

Flynn Building



Town of Sudbury ADA Transition Plan

December 2020



Institute for Human Centered Design

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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


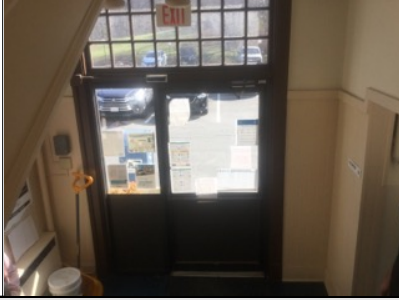



Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- 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.


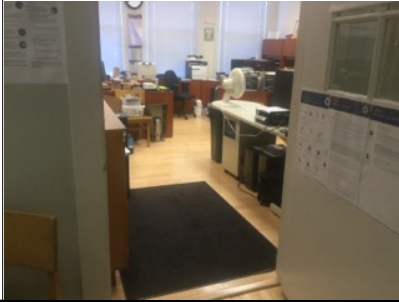
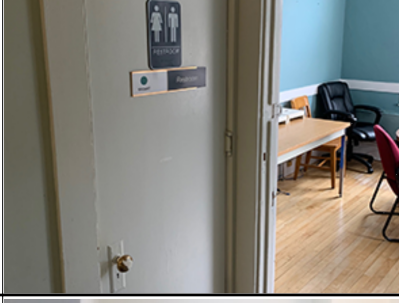
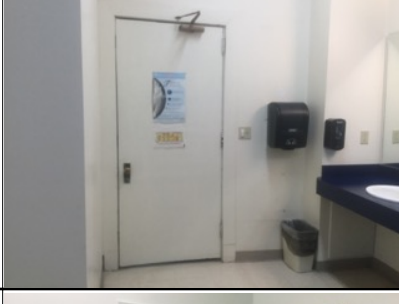

**Town of Sudbury
Flynn Building**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Off-Street Parking Lot or Garage												
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
Entrance												
2	Inaccessible Entrance at South Stair	G		Entrance	Secondary Entrance		Entrance not on an accessible route Directional sign to accessible entrance not provided	- -	Provide a directional sign indicating the location of the nearest accessible entrance.	1	346	\$346
3	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




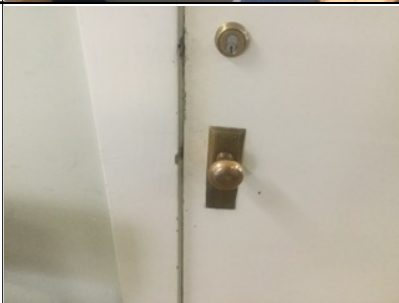
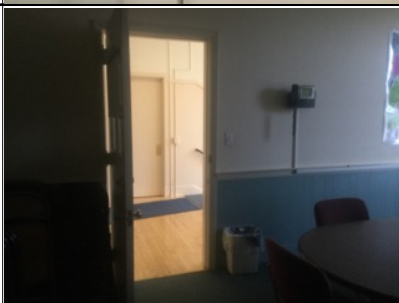
**Town of Sudbury
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Emergency Exit												
5	South Stair Exit	G		Emergency Exit	N/A		Tactile sign not provided at exit	-	Provide tactile 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 Illuminated Int. Symbol of Acc. not provided (MAAB)		Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	1	432	\$432
Access to Goods and Services												
Interior Access Route												
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





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



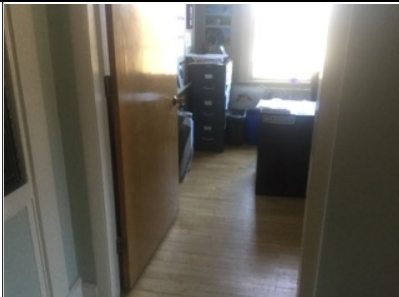

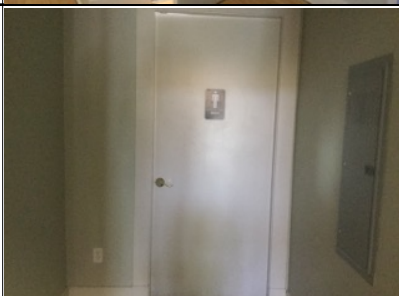
**Town of Sudbury
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
15	Access to Selectmen's and Town Manager's Office	2		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided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






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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

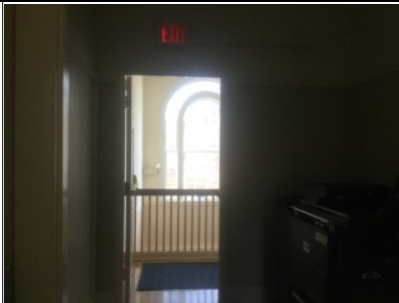




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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
25	Assistant Town Manager	2		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable 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 Door requires > 5 lbs. of force to open	- 11 lbs.	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Adjust closers so doors do not require more than 5 pounds of force to open.	1	484 Labor	\$484


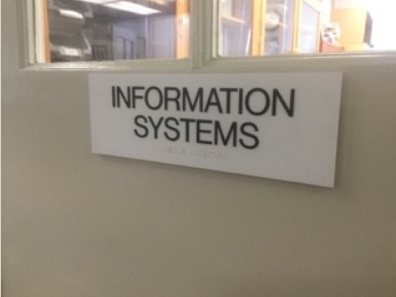



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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
30	First Floor Entrance on North Side	1		Doors, Doorways, & Gates	Circulation		Door requires > 5 lbs. of force to open	14 lbs.	Adjust closers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






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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 Raised characters not provided on sign Braille not provided on sign	- - -	Locate compliant signage alongside the door on the latch side. Provide text with raised characters duplicated in braille on sign.	1	232	\$232
36	Small Meeting Room/ Thompson Conference Room	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	\$232
37	Town Counsel	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	\$232
38	Large Meeting Room	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	\$232
39	Credit Union	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	\$232




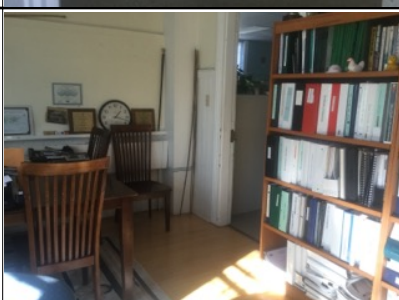

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
40	Entrance to Assessors	1		Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside 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





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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Service Counter												
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/ Tax Collector and Accounting	1		Service Counter	N/A		Counter > 36" high	41.25" -	Provide a counter that is 36" max. above the ground or finished floor.	1	880	\$880
Operable Parts												
47	First Aid Kit by Women's 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/ 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 & 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



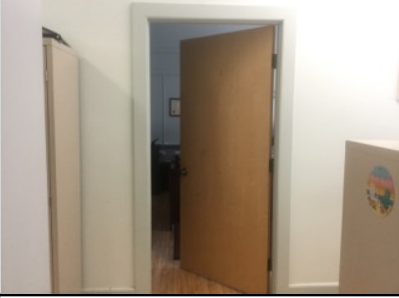


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Dining or Work Surfaces												
50	Corridor by Elevator	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	-	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	700	\$700
51	Corridor by Treasurer/ Tax 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
Assembly Area												
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
Toilet & Bathing Rooms												


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Overall Access												
55	Single-User Toilet Room	2		Overall Access	Toilet Room		Turning space not provided Accessible plumbing fixtures or stalls not provided Grab bars not provided	42" x 53" - -	Renovate and enlarge toilet room or add an accessible single-user toilet room on this floor.	1	24604	\$24604
Toilet Compartment												
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 Clearance at toilet < 72" clear depth (MAAB) Toilet lacks 42" min. clear in front of toilet (MAAB)	36" 36.5" 61.5"	Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall. 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
Best Practice												

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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

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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