4 years old, locate one hook 36" max. above the finished floor.<br>If used by children 5-8 years old, locate one hook 40" max. above the finished floor.<br>If used by children 9-12 years old, locate one hook 44" max. above the finished floor.                         | 1        | 70          | \$70            |
| <b>Dining or Work Surfaces</b> |   |       |      |                         |              |  |  |                 |  |          |             |                 |
| 27                             | Reading Area - Front of Building                          | 2     |      | Dining or Work Surfaces | Work Surface |   | At least one or 5% accessible tables not provided<br>Knee or toe clearance not provided  | -<br>-          | Provide at least 1 work surface with 27" min. knee and toe clearance.  | 1        | 700         | \$700           |
| 28                             | Sara Sherman Now Lab                                      | 2     |      | Dining or Work Surfaces | Work Surface |  | At least one or 5% accessible tables not provided<br>Knee or toe clearance not provided<br>Top of dining/work surface < 28" or > 34"               | -<br>-<br>36.3" | Provide at least one work surface with top between 28"- 34" above the floor and 27" clear height underneath.   | 1        | 700         | \$700           |
| 29                             | Main Library Near Children's Library Entrance (New Books) | 1     |      | Dining or Work Surfaces | Work Surface |  | Knee or toe clearance not provided   | -               | Table lacks toe clearance. Provide at least work surface with toe clearance in this area.  | 1        | 700         | \$700           |





**Town of Sudbury  
Goodnow Library**

| ID                                | Location   | Floor | Room | Element                 | Type         | Photo  | Issues   | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|-----------------------------------|--|-------|------|-------------------------|--------------|--|--|-----------------|---|----------|-------|-----------------|
| 30                                | Desktop Near Shelves                             | 2     |      | Dining or Work Surfaces | Work Surface |    | Knee or toe clearance not provided   | 26"             | Provide at least 1 work surface with 27" min. knee and toe clearance.   | 1        | 700   | \$700           |
| 31                                | Main Library New Book Area Near Open Stair       |       |      | Dining or Work Surfaces | Work Surface |    | Top of dining/work surface < 28" or > 34"  | 36.5"           | Provide at least one work surface in this area with the top between 28"- 34" above the floor and 27" clear height underneath.                           | 1        | 700   | \$700           |
| 32                                | Computer Near Large Print Books - Main Library   | 1     |      | Dining or Work Surfaces | Work Surface |   | Top of dining/work surface < 28" or > 34"  | 36.5"           | Provide at least work surface with top between 28"- 34" above the floor and 27" clear height underneath.  | 1        | 700   | \$700           |
| <b>Picnic Tables</b>              |  |       |      |                         |              |  |  |                 |   |          |       |                 |
| 33                                | Reading Court                                    | Ext.  |      | Picnic Tables           | N/A          |  | At least 5% accessible spaces not provided<br>30" clear width not provided<br>Toe or knee clearance at tables not provided | -<br>15.5"<br>- | Provide at least 1 accessible dining surface with a 30" wide by 48" deep clear floor space. Ensure the surface has the required toe and knee clearance. | 1        | 1400  | \$1400          |
| <b>Toilet &amp; Bathing Rooms</b> |  |       |      |                         |              |  |  |                 |   |          |       |                 |
| <b>Lavatory</b>                   |  |       |      |                         |              |  |  |                 |   |          |       |                 |
| 34                                | All-Gender Toilet Room East of Drinking Fountain | 2     |      | Lavatory                | N/A          |  | Mirror above lavatory w/reflective surface > 40"   | 44"             | Lower mirror so that the bottom surface is at 40" max. above the finished floor.  | 1        | 256   | \$256           |

**Town of Sudbury  
Goodnow Library**



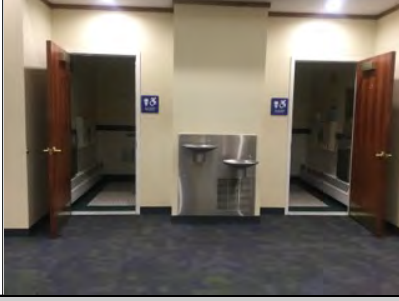

| ID                        | Location   | Floor | Room | Element            | Type                   | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price        | Cost Estimation |
|---------------------------|--|-------|------|--------------------|------------------------|--|---|-----------------|--|----------|--------------|-----------------|
| <b>Single-User Toilet</b> |  |       |      |                    |                        |  |   |                 |  |          |              |                 |
| 35                        | All-Gender Toilet Room - Children's Library      | 1     |      | Single-User Toilet | N/A                    |    | Hook located > 48" high                                       | 67"             | Locate hook no higher than 48" above the finished floor.           | 1        | 150          | \$150           |
| 36                        | All-Gender Toilet Room East of Drinking Fountain | 2     |      | Single-User Toilet | N/A                    |    | Hook located > 48" high                                       | 69"             | Locate hook no higher than 48" above the finished floor.           | 1        | 150          | \$150           |
| <b>Toilet Compartment</b> |  |       |      |                    |                        |  |   |                 |  |          |              |                 |
| 37                        | Women's Toilet Room                              | 1     |      | Toilet Compartment | Accessible Compartment |   | Door has malfunctioning self-closing hinge<br>Coat hook > 48" | -<br>60"        | Repair hinge.<br>Lower coat hook so that it is no higher than 48". | 1        | Labor<br>150 | \$150           |
| 38                        | Men's Toilet Room                                | 1     |      | Toilet Compartment | Accessible Compartment |  | Door has malfunctioning self-closing hinge<br>Coat hook > 48" | -<br>58"        | Repair hinge.<br>Lower coat hook so that it is no higher than 48". | 1        | Labor<br>150 | \$150           |
| <b>Urinal</b>             |  |       |      |                    |                        |  |   |                 |  |          |              |                 |
| 39                        | Men's Toilet Room                                | 1     |      | Urinal             | N/A                    |  | Flush control too high or not properly located                | 46"             | Mount flush control at 44" max. above the finished floor.          | 1        | 374          | \$374           |

**Town of Sudbury  
Goodnow Library**





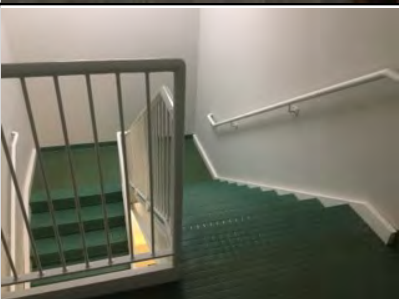
| ID                               | Location   | Floor | Room | Element             | Type                  | Photo  | Issues  | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|----------------------------------|--|-------|------|---------------------|-----------------------|--|---|-----------------|---|----------|-------|-----------------|
| <b>Dispensers</b>                |  |       |      |                     |                       |  |   |                 |   |          |       |                 |
| 40                               | Women's Toilet Room                              | 1     |      | Dispensers          | Paper Towel Dispenser |    | Controls > 42" high   | 56"             | Relocate the paper towel dispenser so the operable part is 42" max. above the finished floor.   | 1        | 353   | \$353           |
| 41                               | Men's Toilet Room                                | 1     |      | Dispensers          | Paper Towel Dispenser |    | Controls > 42" high   | 55"             | Relocate the paper towel dispenser so the operable part is 42" max. above the finished floor.   | 1        | 353   | \$353           |
| 42                               | All-Gender Toilet Room East of Drinking Fountain | 2     |      | Dispensers          | Paper Towel Dispenser |   | Controls > 42" high   | 54.5"           | Relocate paper towel dispenser so the operable part is 42" max. above the finished floor.   | 1        | 353   | \$353           |
| <b>Toilet Rooms for Children</b> |  |       |      |                     |                       |  |   |                 |   |          |       |                 |
| <b>Lavatory (Children)</b>       |  |       |      |                     |                       |  |   |                 |   |          |       |                 |
| 43                               | All-Gender Toilet Room - Children's Library      | 1     |      | Lavatory (Children) |                       |  | Toe or knee clearances not provided<br>Mirror above lavatory w/reflective surface > 31" | 23.75"<br>37.25 | Provide at least one lavatory with 25" min. knee clearance positioned for a forward approach. Ensure toe clearance is also provided.<br><br>Lower mirror so that the bottom surface is at 31" above finished floor. | 1        | 1942  | \$1942          |
| <b>Additional Access</b>         |  |       |      |                     |                       |  |   |                 |   |          |       |                 |





**Town of Sudbury  
Goodnow Library**

| ID                        | Location  | Floor | Room | Element            | Type  | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|---------------------------|---|-------|------|--------------------|-------|--|--|-----------------|--|----------|-------|-----------------|
| <b>Drinking Fountains</b> |   |       |      |                    |       |  |  |                 |  |          |       |                 |
| 44                        | Fountain Near Toilet Rooms                      | 1     |      | Drinking Fountains | Low   |    | No drinking fountain provided for standing users       | -               | Provide an additional drinking fountain for standing users.  | 1        | 4028  | \$4028          |
| 45                        | Fountain Near Toilet Room in Children's Library | 1     |      | Drinking Fountains | Low   |    | No drinking fountain provided for standing users       | -               | Provide an additional drinking fountain for standing users.  | 1        | 4028  | \$4028          |
| 46                        | Fountain Near All-Gender Toilet Rooms           | 2     |      | Drinking Fountains | Hi-Lo |   | Standing height fountain does not have cane protection | 13"             | Provide a cane-detectable barrier skirt under the high unit.   | 1        | 890   | \$890           |
| <b>Sink</b>               |   |       |      |                    |       |  |  |                 |  |          |       |                 |
| 47                        | Sara Sherman Now Lab                            | 2     |      | Sink               | Lab   |  | Toe and knee clearances not provided                   | -               | Ensure there is a 27" knee clearance positioned for a forward approach. Brace sink and remove cabinet. | 1        | 1686  | \$1686          |
| <b>Best Practice</b>      |   |       |      |                    |       |  |  |                 |  |          |       |                 |

**Town of Sudbury  
Goodnow Library**

| ID | Location                          | Floor | Room | Element | Type | Photo  | Issues | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----|-----------------------------------|-------|------|---------|------|--|--------|-----------------|--|----------|-------|-----------------|
| 48 | Community Meeting Room            | 1     |      |         |      |    |        |                 | This is a good example of signage for an assistive listening system.               | 1        | -     | \$0             |
| 49 | Community Meeting Room            | 1     |      |         |      |    |        |                 | Recommend providing an adjustable height podium.                                   | 1        | -     | \$0             |
| 50 | Egress to Stairs Near Restrooms   | 1     |      |         |      |   |        |                 | Recommend providing contrast strips on stair treads.                               | 1        | -     | \$0             |
| 51 | Children's Library Entrance       | 1     |      |         |      |  |        |                 | Recommend providing a large visual sign at the entrance to the children's library. | 1        | -     | \$0             |
| 52 | Stairs by Children's Reading Room | 2     |      |         |      |  |        |                 | Recommend providing contrast strips on stair treads.                               | 1        | -     | \$0             |

**Town of Sudbury  
Goodnow Library**

| ID | Location                                    | Floor | Room | Element | Type | Photo  | Issues | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|----|---|-------|------|---------|------|--|--------|-----------------|---|----------|-------|-----------------|
| 53 | Conference Room                             | 2     |      |         |      |  |        |                 | Recommend providing a designation sign with raised characters and braille at the engineering conference room. | 1        | -     | \$0             |
| 54 | Stair by Front of Library on Southeast Side | Ext.  |      |         |      |  |        |                 | Recommend providing contrast strips on stair treads.  | 1        | -     | \$0             |

# Hosmer House



## Town of Sudbury ADA Transition Plan

December 2020



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114

www.IHCDesign.org • info@IHCDesign.org

617-695-1225 voice/tty

## Hosmer House

Year Built: 1793

Year Renovated: 1983

### Background

The Hosmer House is a historic house museum located at 299 Old Sudbury Road. The Federal style house was built in 1793 and deeded to the Town of Sudbury in 1959. The facility is managed by the Sudbury Historical Commission, which opens the house on holidays and special occasions. In December the house is decorated for the holidays, with the assistance of Sudbury area clubs and individuals.

The first and second floors are open to the public. The first floor contains an old general store that is used as a gift shop, a dining room, a parlor and a kitchen. The second floor contains bedrooms and a ballroom. There is no accessible means of vertical access between the two levels.

Parking is not provided at the house and in the past it was recommended that visitors park in the municipal lot behind Town Hall. Analysis of the accessibility of the municipal lot behind Town Hall is included in the Town Hall report.

### Key Accessibility Issues

#### Exterior Routes

Accessibility issues include sidewalks with excessive cross slopes, and walkways that are not properly maintained and have excessive cross slopes.

#### Entrance

The temporary ramp to the main entrance is not compliant for a level change that is greater than 8.5 inches. (On occasions when the house is open to the public, IHCD recommends renting an accessible metal portable ramp with compliant handrails and landings and a running slope no greater than 8.33 percent.)

#### Interior Route

Many areas in the facility have interior routes that are less than 36 inches wide.

#### Vertical Access

There is no accessible route to the second floor. It is recommended that Hosmer House provide a video or photographs of the rooms on the second floor to provide program accessibility for visitors who are unable to visit the second floor themselves.

#### Doors

The door between the living room and dining room has less than 32 inches of clear width. (IHCD recommends providing swing-clear/offset hardware to increase the overall width at the door. The historic hinges on these doors could be retained and even displayed for visitors who wish to see them.) Two door thresholds on the first floor are higher than allowed. (For these, alteration may not be feasible. Compliance with the requirements may threaten or destroy the historic significance of the building. Use videos or photographs to provide program accessibility). Also, the back egress door lacks compliant hardware.

#### Toilet Room

As the first floor toilet room was renovated in 1983, an accessible toilet room would have been required at the time under 521 CMR, unless a variance was sought. IHCD recommends providing an accessible toilet room on this level if the toilet room is available for use by the public.

#### Additional Accessibility Issues

- The inaccessible entrance to the general store lacks a directional sign to the accessible entrance.
- Tactile egress signage is not provided at emergency exits.
- The service counter in the general store lacks a lower portion that is 36" high max.

### Order of Magnitude Cost Estimates

- Renovate exterior routes: \$5,728
- Renovate doors: \$2,716
- Miscellaneous corrective actions: (signage, entrance ramp, protruding objects, service counter, etc.): \$2,100








**Total: \$10,544**

### **Best Practice and Inclusive Design**



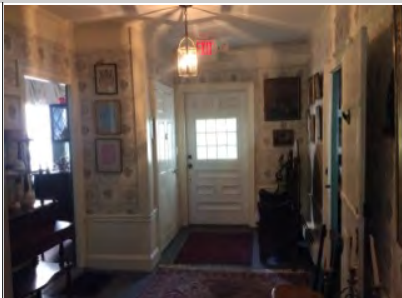


Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Additional guidance on making historic properties accessible can be found on the National Park Service website: <https://www.nps.gov/tps/how-to-preserve/briefs/32-accessibility.htm>
- At the stairs to the door to the general store, risers and treads are different sizes. It may not be technically feasible to adjust risers or treads, however stairs may be hazardous for users. Recommend providing a railing on at least one side.
- Recommend locating sign regarding the Victorian kitchen garden on an accessible route.
- Recommend providing stanchions that stand out more from the background and are easier to see.
- Recommend providing a van accessible parking space in the lower Town Hall parking lot as it is closer to the Hosmer House than the lot behind Town Hall.
- Recommend providing a drop-off area in the driveway and allowing visitors who are not able to walk from one of the Town Hall parking lots to park in the driveway.
- The stairs outside the exit from the back hallway exit door may be hazardous for users. Recommend renovating stairs.
- Recommend providing handrails on the stairs to the porch.
- Recommend providing a level clear floor space of 36" wide min. by 48" deep min. alongside one bench in each garden so that a wheelchair user can sit alongside a person seated on the bench.

**Town of Sudbury  
Hosmer House**


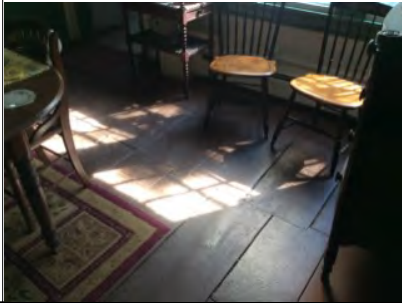


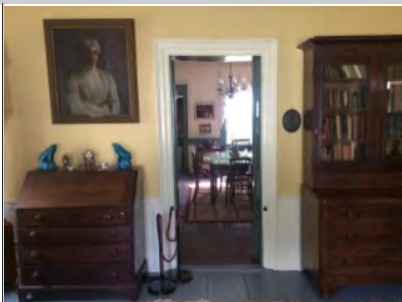
| ID                           | Location  | Floor | Room | Element               | Type          | Photo  | Issues   | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|------------------------------|---|-------|------|-----------------------|---------------|--|--|-----------------|---|----------|-------|-----------------|
| <b>Approach and Entrance</b> |   |       |      |                       |               |  |  |                 |   |          |       |                 |
| <b>Exterior Access Route</b> |   |       |      |                       |               |  |  |                 |   |          |       |                 |
| 1                            | Sidewalk East of House                          | Ext.  |      | Exterior Access Route | Sidewalk      |    | Cross slope > 1:50 (2.00%)   | 5.8% - 10%      | Reduce cross slope to be no steeper than 1:50 (2.00%).<br>(Cost estimate for 30' long 4' wide asphalt route.)   | 1        | 1200  | \$1200          |
| 2                            | Sidewalk West of Town Hall (Toward Parking Lot) | Ext.  |      | Exterior Access Route | Sidewalk      |    | Cross slope > 1:50 (2.00%)   | 5.2%            | Reduce cross slope to be no steeper than 1:50 (2.00%).<br>(Cost estimate for 10' long 4' wide asphalt route.)   | 1        | 400   | \$400           |
| 3                            | Garden Path Behind House                        | Ext.  |      | Exterior Access Route | Walkway       |   | Cross slope > 1:50 (2.00%)<br>Route not maintained in operable working condition | 5.6%<br>-       | Reduce cross slope to be no steeper than 1:50 (2.00%).<br>Ensure the accessible route is maintained in operable working condition.<br>(Cost estimate for 60' long by 4' wide brick paver walkway.)  | 1        | 3440  | \$3440          |
| 4                            | Garden East of Garage                           | Ext.  |      | Exterior Access Route | Walkway       |  | Accessible route not provided  | -               | Ensure an accessible route is provided to the garden east of the garage and to one bench in this area.<br>(Cost estimate for 6' long 4' wide brick paver walkway.)  | 1        | 688   | \$688           |
| <b>Entrance</b>              |   |       |      |                       |               |  |  |                 |   |          |       |                 |
| 5                            | Main Entrance Hallway                           | 1     |      | Entrance              | Main Entrance |  | Entrance not on an accessible route  | -               | The temporary ramp to the main entrance is not compliant for a level change that is greater than 8.5 inches. On occasions when the house is open to the public, IHCD recommends renting an accessible metal portable ramp with compliant handrails and landings and a running slope no greater than 8.33 percent. | 1        | -     | \$0             |

**Town of Sudbury  
Hosmer House**

| ID                                  | Location                           | Floor | Room | Element               | Type               | Photo  | Issues  | Current Measure  | Recommendations  | Quantity | Price | Cost Estimation |
|-------------------------------------|------------------------------------|-------|------|-----------------------|--------------------|--|---|------------------|--|----------|-------|-----------------|
| 6                                   | General Store Entrance             | Ext.  |      | Entrance              | Secondary Entrance |    | Entrance not on an accessible route<br>Directional sign to accessible entrance not provided<br>Clear width at door is < 32" | -<br>-<br>27.25" | Provide a directional sign indicating the location of the nearest accessible entrance. Alteration of the door width may not be feasible. Compliance with the requirements may threaten or destroy the historic significance of the building. | 1        | 346   | \$346           |
| 7                                   | General Store Entrance             | 1     |      | Entrance              | Secondary Entrance |    | Hardware not operable with a closed fist  | -                | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.  | 1        | 484   | \$484           |
| <b>Access to Goods and Services</b> |                                    |       |      |                       |                    |  |   |                  |  |          |       |                 |
| <b>Means of Egress</b>              |                                    |       |      |                       |                    |  |   |                  |  |          |       |                 |
| 8                                   | Back Hallway Exit                  | 1     |      | Means of Egress       | N/A                |   | Tactile exit sign not provided  | -                | Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.  | 1        | 232   | \$232           |
| 9                                   | General Store Exit to Concord Road | 1     |      | Means of Egress       | N/A                |  | Tactile exit sign not provided  | -                | Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.  | 1        | 232   | \$232           |
| <b>Interior Access Route</b>        |                                    |       |      |                       |                    |  |   |                  |  |          |       |                 |
| 10                                  | Dining Room                        | 1     |      | Interior Access Route | N/A                |  | Route < 36" wide  | 30.5"            | Ensure that a clear width of 36" min. is maintained at the accessible route. Route is allowed to narrow to 32" wide min. for 24" of depth.   | 1        | Labor | \$0             |



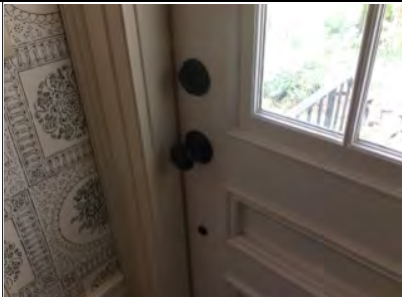

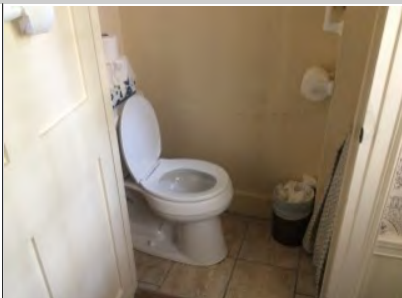


**Town of Sudbury  
Hosmer House**






| ID                                  | Location                                | Floor | Room | Element                  | Type        | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|-------------------------------------|---|-------|------|--------------------------|-------------|--|--|-----------------|--|----------|-------|-----------------|
| 11                                  | Dining Room                             | 1     |      | Interior Access Route    | N/A         |    | Route < 36" wide                                   | 25.75"          | Ensure that a clear width of 36" min. is maintained at the accessible route. Route is allowed to narrow to 32" wide min. for 24" of depth.   | 1        | Labor | \$0             |
| 12                                  | Dining Room - Route to Kitchen          | 1     |      | Interior Access Route    | N/A         |    | Route < 36" wide                                   | 28.75"          | Ensure that a clear width of 36" min. is maintained at the accessible route. Route is allowed to narrow to 32" wide min. for 24" of depth.   | 1        | Labor | \$0             |
| 13                                  | Doorway From Dining Room to Hallway     | 1     |      | Interior Access Route    | N/A         |   | Obstructed by protruding objects                   | 10.75"          | Provide a cane-detectable barrier underneath the overhead cabinet.   | 1        | 306   | \$306           |
| 14                                  | Second Floor                            | 2     |      | Interior Access Route    | N/A         |  | Accessible route not provided                      | -               | Provide a video of the rooms on the second floor or photographs to provide program accessibility.  | 1        | -     | \$0             |
| <b>Doors, Doorways, &amp; Gates</b> |   |       |      |                          |             |  |  |                 |  |          |       |                 |
| 15                                  | Doorway From Living Room to Dining Room | 1     |      | Doors, Doorways, & Gates | Circulation |  | Clear width at door < 32"<br>Threshold > 1/2" high | 30.5"<br>1"     | Provide offset hinges at door to provide 32" min. clear width. The historic hinges of these doors could be retained in storage. Alteration to the threshold may not be feasible. Compliance with the requirements may threaten or destroy the historic significance of the building. Provide a video of the rooms or photographs to provide program accessibility. | 1        | 2232  | \$2232          |




**Town of Sudbury  
Hosmer House**

| ID                                | Location                            | Floor | Room | Element                  | Type             | Photo  | Issues  | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|-----------------------------------|-------------------------------------|-------|------|--------------------------|------------------|--|---|-----------------|---|----------|-------|-----------------|
| 16                                | Doorway From Dining Room to Kitchen | 1     |      | Doors, Doorways, & Gates | Circulation      |    | Mat not securely attached   | -               | Secure the mat.   | 1        | Labor | \$0             |
| 17                                | Living Room                         | 1     |      | Doors, Doorways, & Gates | Circulation      |    | Threshold > 1/2" high   | 1"              | Alteration may not be feasible. Compliance with the requirements may threaten or destroy the historic significance of the building. Provide a video of the rooms or photographs to provide program accessibility.   | 1        | -     | \$0             |
| 18                                | Emergency Egress From Back Hallway  | 1     |      | Doors, Doorways, & Gates | Emergency Egress |   | Hardware not operable with a closed fist  | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.   | 1        | 484   | \$484           |
| <b>Service Counter</b>            |                                     |       |      |                          |                  |  |   |                 |   |          |       |                 |
| 19                                | General Store                       | 1     |      | Service Counter          | N/A              |  | Counter > 36" high  | 39.25"          | Provide another table that is 36" max. above the ground or finished floor.  | 1        | 500   | \$500           |
| <b>Toilet &amp; Bathing Rooms</b> |                                     |       |      |                          |                  |  |   |                 |   |          |       |                 |
| <b>Overall Access</b>             |                                     |       |      |                          |                  |  |   |                 |   |          |       |                 |
| 20                                | Toilet Room                         | 1     |      | Overall Access           | Toilet Room      |  | Turning space not provided<br>Accessible plumbing fixtures or stalls not provided | -<br>-          | As toilet room was renovated in 1983, an accessible toilet room would have been required at the time as part of 521 CMR unless a variance was sought at the time. Recommend providing an accessible toilet room on this level if a toilet room is provided to the public. | 1        | -     | \$0             |

Town of Sudbury  
Hosmer House

| ID            | Location  | Floor | Room | Element | Type | Photo  | Issues | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|---------------|---|-------|------|---------|------|--|--------|-----------------|--|----------|-------|-----------------|
| Best Practice |   |       |      |         |      |  |        |                 |  |          |       |                 |
| 21            | Garden Path Behind House and East of the Garage | 1     |      |         |      |    |        | -               | Recommend providing a level clear floor space of 36" wide min. by 48" deep min. alongside one bench in each garden so that a wheelchair user can sit alongside a person seated on the bench. | 2        | -     | \$0             |
| 22            | Living Room                                     | 1     |      |         |      |    |        | -               | Recommend providing stanchions that stand out more from the background and are easier to see.  | 1        | -     | \$0             |
| 23            | Garden Path Behind House                        | Ext.  |      |         |      |   |        | -               | Recommend locating sign regarding the Victorian kitchen garden on an accessible route.   | 1        | -     | \$0             |
| 24            | Stairs Outside of Back Hallway Exit             | Ext.  |      |         |      |  |        | -               | Stairs may be hazardous for users. Recommend renovating stairs.  | 1        | -     | \$0             |
| 25            | General Store Entrance                          | Ext.  |      |         |      |  |        | -               | Recommend providing handrails on the stairs to the porch.  | 1        | -     | \$0             |

**Town of Sudbury  
Hosmer House**

| ID | Location                           | Floor | Room | Element | Type | Photo   | Issues | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----|------------------------------------|-------|------|---------|------|---|--------|-----------------|--|----------|-------|-----------------|
| 26 | General Store Entrance Door Stairs | Ext.  |      |         |      |   |        | -               | Risers and treads are different sizes. It may not be technically feasible to adjust risers or treads, however stairs may be hazardous for users. Recommend providing a railing on at least one side. | 1        | -     | \$0             |
| 27 | Driveway East of House             | Ext.  |      |         |      |   |        | -               | Recommend providing a drop off area in the driveway and allowing visitors who are not able to walk from one of the Town Hall parking lots to park in the driveway.                                   | 1        | -     | \$0             |
| 28 | Lower Town Hall Parking Lot        | Ext.  |      |         |      |  |        | -               | Recommend providing a van accessible parking space in this lot as it is closer to the Hosmer House than the lot behind Town Hall.  | 1        | -     | \$0             |



# Loring Parsonage



## Town of Sudbury ADA Transition Plan

October 2020



Institute for Human Centered Design

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

### Background

Year Built: 1720                      Year Renovated: 2019

The Loring Parsonage is a two-story building located at 288 Old Sudbury Road. The facility is considered a historically significant building that is located within the Sudbury Center Historic District, which is listed on the National Register of Historic Places. Currently the Sudbury Historical Society is in the process of completing renovations to the facility in order to create a Sudbury History Center and Museum. In addition to the main entrance, there are three (3) inaccessible egress doors from the first floor. The southeast door to the front of the building remains locked and is not used by visitors. The southwest door to the front of the building is also closed to the public

The building has two (2) floors serviced by stairs and a platform lift. The first floor contains galleries, a welcome center, a gift shop and a single-user toilet room. Public areas on the second floor include a special collections library.

A parking lot is located north of the building. The lot is shared between the Parsonage, Town Hall, the Sudbury Foundation, a Presbyterian church and the Noyes School.

### Key Accessibility Issues

#### Parking Lot

A van accessible space is not provided in the lot near the accessible entrance to the facility.

#### Egress Signage

Egress doors lack required signage with raised characters and braille. Accessible egress doors lack signage with an illuminated International Symbol of Accessibility (ISA) and inaccessible egress doors lack directional signage to the nearest accessible exit.

#### Interior Access Routes

Accessibility issues include circulation paths that have protruding objects, and a lack of vertical clearance along circulation routes due to low ceilings.

#### Doors, Doorways, and Gates

One door leading to the research room on the second floor lacks the required maneuvering clearance on the-pull side of the door, and a door leading from an exhibit space on the first floor lacks compliant door hardware and has a threshold that is higher than the maximum height allowed.

#### Platform Lift

Doors to the platform lift remain open for less than the minimum requirement of 20 seconds.

#### Service Counter

The service counter in the lobby lacks a lower accessible counter at 36" max. above the finished floor.

### Additional Accessibility Issues

- The mat by the main entrance is not secured.
- The visual sign regarding fire precautions by the lift on the second floor is not mounted so that the baseline of the lowest character is 40" min. above the finished floor.
- The hook in the single-user toilet room on the first floor is located higher than allowed.

### Order of Magnitude Cost Estimates

- Provide compliant egress and directional signage at exit doors: \$1,360
- Miscellaneous corrective actions (van accessible parking space, protruding objects, doors, service counter, etc.): \$3,142

**Total: \$4,502**







### **Best Practice and Inclusive Design**






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

- Relocate shelves to provide easier access to and clearance at the lift controls on the first floor.
- Recommend providing signage with raised characters and braille at all permanent rooms that lack signage including the door between Rooms 104 and 105.
- Recommend providing edge protection along open sides of the walkway to the main entrance.





**Town of Sudbury  
Loring Parsonage**

| ID                                      | Location                                      | Floor | Room | Element                          | Type          | Photo  | Issues   | Current Measure            | Recommendations   | Quantity | Price | Cost Estimation |
|---|---|-------|------|----------------------------------|---------------|--|--|----------------------------|---|----------|-------|-----------------|
| <b>Approach and Entrance</b>            |   |       |      |                                  |               |  |  |                            |   |          |       |                 |
| <b>Off-Street Parking Lot or Garage</b> |   |       |      |                                  |               |  |  |                            |   |          |       |                 |
| 1                                       | Parking Lot                                   | Ext   |      | Off-Street Parking Lot or Garage | N/A           |    | Total # of parking<br>Total # of designated accessible parking spaces<br>Total # of designated van accessible spaces<br>Sign does not have the designation "Van Accessible"<br>Van space < 132" or <96" wide<br>Access aisle not compliant | 6<br>1<br>0<br>-<br>-<br>- | Provide at least one van accessible parking space for the facility.<br>(Cost estimate includes "Van Accessible" sign and restriping.)   | 1        | 800   | \$800           |
| <b>Entrance</b>                         |   |       |      |                                  |               |  |  |                            |   |          |       |                 |
| 2                                       | Lobby - Northeast Accessible Entrance         | 1     |      | Entrance                         | Main Entrance |   | Mat not securely attached  | -                          | Secure the mat.   | 1        | Labor | \$0             |
| <b>Emergency Exit</b>                   |   |       |      |                                  |               |  |  |                            |   |          |       |                 |
| 3                                       | Stairwell - Exit to East Side of Building     | 1     |      | Emergency Exit                   | N/A           |  | Tactile sign not provided at exit<br>Directional sign to accessible emergency exit not provided  | -<br>-                     | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit. | 2        | 232   | \$464           |
| 4                                       | Exhibit Space - Exit to West Side of Building | 1     | 106  | Emergency Exit                   | N/A           |  | Tactile sign not provided at exit<br>Directional sign to accessible emergency exit not provided  | -<br>-                     | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit. | 2        | 232   | \$464           |

**Town of Sudbury  
Loring Parsonage**





| ID                                  | Location                                   | Floor | Room | Element                  | Type        | Photo  | Issues   | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|-------------------------------------|--|-------|------|--------------------------|-------------|--|--|-----------------|---|----------|-------|-----------------|
| 5                                   | Vestibule - Northeast Accessible Entrance  | 1     |      | Emergency Exit           | N/A         |    | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB) | -<br>-          | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide an illuminated sign with the International Symbol of Accessibility.              | 1        | 432   | \$432           |
| <b>Access to Goods and Services</b> |  |       |      |                          |             |  |  |                 |   |          |       |                 |
| <b>Interior Access Route</b>        |  |       |      |                          |             |  |  |                 |   |          |       |                 |
| 6                                   | Lobby - Northeast Door to Parking Lot      | 1     |      | Interior Access Route    | N/A         |    | Obstructed by protruding objects   | 7.75"           | Provide a cane-detectable barrier under the cabinet.  | 1        | 306   | \$306           |
| 7                                   | File Room - East Side of Building          | 2     |      | Interior Access Route    | N/A         |   | Vertical clearance < 80" above finished floor  | -               | Provide ADA compliant double belt stanchions on each side of the route where the ceiling is less than 80" above the finished floor. Ensure that the lower horizontal belt of the stanchion is 27 inches maximum above the floor.<br>(Cost estimate for 4 stanchions.) | 4        | 93    | \$372           |
| <b>Doors, Doorways, &amp; Gates</b> |  |       |      |                          |             |  |  |                 |   |          |       |                 |
| 8                                   | File Room to Research Room                 | 2     |      | Doors, Doorways, & Gates | Circulation |  | Maneuvering clearance(s) not provided  | -               | Relocate storage to provide 18" clear on the latch side of the door and at sign.  | 1        | Labor | \$0             |
| 9                                   | Exhibit Space - Southwest Side of Building | 1     | 106  | Doors, Doorways, & Gates | Circulation |  | Threshold > 1/2" high<br>Hardware not operable with a closed fist                        | 1.25"<br>-      | Alter the threshold to be 1/2" high max.<br>Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.   | 1        | 634   | \$634           |

**Town of Sudbury  
Loring Parsonage**

| ID                                    | Location                             | Floor | Room | Element                        | Type          | Photo  | Issues                               | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|---------------------------------------|--------------------------------------|-------|------|--------------------------------|---------------|--|--------------------------------------|-----------------|---|----------|-------|-----------------|
| <b>Platform Lift or LULA Elevator</b> |                                      |       |      |                                |               |  |                                      |                 |   |          |       |                 |
| 10                                    | Platform Lift, East Side of Building | 1     |      | Platform Lift or LULA Elevator | Interior      |    | Doors remain open < 20 seconds       | 13 sec.         | Adjust door opening speed.  | 1        | Labor | \$0             |
| 11                                    | Platform Lift, East Side of Building | 2     |      | Platform Lift or LULA Elevator | Interior      |    | Doors remain open < 20 seconds       | 13 sec.         | Adjust door opening speed.  | 1        | Labor | \$0             |
| <b>Signage</b>                        |                                      |       |      |                                |               |  |                                      |                 |   |          |       |                 |
| 12                                    | Platform Lift, East Side of Building | 2     |      | Signage                        | Informational |   | Visual characters < 40" above ground | -               | Mount visual sign regarding fire precautions so that the baseline of the lowest character is 40" min. above the finished floor. | 1        | Labor | \$0             |
| <b>Service Counter</b>                |                                      |       |      |                                |               |  |                                      |                 |   |          |       |                 |
| 13                                    | Lobby - East Side of Building        | 1     |      | Service Counter                | N/A           |  | Counter > 36" high                   | 42"             | Provide a counter that is 36" max. above the ground or finished floor.  | 1        | 880   | \$880           |
| <b>Toilet &amp; Bathing Rooms</b>     |                                      |       |      |                                |               |  |                                      |                 |   |          |       |                 |



**Town of Sudbury  
Loring Parsonage**

| ID                        | Location                               | Floor | Room | Element            | Type | Photo  | Issues                  | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|---------------------------|--|-------|------|--------------------|------|--|-------------------------|-----------------|---|----------|-------|-----------------|
| <b>Single-User Toilet</b> |  |       |      |                    |      |  |                         |                 |   |          |       |                 |
| 14                        | Toilet Room - North Side of Building   | 1     | 103  | Single-User Toilet | N/A  |    | Hook located > 48" high | 53.5"           | Locate hook no higher than 48" above the finished floor.  | 1        | 150   | \$150           |
| <b>Best Practice</b>      |  |       |      |                    |      |  |                         |                 |   |          |       |                 |
| 15                        | Platform Lift, East Side of Building   | 1     |      |                    |      |   |                         | -               | Relocate shelves to provide easier access to and clearance at lift controls.  | 1        | -     | \$0             |
| 16                        | Exhibit Space - North Side of Building | 1     | 104  |                    |      |  |                         | -               | Recommend providing signage with raised characters and braille at all permanent rooms including the door between Rooms 104 and 105. | 1        | -     | \$0             |
| 17                        | Main Entrance - Route to Parking Lot   | Ext   |      |                    |      |  |                         | *               | Recommend providing edge protection along open sides of walkway.  | 1        | -     | \$0             |

## Parks and Grounds Building



### Town of Sudbury ADA Transition Plan

October 2020



Institute for Human Centered Design

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

### Background

Year Built: 1957

The Parks and Grounds Building is a single-story 3,088 square foot facility that is located at 503 Concord Road. This maintenance building consists of a west garage, central garage, east garage, office area and one single-user toilet room. There are two inaccessible entrances. It is currently not used by the public, but was assessed for future use.

There is an area for parking in front of the building, however it is not marked.

### Key Accessibility Issues

#### Entrance

Accessibility issues include lack of an accessible entrance due to excessive changes in level at the two entrance doors on the east side of the building, and lack of compliant entrance signage.

#### Toilet Rooms

The existing toilet room has major accessibility issues, including the following: it is not located on an accessible route, it lacks the minimum required turning space to be accessible, and it lacks adequate clear space at the toilet.

#### Sink

A sink located in the central garage lacks knee and toe clearance, lacks a compliant faucet that can be operated with a closed fist and has a paper towel dispenser located higher than allowed.

### Additional Accessibility Issues





- Two doors lack compliant hardware.
- Two exit doors lack compliant egress signage.
- Mats are not secured.

### Order of Magnitude Cost Estimates



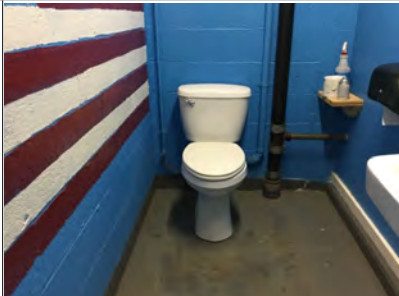

- Renovate entrances including providing a ramp at the wider entrance and providing compliant signage at both entrances: \$3,976
- Provide a compliant single-user toilet room: \$24,604
- Provide a compliant sink in the center garage: \$2,928
- Miscellaneous corrective actions (door hardware, egress signage, securing mats, etc.): \$1,864

**Total: \$33,372**

**Town of Sudbury  
Parks and Grounds Building**

| ID                                  | Location                         | Floor | Room | Element        | Type               | Photo  | Issues  | Current Measure             | Recommendations   | Quantity | Price        | Cost Estimation |
|-------------------------------------|----------------------------------|-------|------|----------------|--------------------|--|---|-----------------------------|---|----------|--------------|-----------------|
| <b>Approach and Entrance</b>        |                                  |       |      |                |                    |  |   |                             |   |          |              |                 |
| <b>Entrance</b>                     |                                  |       |      |                |                    |  |   |                             |   |          |              |                 |
| 1                                   | Entrance to Office on East       | Ext.  |      | Entrance       | Secondary Entrance |    | Entrance not on an accessible route<br>Clear width at door is < 32"<br>Mat not securely attached<br>Threshold > 1/2" high<br>Hardware not operable with a closed fist | -<br>29"<br>-<br>1.25"<br>- | Provide a directional sign indicating the location of the nearest accessible entrance.<br>Secure the mat.<br>Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.  | 1        | 830<br>Labor | \$830           |
| 2                                   | East Garage - Building Exit      | Ext.  |      | Entrance       | Main Entrance      |    | International Symbol of Accessibility not provided<br>Threshold > 1/2" high   | -<br>7"                     | Install a metal ramp to provide an accessible entry route to the building. After the entrance is made accessible, provide a sign with the International Symbol of Accessibility (ISA).<br>(Cost is for a 7' perforated metal ramp with a 5' x 5' platform courtesy of Amramp and an exterior sign.)               | 1        | 3146         | \$3146          |
| <b>Emergency Exit</b>               |                                  |       |      |                |                    |  |   |                             |   |          |              |                 |
| 3                                   | Office Entrance From East Garage | 1     |      | Emergency Exit | N/A                |  | Tactile sign not provided at exit<br>Directional sign to accessible emergency exit not provided   | -<br>-<br>-                 | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit.   | 1        | 464          | \$464           |
| 4                                   | East Garage - Building Exit      | 1     |      | Emergency Exit | N/A                |  | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB)  | -<br>-                      | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>After the entrance/exit door is brought into compliance, provide an illuminated sign with the International Symbol of Accessibility. | 1        | 432          | \$432           |
| <b>Access to Goods and Services</b> |                                  |       |      |                |                    |  |   |                             |   |          |              |                 |

**Town of Sudbury  
Parks and Grounds Building**

| ID                                  | Location                                | Floor | Room | Element                  | Type        | Photo  | Issues   | Current Measure   | Recommendations   | Quantity | Price        | Cost Estimation |
|-------------------------------------|---|-------|------|--------------------------|-------------|--|--|---|---|----------|--------------|-----------------|
| <b>Doors, Doorways, &amp; Gates</b> |   |       |      |                          |             |  |  |   |   |          |              |                 |
| 5                                   | East Garage - Building Exit             | 1     |      | Doors, Doorways, & Gates | Circulation |    | Maneuvering clearance(s) not provided<br>Mat not securely attached<br>Hardware not operable with a closed fist   | -<br>-<br>-   | Relocate the trash bin.<br>Secure the mat.<br>Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.   | 1        | Labor<br>484 | \$484           |
| 6                                   | Route to Center Garage From East Garage | 1     |      | Doors, Doorways, & Gates | Circulation |    | Hardware not operable with a closed fist   | -   | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.   | 1        | 484          | \$484           |
| <b>Toilet &amp; Bathing Rooms</b>   |   |       |      |                          |             |  |  |   |   |          |              |                 |
| <b>Lavatory</b>                     |   |       |      |                          |             |  |  |   |   |          |              |                 |
| 7                                   | Center Garage Toilet Room               | 1     |      | Lavatory                 | N/A         |  | Not on an accessible route<br>Flush control not on open side<br>Toe or knee clearances not provided<br>Turning space not provided<br>Faucet is not operable with a closed fist<br>Grab bar not provided<br>Plumbing underneath is exposed<br>Mirror above lavatory w/reflective surface > 40"<br>Dispensers not within reach range | 7.75"<br>-<br>26.5"<br>51"<br>-<br>-<br>-<br>50.5"<br>58" | Add an accessible single-user toilet room located on an accessible route.   | 1        | 24604        | \$24604         |
| <b>Additional Access</b>            |   |       |      |                          |             |  |  |   |   |          |              |                 |
| <b>Sink</b>                         |   |       |      |                          |             |  |  |   |   |          |              |                 |
| 8                                   | Center Garage                           | 1     |      | Sink                     | Other       |  | Toe and knee clearances not provided<br>Non-compliant faucets<br>Dispenser not within reach range  | -<br>-<br>55"   | Ensure there is a 27" knee clearance positioned for a forward approach.<br>Install faucets that do not require tight grasping, pinching, or twisting of the wrist.<br>Relocate dispenser 48" max. above the finished floor or ground. | 1        | 2928         | \$2928          |



# Police Station



## Town of Sudbury ADA Transition Plan

November 2020



Institute for Human Centered Design

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

### Background

Year Built: 2014

The Sudbury Police Station is a two-story building located at 75 Hudson Road. The building has an accessible main entrance and exit on the street side. The first floor contains an interview/release room, meeting room, sally port, holding area, booking area, toilet rooms in the lobby for the public, and one accessible cell. The public is allowed to use the meeting room and toilet rooms in the lobby. The second floor is a staff only area and the building is equipped with an elevator.

Parking is provided in a lot adjacent to the building that has two compliant van accessible parking spaces.

### Key Accessibility Issues

#### Assistive Listening System

Speakers are provided in the meeting room, however there is no evidence of an assistive listening system. If audible communication is integral to the use of the space, an assistive listening system and a sign indicating the system is available must be provided. Assistive listening equipment must be kept charged and otherwise maintained in operable working condition so it is available when needed.

#### Detention Facilities

The toilet in the accessible cell lacks grab bars, as does the shower by the accessible cell. Ligature-resistant grab bars should be provided. The shower controls are located higher than allowed.

#### Sink

The sink in the meeting room is located with the rim higher than 34 inches above the finished floor and lacks knee and toe clearance.

### Additional Accessibility Issues

- The accessible main exit lacks egress signage with raised characters and braille and lacks a sign with an illuminated International Symbol of Accessibility (ISA).
- The inaccessible exit door from the meeting room lacks signage directing people to the accessible exit door.
- The exit door from the meeting room requires over 15 pounds of opening force to operate.
- The clothes rod in the meeting room is located higher than allowed.
- The accessible toilet compartment in the men's toilet room in the lobby has a malfunctioning self-closing hinge.

### Order of Magnitude Cost Estimates

- Provide an assistive listening system in the meeting room: \$1,214
- Provide ligature-resistant grab bars in the accessible cell: \$1,796
- Renovate shower (including ligature-resistant grab bars and lowering controls): \$2,374
- Renovate sink in the meeting room: \$4,780
- Miscellaneous corrective actions (signage, self-closing hinge, clothes rod, etc.): \$1,176


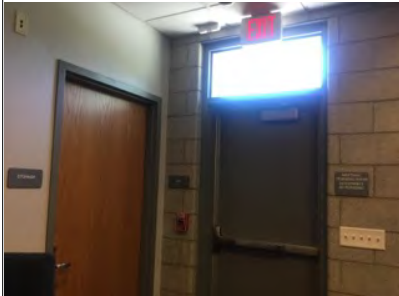
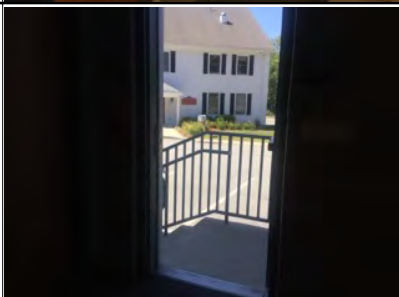
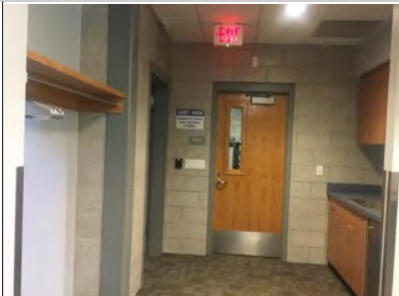
**Total: \$11,340**

### Best Practice and Inclusive Design



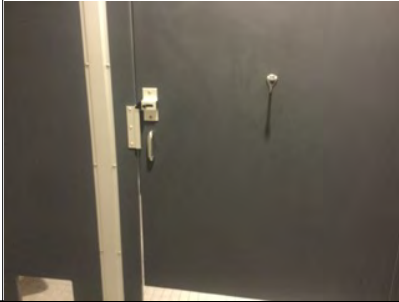
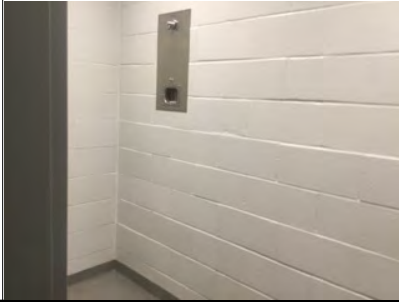
Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing an adjustable height podium in the meeting room.



**Town of Sudbury  
Police Station**

| ID                                  | Location                | Floor | Room | Element        | Type              | Photo  | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|-------------------------------------|-------------------------|-------|------|----------------|-------------------|--|--|-----------------|--|----------|-------|-----------------|
| <b>Approach and Entrance</b>        |                         |       |      |                |                   |  |  |                 |  |          |       |                 |
| <b>Emergency Exit</b>               |                         |       |      |                |                   |  |  |                 |  |          |       |                 |
| 1                                   | Lobby Exit              | 1     | 104  | Emergency Exit | N/A               |    | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB) | -<br>-          | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide an illuminated sign with the International Symbol of Accessibility. | 1        | 432   | \$432           |
| 2                                   | Meeting Room            | 1     | 144  | Emergency Exit |                   |    | Directional sign to accessible emergency exit not provided                               | -               | Provide a directional sign indicating the location of the nearest accessible emergency exit.   | 1        | 232   | \$232           |
| 3                                   | Meeting Room to Parking | 1     | 144  | Emergency Exit | N/A               |   | Door requires > 15 lbs. of force to open   | 18 lbs.         | Adjust closers of exterior doors so doors do not require more than 15 pounds of force.<br>Note: Fire doors shall have a minimum opening force allowable by the appropriate administrative authority.   | 1        | Labor | \$0             |
| <b>Access to Goods and Services</b> |                         |       |      |                |                   |  |  |                 |  |          |       |                 |
| <b>Operable Parts</b>               |                         |       |      |                |                   |  |  |                 |  |          |       |                 |
| 4                                   | Meeting Room            | 1     | 144  | Operable Parts | Clothes Rod/Hooks |  | Reach < 15" or > 48"(forward/side approach)  | 68"             | Relocate clothes rod to be 48" max. above the finished floor.  | 2        | 256   | \$512           |

**Town of Sudbury  
Police Station**

| ID                                | Location                   | Floor | Room | Element              | Type                   | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|-----------------------------------|----------------------------|-------|------|----------------------|------------------------|--|---|-----------------|--|----------|-------|-----------------|
| <b>Assembly Area</b>              |                            |       |      |                      |                        |  |   |                 |  |          |       |                 |
| 5                                 | Meeting Room               | 1     | 144  | Assembly Area        | N/A                    |    | Assistive listening devices not provided                | -               | If audible communication is integral to the use of the space, provide an assistive listening system.   | 1        | 1214  | \$1214          |
| <b>Detention Facilities</b>       |                            |       |      |                      |                        |  |   |                 |  |          |       |                 |
| 6                                 | Accessible Cell 4          | 1     | 136  | Detention Facilities | Other                  |    | Side or rear grab bar not provided                      |                 | Provide one ligature-resistant grab bar on the side wall of the water closet and one on the rear wall.   | 2        | 898   | \$1796          |
| <b>Toilet &amp; Bathing Rooms</b> |                            |       |      |                      |                        |  |   |                 |  |          |       |                 |
| <b>Toilet Compartment</b>         |                            |       |      |                      |                        |  |   |                 |  |          |       |                 |
| 7                                 | Men's Toilet Room by Lobby | 1     | 103  | Toilet Compartment   | Accessible Compartment |  | Door has malfunctioning self-closing hinge              | -               | Repair hinge.  | 1        | Labor | \$0             |
| <b>Shower Compartment</b>         |                            |       |      |                      |                        |  |   |                 |  |          |       |                 |
| 8                                 | Shower by Booking          | 1     |      | Shower Compartment   | Other                  |  | Grab bars not provided<br>Control height < 38" or > 48" | -<br>60"        | Provide a ligature resistant grab bar on the control wall and one on the adjacent wall to comply with a roll-in type shower. Relocate controls at 48" max. above the finished floor. | 1        | 2374  | \$2374          |
| <b>Additional Access</b>          |                            |       |      |                      |                        |  |   |                 |  |          |       |                 |

**Town of Sudbury  
Police Station**

| ID                   | Location     | Floor | Room | Element | Type        | Photo   | Issues   | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----------------------|--------------|-------|------|---------|-------------|---|--|-----------------|--|----------|-------|-----------------|
| <b>Sink</b>          |              |       |      |         |             |   |  |                 |  |          |       |                 |
| 9                    | Meeting Room | 1     | 144  | Sink    | Kitchenette |   | Toe and knee clearances not provided<br>Rim or counter > 34" | -<br>36.5"      | Relocate sink with the front of the rim or counter no higher than 34". Provide 27" high of knee clearance positioned for a forward approach. | 1        | 4780  | \$4780          |
| <b>Best Practice</b> |              |       |      |         |             |   |  |                 |  |          |       |                 |
| 10                   | Meeting Room | 1     | 144  |         |             |  |  |                 | Recommend providing an adjustable height podium.   | 1        | -     | \$0             |



# Town Hall



## Town of Sudbury ADA Transition Plan

October 2020



Institute for Human Centered Design

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

### Background

Year Built: 1931

Year Renovated: 1954, 1982

Sudbury Town Hall is located at 322 Concord Road. It is a replica of the original town hall that was destroyed by fire in 1930. The two-story building has two accessible entrances and two inaccessible entrances. The split-level first floor contains a meeting hall on the bottom level and the Town Clerk's office on the higher level. There are multi-user men's and women's toilet rooms on an inaccessible higher portion of the first floor, and a largely accessible single-user toilet room on the lower level by the meeting hall that is used only by employees. The second floor and mezzanine are now vacant and contain no public programs. There is no accessible route between the two levels of the first floor or the second floor and mezzanine.

Parking for the building is serviced by a municipal parking lot on the east side of the building that is shared with several facilities including the Loring Parsonage, Grange Hall, Noyes School and the Presbyterian Church in Sudbury. There are two (2) designated accessible spaces by Town Hall, however neither is van accessible.

### Key Accessibility Issues

#### Parking Lot

The parking lot lacks one van accessible parking space by the Town Hall with a compliant access aisle and "Van Accessible" sign.

#### Exterior Ramps

The exterior ramp to the meeting hall has a slope greater than 1:12 (8.33%) and lacks required edge protection. The exterior ramp to the Town Clerk's office lacks a 60" deep landing at the bottom due to a parking space.

#### Signage

Two inaccessible entrances lack signage indicating the location of the nearest accessible entrance. Exit doors lack signs with raised characters and braille. Inaccessible exits lack directional signs indicating the location of the nearest accessible emergency exit. Accessible exits lack illuminated signs with the International Symbol of Accessibility (ISA). Two (2) designation signs lack raised characters and braille. One visual sign to the Town Clerk's office has excessive glare.

#### Doors

Accessibility issues include a door that lacks maneuvering clearance, doors that have hardware that is not operable with a closed fist, and an exterior door that requires more than 15 lbs. of force to open.

#### Vertical Circulation

There is no interior accessible route to the Town Clerk office.

#### Service Counters

Two service counters in the Town Clerk's office lack a compliant 36" high portion.

#### Toilet and Bathing Rooms

No accessible toilet room for the public is provided in the building. There is a largely accessible toilet room for employees near the meeting hall and IHCD recommends bringing this toilet room into full compliance and allowing the public to use it. In

## Town Hall

addition, IHCD recommends addressing protruding objects and inaccessible door hardware at the men's and women's multi-user toilet rooms by the front lobby.

### Additional Accessibility Issues

- At least one accessible work surface is not provided in the meeting hall.
- Mats throughout the facility are not secured.
- There is no accessible route to the stage in the meeting hall.

### Order of Magnitude Cost Estimates

- Renovate parking lot: \$1,100
- Renovate exterior ramps: \$6,587
- Provide compliant signage: \$3,990
- Install an automatic door opener at the accessible exit from the meeting hall: \$3,060
- Provide a platform lift between the meeting hall and Town Clerk's office: \$21,660
- Install compliant door hardware: \$2,904
- Provide compliant service counters in the Town Clerk's office: \$1,760
- Renovate toilet rooms: \$2,604
- Miscellaneous corrective actions (securing mats, accessible work surface, protruding object, portable ramp, etc.): \$1,506

**Total: \$45,171\***

\*At the time of survey, no public programs were provided on the second floor. If public programs will be provided on these levels, consider providing a Limited Use Limited Access (LULA) elevator connecting all levels of the building. Cost for a LULA is not included.

### Best Practice and Inclusive Design

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

- Recommend providing an adjustable-height podium in the meeting hall.





#### Wayfinding

- Provide clear information about the locations of destination spaces at each entrance.
- Avoid terms such as "handicapped" and use the term "accessible" instead.
- Recommend providing designation signage with raised characters and braille where no signage is present at the entrance to the meeting hall.






#### Stairs

- Recommend providing color contrast strips on the stair treads to increase visibility at the stairs to the meeting hall, the main entrance and the Town Clerk's office.
- Recommend providing handrails with a 1-1/4" to 1-1/2" circular cross section, and ensuring that the sloped bottom extension extends one tread depth minimum beyond the last riser nosing in the same direction as the stair flight at the stairs to the Town Clerk's office and the main entrance.
- Recommend providing a second handrail on the stairs to the main entrance.
- Recommend repairing the uneven surface at the top of the stairs to the main entrance to prevent tripping, although it is not part of the accessible route.

**Town of Sudbury  
Town Hall**






| ID                                      | Location                            | Floor | Room | Element                          | Type               | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|---|-------------------------------------|-------|------|----------------------------------|--------------------|--|---|-----------------|--|----------|-------|-----------------|
| <b>Approach and Entrance</b>            |                                     |       |      |                                  |                    |  |   |                 |  |          |       |                 |
| <b>Off-Street Parking Lot or Garage</b> |                                     |       |      |                                  |                    |  |   |                 |  |          |       |                 |
| 1                                       | Parking Lot                         | Ext   |      | Off-Street Parking Lot or Garage | Visitor            |    | Van space < 132" or <96" wide<br>Sign does not have the designation "Van Accessible"        | 111"<br>-       | Provide one van accessible space that is at least 132" wide. Ensure the access aisle is 60" min. for this space. Add the designation "Van Accessible" to the sign located at the van accessible space. (Cost estimate for repainting two spaces, and striping the landing to the ramp to be 60" min, and providing signage with the designation "Van Accessible" at the van accessible parking space.) | 1        | 1100  | \$1100          |
| <b>Exterior Ramp</b>                    |                                     |       |      |                                  |                    |  |   |                 |  |          |       |                 |
| 2                                       | Accessible Entrance to Meeting Hall | 1     |      | Exterior Ramp                    | N/A                |   | Running slope > 1:12 (8.3%)<br>Edge protection < 4" high                                    | 11.2%<br>-      | Reduce running slope to be no steeper than 1:12 (8.3%). Provide edge protection that prevents the passage of a 4" diameter sphere, where any portion of the sphere is within 4" of the finished floor or ground surface. (Cost for repaving a concrete ramp to a shallower slope, including 1-1/2" pipe handrails - per 15 linear feet and providing edge protection at the bottom exterior rail.)     | 1        | 6587  | \$6587          |
| 3                                       | East Entrance Ramp                  | 1     |      | Exterior Ramp                    | N/A                |  | Landing < 60" min. long   | 49"             | Redo striping in the parking lot to ensure that 60" min. deep is provided at the base of the ramp. (Cost listed under ID #1.)  | 1        | -     | \$0             |
| <b>Entrance</b>                         |                                     |       |      |                                  |                    |  |   |                 |  |          |       |                 |
| 4                                       | Entrance to South Stairwell         | 1     |      | Entrance                         | Secondary Entrance |  | Entrance not on an accessible route<br>Directional sign to accessible entrance not provided | -<br>-          | Provide a directional sign indicating the location of the nearest accessible entrance.   | 1        | 346   | \$346           |

**Town of Sudbury  
Town Hall**




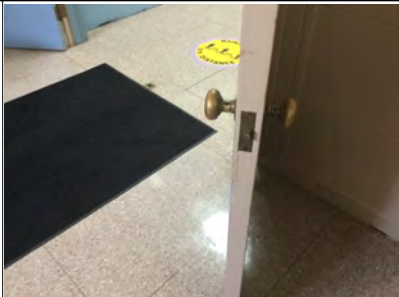
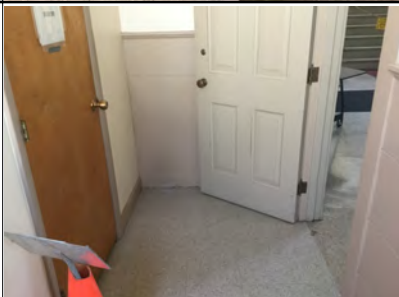
| ID                    | Location                                 | Floor | Room | Element        | Type               | Photo  | Issues  | Current Measure | Recommendations   | Quantity | Price | Cost Estimation |
|-----------------------|--|-------|------|----------------|--------------------|--|---|-----------------|---|----------|-------|-----------------|
| 5                     | West Side of Building                    | Ext   |      | Entrance       | Main Entrance      |    | Entrance not on an accessible route<br>Directional sign to accessible entrance not provided     | -<br>-          | Provide a directional sign indicating the location of the nearest accessible entrance.<br>(Note: Where a directional sign is required, it should be located to minimize backtracking. In some cases, this could mean locating a sign at the beginning of a route, not just at the inaccessible entrance to the building.) | 2        | 346   | \$692           |
| 6                     | Lobby From Main Entrance to Meeting Hall | 1     |      | Entrance       | Main Entrance      |    | Mat not securely attached   | -               | Secure the mat.   | 1        | Labor | \$0             |
| 7                     | Accessible Entrance to Meeting Hall      | 1     |      | Entrance       | Secondary Entrance |   | Mat not securely attached   | -               | Secure the mat.   | 1        | Labor | \$0             |
| 8                     | Main Entrance - West Side of Building    | Ext   |      | Entrance       | Main Entrance      |  | Hardware not operable with a closed fist  | -<br>-          | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.   | 1        | 484   | \$484           |
| <b>Emergency Exit</b> |  |       |      |                |                    |  |   |                 |   |          |       |                 |
| 9                     | Exit From South and North Stairwells     | 1     |      | Emergency Exit | N/A                |  | Tactile sign not provided at exit<br>Directional sign to accessible emergency exit not provided | -<br>-          | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit.   | 4        | 232   | \$928           |




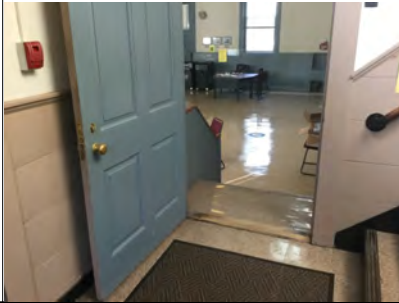



**Town of Sudbury  
Town Hall**

| ID                                  | Location  | Floor | Room | Element               | Type | Photo  | Issues   | Current Measure     | Recommendations  | Quantity | Price         | Cost Estimation |
|-------------------------------------|---|-------|------|-----------------------|------|--|--|---------------------|--|----------|---------------|-----------------|
| 10                                  | Main Entrance - West Side of Building                       | 1     |      | Emergency Exit        | N/A  |    | Tactile sign not provided at exit<br>Directional sign to accessible emergency exit not provided<br>Door requires > 15 lbs. of force to open                    | -<br>-<br>23 lbs.   | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide a directional sign indicating the location of the nearest accessible emergency exit. Adjust closers of exterior doors so doors do not require more than 15 pounds of force. | 2        | 232<br>Labor  | \$464           |
| 11                                  | Exit to East Side of Building                               | 1     |      | Emergency Exit        | N/A  |    | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB)   | -<br>-              | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide an illuminated sign with the International Symbol of Accessibility.   | 1        | 432           | \$432           |
| 12                                  | Accessible Exit From Meeting Hall                           | 1     |      | Emergency Exit        | N/A  |   | Tactile sign not provided at exit<br>Illuminated Int. Symbol of Acc. not provided (MAAB)<br>Maneuvering clearance(s) not provided<br>Mat not securely attached | -<br>-<br>6.5"<br>- | Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.<br>Provide an illuminated sign with the International Symbol of Accessibility. Provide an automatic door opener.<br>Secure the mat.  | 1        | 3492<br>Labor | \$3492          |
| <b>Access to Goods and Services</b> |   |       |      |                       |      |  |  |                     |  |          |               |                 |
| <b>Interior Access Route</b>        |   |       |      |                       |      |  |  |                     |  |          |               |                 |
| 13                                  | Men's Toilet Room by Lobby at Main Entrance                 | 1     |      | Interior Access Route | N/A  |  | Obstructed by protruding objects   | 5.25"               | Provide a cane-detectable barrier at the light fixture.  | 1        | 306           | \$306           |
| 14                                  | Hallway Between Town Clerk Office and East Side of Building | 1     |      | Interior Access Route | N/A  |  | Surface not stable, firm, and slip-resistant   | -                   | Secure mat.  | 1        | Labor         | \$0             |




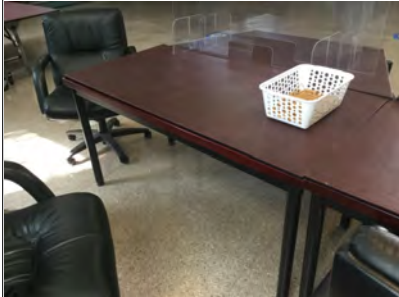
**Town of Sudbury  
Town Hall**

| ID                                  | Location  | Floor | Room | Element                  | Type        | Photo  | Issues  | Current Measure | Recommendations  | Quantity | Price        | Cost Estimation |
|-------------------------------------|---|-------|------|--------------------------|-------------|--|---|-----------------|--|----------|--------------|-----------------|
| 15                                  | South Stairwell - Entrance to Town Clerk Office | 1     |      | Interior Access Route    | N/A         |    | Accessible route not provided   | -               | There is no interior accessible route to the Town Clerk office. Look into the feasibility of installing a platform lift between the Meeting Hall and this office.  | 1        | 21660        | \$21660         |
| 16                                  | South Stairwell                                 | 2     |      | Interior Access Route    |             |    | Accessible route not provided   | -               | At the time of survey, no public programs were provided on the second floor and mezzanine. If public programs will be provided on these levels, consider providing a Limited Use Limited Access (LULA) elevator. | 1        | -            | \$0             |
| <b>Doors, Doorways, &amp; Gates</b> |   |       |      |                          |             |  |   |                 |  |          |              |                 |
| 17                                  | Hallway Between Town Clerk Office and East Exit | 1     |      | Doors, Doorways, & Gates | Circulation |   | Mat not securely attached<br>Hardware not operable with a closed fist | -<br>-          | Secure the mat.<br>Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.   | 1        | Labor<br>484 | \$484           |
| 18                                  | Meeting Hall Door                               | 1     |      | Doors, Doorways, & Gates | Other       |  | Hardware not operable with a closed fist                              | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.  | 1        | 484          | \$484           |
| 19                                  | Women's Toilet Room by Lobby at Main Entrance   | 1     |      | Doors, Doorways, & Gates | Toilet Room |  | Hardware not operable with a closed fist                              | -               | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.  | 1        | 484          | \$484           |

**Town of Sudbury  
Town Hall**




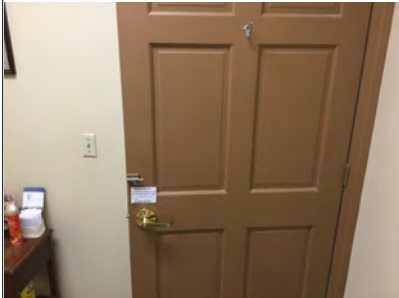
| ID             | Location   | Floor | Room | Element                  | Type          | Photo  | Issues  | Current Measure  | Recommendations  | Quantity | Price     | Cost Estimation |
|----------------|--|-------|------|--------------------------|---------------|--|---|------------------|--|----------|-----------|-----------------|
| 20             | Men's Toilet Room by Lobby at Main Entrance                | 1     |      | Doors, Doorways, & Gates | Toilet Room   |    | Hardware not operable with a closed fist  | -                | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.  | 1        | 484       | \$484           |
| 21             | South Stairwell to Meeting Hall                            | 1     |      | Doors, Doorways, & Gates | Circulation   |    | Hardware not operable with a closed fist  | -                | Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.  | 1        | 484       | \$484           |
| <b>Signage</b> |  |       |      |                          |               |  |   |                  |  |          |           |                 |
| 22             | Employee Only Toilet Room - Meeting Hall                   | 1     |      | Signage                  | Designation   |   | Raised characters not provided on sign<br>Braille not provided on sign<br>International Symbol of Acc. not provided<br>Sign not located on the latch side of the door | -<br>-<br>-<br>- | Provide text with raised characters duplicated in braille on sign.<br>Provide a sign with the International Symbol of Accessibility.<br>Locate sign at permanent rooms alongside the door on the latch side. | 1        | 232 Labor | \$232           |
| 23             | South Stairwell - Entrance to Town Clerk Office            | 1     |      | Signage                  | Designation   |  | Raised characters not provided on sign<br>Braille not provided on sign<br>Sign not located on the latch side of the door  | -<br>-<br>-      | Provide text with raised characters duplicated in braille on sign.<br>Locate sign at permanent rooms alongside the door on the latch side.   | 1        | 232 Labor | \$232           |
| 24             | Ramp at East Entrance to Town Clerk and Veteran's Services | Ext   |      | Signage                  | Informational |  | Non glare finish and contrast not provided on sign  | -                | Install a sign with a non-glare finish with characters that have a high contrast to the background.  | 1        | 232       | \$232           |

**Town of Sudbury  
Town Hall**


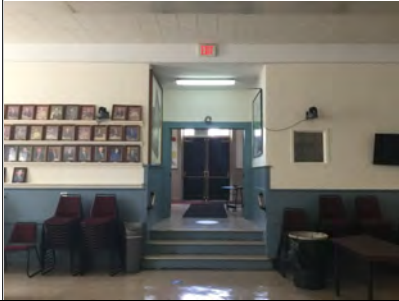



| ID                             | Location                    | Floor | Room | Element                 | Type         | Photo  | Issues  | Current Measure  | Recommendations  | Quantity | Price | Cost Estimation |
|--------------------------------|-----------------------------|-------|------|-------------------------|--------------|--|---|------------------|--|----------|-------|-----------------|
| <b>Service Counter</b>         |                             |       |      |                         |              |  |   |                  |  |          |       |                 |
| 25                             | Town Clerk Office           | 1     |      | Service Counter         | N/A          |    | Counter > 36" high  | 42.25"           | Provide a counter that is 36" max. above the ground or finished floor.   | 1        | 880   | \$880           |
| 26                             | Town Clerk Office           | 1     |      | Service Counter         | N/A          |    | Counter > 36" high<br>Knee clearance not compliant                                      | 44.25"<br>10.75" | Provide a counter that is 36" max. above the ground or finished floor.<br>Ensure that knee clearance is 17" min. for a forward approach. | 1        | 880   | \$880           |
| <b>Operable Parts</b>          |                             |       |      |                         |              |  |   |                  |  |          |       |                 |
| 27                             | Town Clerk Office Brochures | 1     |      | Operable Parts          | Other        |   | Reach < 15" or > 48"(forward/side approach)   | 60"              | Relocate one of each type of form to be no higher than 48" above the finished floor.   | 1        | Labor | \$0             |
| <b>Dining or Work Surfaces</b> |                             |       |      |                         |              |  |   |                  |  |          |       |                 |
| 28                             | Meeting Hall                | 1     |      | Dining or Work Surfaces | Work Surface |  | At least one or 5% accessible tables not provided<br>Knee or toe clearance not provided | -<br>26"         | Provide at least 1 work surface with 27" min. knee and toe clearance.  | 1        | 700   | \$700           |






**Town of Sudbury  
Town Hall**

| ID                                | Location                                 | Floor | Room | Element            | Type        | Photo  | Issues  | Current Measure   | Recommendations   | Quantity | Price | Cost Estimation |
|-----------------------------------|--|-------|------|--------------------|-------------|--|---|-------------------|---|----------|-------|-----------------|
| <b>Assembly Area</b>              |  |       |      |                    |             |  |   |                   |   |          |       |                 |
| 29                                | Meeting Hall - Stage                     | 1     |      | Assembly Area      | N/A         |    | Accessible route to stage not provided  | 8"                | Provide a portable ramp to the stage.   | 1        | 500   | \$500           |
| <b>Toilet &amp; Bathing Rooms</b> |  |       |      |                    |             |  |   |                   |   |          |       |                 |
| <b>Overall Access</b>             |  |       |      |                    |             |  |   |                   |   |          |       |                 |
| 30                                | Employee Only Toilet Room - Meeting Hall | 1     |      | Overall Access     | Toilet Room |   | Audible and visible alarms not provided   | -                 | When fire system is updated, ensure that a visible and audible fire alarm is installed.   | 1        | -     | \$0             |
| <b>Lavatory</b>                   |  |       |      |                    |             |  |   |                   |   |          |       |                 |
| 31                                | Employee Only Toilet Room - Meeting Hall | 1     |      | Lavatory           | N/A         |  | Toe or knee clearances not provided<br>Dispensers not within reach range<br>Paper towel dispenser mounted over grab bar | 24.5"<br>50", 46" | Provide at least one lavatory with knee and toe clearance positioned for a forward approach. Lower soap and paper towel dispensers to 42" max. above the floor. Relocate paper towel dispenser so that it is not mounted above the rear grab bar. | 1        | 2198  | \$2198          |
| <b>Single-User Toilet</b>         |  |       |      |                    |             |  |   |                   |   |          |       |                 |
| 32                                | Employee Only Toilet Room - Meeting Hall | 1     |      | Single-User Toilet | N/A         |  | Hook located > 48" high   | 65.75"            | Locate hook no higher than 48" above the finished floor.  | 1        | 150   | \$150           |

**Town of Sudbury  
Town Hall**

| ID                   | Location                                   | Floor | Room | Element    | Type                  | Photo  | Issues                                | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----------------------|--|-------|------|------------|-----------------------|--|---------------------------------------|-----------------|--|----------|-------|-----------------|
| <b>Dispensers</b>    |  |       |      |            |                       |  |                                       |                 |  |          |       |                 |
| 33                   | Men's Toilet Room - Lobby at Main Entrance | 1     |      | Dispensers | Paper Towel Dispenser |    | Dispenser acts as a protruding object | -               | Relocate paper towel dispenser out of the circulation path.  | 1        | 256   | \$256           |
| <b>Best Practice</b> |  |       |      |            |                       |  |                                       |                 |  |          |       |                 |
| 34                   | Meeting Hall Entrance                      | 1     |      |            |                       |   |                                       |                 | Recommend providing color contrast strips on the stair treads to increase visibility.  | 1        | -     | \$0             |
| 35                   | Meeting Hall                               | 1     |      |            |                       |  |                                       |                 | Recommend providing an adjustable-height podium.   | 1        | -     | \$0             |
| 36                   | Entrance to South Stairwell                | 1     |      |            |                       |  |                                       |                 | Recommend providing color contrast strips on the stair treads to increase visibility.<br>Recommend providing handrails with a 1-1/4" to 1-1/2" circular cross section, and ensuring that the sloped bottom extension extends one tread depth minimum beyond last riser nosing in same direction as stair flight. | 1        | -     | \$0             |
| 37                   | Lobby From Main Entrance to Meeting Hall   | 1     |      |            |                       |  |                                       | -               | Recommend providing designation signage with raised characters and braille where no signage is present.  | 1        | -     | \$0             |

**Town of Sudbury  
Town Hall**

| ID | Location                            | Floor | Room | Element | Type | Photo   | Issues | Current Measure | Recommendations  | Quantity | Price | Cost Estimation |
|----|-------------------------------------|-------|------|---------|------|---|--------|-----------------|--|----------|-------|-----------------|
| 38 | West Side of Building               | Ext   |      |         |      |   |        |                 | Recommend providing color contrast strips on the stair treads to increase visibility.<br>Recommend providing handrails with a 1-1/4" to 1-1/2" circular cross section, and ensuring that the sloped bottom extension extends one tread depth minimum beyond last riser nosing in same direction as stair flight.<br>Recommend providing a second handrail. | 1        | -     | \$0             |
| 39 | West Side of Building               | Ext   |      |         |      |   |        |                 | Recommend repairing uneven surface at the top of the stairs to prevent tripping, although it is not part of the accessible route.  | 1        | -     | \$0             |
| 40 | Accessible Entrance to Meeting Hall | Ext   |      |         |      |  |        |                 | Provide clear information about the locations of destination spaces at each entrance.<br>Avoid terms such as "handicapped" and use the term "accessible" instead.  | 1        | -     | \$0             |

# Transfer Station



## Town of Sudbury ADA Transition Plan

December 2020



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114

www.IHCDesign.org • info@IHCDesign.org

617-695-1225 voice/tty

### Background

Year Built: 2009

The Transfer Station is located at 20 Boston Post Road. The facility has an office with a service window, a book exchange shed, a Put-N-Take shed where other items can be exchanged and a portable toilet. There are also recycling receptacles for a wide variety of materials including clothing, used motor oil, plastic, tires, batteries, paper, metal and glass, and two trash compactors for household waste.

### Key Accessibility Issues

#### Exterior Accessible Routes

Accessibility issues include receptacles for recyclable materials that are not accessible because the route to the walkway that runs along many of the receptacles has an excessive running and cross slope and an excessive change in level. There is also lack of an accessible route to the pathway that leads to the service window at the office due to an excessive running slope and excessive change in level.

### Additional Accessibility Issues

- The service counter at the office is higher than the maximum height allowed.
- Book and clothing drop-off receptacles have controls that are higher than the maximum height allowed.
- Lack of an accessible portable toilet located on an accessible route near where an inaccessible portable toilet is provided.
- Lack of a level landing at the doors to the book exchange shed and the Put-N-Take shed.

**Note:** In order to provide program access, staff at the Transfer Station should provide assistance to visitors with disabilities as needed in order to enable those visitors to properly deposit their refuse and recyclable materials.

### Order of Magnitude Cost Estimates

- Provide an accessible route to the walkway leading to the office service window (a ramp is required): \$1,176
- Provide an accessible portable toilet: \$4,600
- Miscellaneous corrective actions (service counter, door landings, etc.): \$880

**Total: \$6,656\***

**\*Note:** Costs are not provided to create level landings at the doors to the book exchange shed and the Put-N-Take shed because costs will depend on the remedy selected.






### Best Practice and Inclusive Design

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






- Recommend providing a buzzer or intercom on an accessible route so visitors can notify staff at the office that they may require assistance. Further recommend that the controls for the intercom or buzzer be no higher than 48" above the ground and be operable without requiring tight grasping, pinching, or twisting of the wrist. A buzzer or intercom that visitors can access without having to exit their vehicle might be particularly helpful.
- Recommend considering providing compliant curb ramps at the inaccessible entry points to the walkway that runs along the recycle bins for paper, glass, plastic and metal. While not required so long as staff is available to assist visitors, doing so would help people with and without disabilities (e.g., people wheeling carts) to have easier independent access to the recycling bins.







**Town of Sudbury  
Transfer Station**

| ID                           | Location                          | Floor | Room | Element               | Type     | Photo  | Issues  | Current Measure       | Recommendations   | Quantity | Price | Cost Estimation |
|------------------------------|-----------------------------------|-------|------|-----------------------|----------|--|---|-----------------------|---|----------|-------|-----------------|
| <b>Approach and Entrance</b> |                                   |       |      |                       |          |  |   |                       |   |          |       |                 |
| <b>Exterior Access Route</b> |                                   |       |      |                       |          |  |   |                       |   |          |       |                 |
| 1                            | Battery Disposal Drop-Off         | Ext.  |      | Exterior Access Route | Exterior |    | Not provided from all site arrival points                                       | 8"                    | Have staff provide assistance accessing the battery drop-off receptacles as needed.   | 1        | Labor | \$0             |
| 2                            | Tires/CRT Monitors                | Ext.  |      | Exterior Access Route | Exterior |    | Not provided from all site arrival points                                       | 11.5"                 | Ensure an accessible route is provided from all points of arrival.<br><br>Have staff provide assistance accessing the Tire/CRT drop-off receptacles as needed.  | 1        | Labor | \$0             |
| 3                            | Service Window at Office          | Ext.  |      | Exterior Access Route | Exterior |  | Not provided from all site arrival points                                       | -                     | Relocate mailbox so it does not block 36" min. wide accessible route to service counter.  | 1        | Labor | \$0             |
| 4                            | Path to Service Window at Office  | Ext.  |      | Exterior Access Route | N/A      |  | Not provided from all site arrival points                                       | -                     | Ensure an accessible route is provided from all points of arrival.<br><br>(Cost based on a straight pressure treated wood ramp that provides access to the door and the walkway leading to the service window. Ensure ramp includes a 5'x5' level landing where it meets the door and walkway.) | 1        | 1176  | \$1176          |
| 5                            | Paper/ Newspaper & Mixed Drop-off | Ext.  |      | Exterior Access Route | Exterior |  | Cross slope > 1:50 (2.00%)<br>Running slope > 1:20 (5%)<br>Level changes > 1/4" | 2.1%<br>14.4%<br>1.5" | Have staff provide assistance accessing the paper drop-off receptacles as needed.   | 1        | Labor | \$0             |





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|----|---------------------------------------|-------|------|-----------------------|----------|--|---|---------------------|--|----------|-------|-----------------|
| 6  | Glass Recycling Drop-off              | Ext.  |      | Exterior Access Route | Exterior |    | Cross slope > 1:50 (2.00%)<br>Running slope > 1:20 (5%)<br>Level changes > 1/4" | 4.5%<br>12.3%<br>1" | Have staff provide assistance accessing the glass drop-off receptacles as needed.                      | 1        | Labor | \$0             |
| 7  | Plastics 3 to 6 & No Number Drop-Off  | Ext.  |      | Exterior Access Route | Exterior |    | Cross slope > 1:50 (2.00%)<br>Running slope > 1:20 (5%)<br>Level changes > 1/4" | 3.1%<br>7.9%<br>2"  | Have staff provide assistance accessing the plastics drop-off receptacles as needed.                   | 1        | Labor | \$0             |
| 8  | Plastics 1 & 2 Only Drop-Off          | Ext.  |      | Exterior Access Route | Exterior |   | Running slope > 1:20 (5%)<br>Level changes > 1/4"                               | 18.7%<br>2"         | Have staff provide assistance accessing the plastics drop-off receptacles as needed.                   | 1        | Labor | \$0             |
| 9  | Metal Drop-off                        | Ext.  |      | Exterior Access Route | Exterior |  | Running slope > 1:20 (5%)<br>Level changes > 1/4"                               | 12.3%<br>2"         | Have staff provide assistance accessing the metal drop-off receptacles as needed.                      | 1        | Labor | \$0             |
| 10 | Compactor/ Yellow Bag Household Trash | Ext.  |      | Exterior Access Route | Exterior |  | Level changes > 1/4"  | 3.5"                | Have staff provide assistance accessing the yellow bag household waste drop-off receptacles as needed. | 1        | Labor | \$0             |

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|-------------------------------------|---|-------|------|--------------------------|----------|--|---|-----------------|---|----------|-------|-----------------|
| 11                                  | Compactor 2                               | Ext.  |      | Exterior Access Route    | Exterior |    | Level changes > 1/4"                                | 5"              | Have staff provide assistance accessing compactor 2 as needed.  | 1        | Labor | \$0             |
| <b>Access to Goods and Services</b> |   |       |      |                          |          |  |   |                 |   |          |       |                 |
| <b>Doors, Doorways, &amp; Gates</b> |   |       |      |                          |          |  |   |                 |   |          |       |                 |
| 12                                  | Book Shed                                 | Ext.  |      | Doors, Doorways, & Gates | N/A      |    | Maneuvering clearance at door > 1:50 (2.00%) (MAAB) | 7.4%            | Alter so that the slope in all directions is no greater than 1:50 (2.00%) yielding a 5'x5' level landing at the door.<br><br>Cost to be determined based on specific remedy selected. | 1        | -     | \$0             |
| 13                                  | Put-N-Take                                | Ext.  |      | Doors, Doorways, & Gates | N/A      |   | Maneuvering clearance at door > 1:50 (2.00%) (MAAB) | 7.1%            | Alter so that the slope in all directions is no greater than 1:50 (2.00%) yielding a 5'x5' level landing at the door.<br><br>Cost to be determined based on specific remedy selected. | 1        | -     | \$0             |
| <b>Service Counter</b>              |   |       |      |                          |          |  |   |                 |   |          |       |                 |
| 14                                  | Service Window - Personal Shelter/ Office | Ext.  |      | Service Counter          | N/A      |  | Counter > 36" high                                  | 56"             | Provide a counter that is 36" max. above the ground.  | 1        | 880   | \$880           |

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| <b>Operable Parts</b>             |                            |       |      |                   |      |  |  |                 |   |          |       |                 |
| 15                                | Used Oil Drop-Off          | Ext.  |      | Operable Parts    | N/A  |    | Element not on an accessible route   | -               | Have staff provide assistance accessing the used oil drop-off receptacle as needed.                           | 1        | Labor | \$0             |
| 16                                | Cardboard Compactor        | Ext.  |      | Operable Parts    | N/A  |    | Element not on an accessible route   | 59"             | Have staff provide assistance accessing the cardboard drop-off receptacles as needed.                         | 1        | Labor | \$0             |
| <b>Trash / Recycling</b>          |                            |       |      |                   |      |  |  |                 |   |          |       |                 |
| 17                                | Book and Clothing Drop-off | Ext.  |      | Trash / Recycling | N/A  |   | Trash container opening not within reach range                                 | 60"             | Have staff provide assistance accessing the book and clothing recycling receptacles as needed.                | 1        | Labor | \$0             |
| <b>Toilet &amp; Bathing Rooms</b> |                            |       |      |                   |      |  |  |                 |   |          |       |                 |
| <b>Portable Toilet</b>            |                            |       |      |                   |      |  |  |                 |   |          |       |                 |
| 18                                | Portable Toilet            | Ext.  |      | Portable Toilet   | N/A  |  | Not located on an accessible route<br>Accessible portable toilets not provided | -<br>-          | Locate portable toilet on an accessible route.<br>Ensure that at least 5% of portable toilets are accessible. | 1        | 4600  | \$4600          |
| <b>Best Practice</b>              |                            |       |      |                   |      |  |  |                 |   |          |       |                 |



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| <b>Buzzer or Intercom</b> |   |       |      |                    |      |  |        |                 |   |          |       |                 |
| 19                        | Service Window - Personal Shelter/ Office | Ext.  |      | Buzzer or Intercom | N/A  |  |        |                 | Recommend providing a buzzer or intercom on an accessible route at base of recommended ramp proving an accessible route to the service window so visitors can notify staff that they may require assistance. Ensure the controls no higher than 48" above the ground. | 1        | -     | \$0             |