

Town Hall



Town of Sudbury ADA Transition Plan

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Institute for Human Centered Design

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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

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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.






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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	Parking Lot	Ext		Off-Street Parking Lot or Garage	Visitor		Van space < 132" or <96" wide Sign does not have the designation "Van Accessible"	111" -	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
Exterior Ramp												
2	Accessible Entrance to Meeting Hall	1		Exterior Ramp	N/A		Running slope > 1:12 (8.3%) Edge protection < 4" high	11.2% -	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
Entrance												
4	Entrance to South Stairwell	1		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





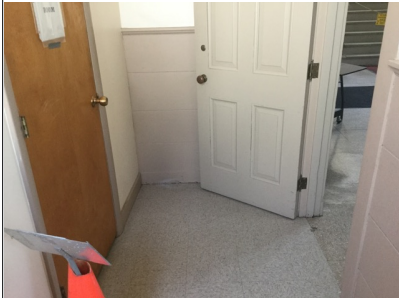
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	West Side of Building	Ext		Entrance	Main Entrance		Entrance not on an accessible route Directional sign to accessible entrance not provided	- -	Provide a directional sign indicating the location of the nearest accessible entrance. (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	- -	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
Emergency Exit												
9	Exit From South and North Stairwells	1		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided	- -	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 a directional sign indicating the location of the nearest accessible emergency exit.	4	232	\$928






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10	Main Entrance - West Side of Building	1		Emergency Exit	N/A		Tactile sign not provided at exit Directional sign to accessible emergency exit not provided Door requires > 15 lbs. of force to open	- - 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. 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 Labor	\$464
11	Exit to East Side of Building	1		Emergency Exit	N/A		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
12	Accessible Exit From Meeting Hall	1		Emergency Exit	N/A		Tactile sign not provided at exit Illuminated Int. Symbol of Acc. not provided (MAAB) Maneuvering clearance(s) not provided Mat not securely attached	- - 6.5" -	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. Provide an automatic door opener. Secure the mat.	1	3492 Labor	\$3492
Access to Goods and Services												
Interior Access Route												
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





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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
Doors, Doorways, & Gates												
17	Hallway Between Town Clerk Office and East Exit	1		Doors, Doorways, & Gates	Circulation		Mat not securely attached Hardware not operable with a closed fist	- -	Secure the mat. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	Labor 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





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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
Signage												
22	Employee Only Toilet Room - Meeting Hall	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign International Symbol of Acc. not provided Sign not located on the latch side of the door	- - - -	Provide text with raised characters duplicated in braille on sign. Provide a sign with the International Symbol of Accessibility. 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 Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. 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






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Service Counter												
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 Knee clearance not compliant	44.25" 10.75"	Provide a counter that is 36" max. above the ground or finished floor. Ensure that knee clearance is 17" min. for a forward approach.	1	880	\$880
Operable Parts												
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
Dining or Work Surfaces												
28	Meeting Hall	1		Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	- 26"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	700	\$700




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Assembly Area												
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
Toilet & Bathing Rooms												
Overall Access												
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
Lavatory												
31	Employee Only Toilet Room - Meeting Hall	1		Lavatory	N/A		Toe or knee clearances not provided Dispensers not within reach range Paper towel dispenser mounted over grab bar	24.5" 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
Single-User Toilet												
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

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Dispensers												
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
Best Practice												
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. 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

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38	West Side of Building	Ext							Recommend providing color contrast strips on the stair treads to increase visibility. 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. 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. Avoid terms such as "handicapped" and use the term "accessible" instead.	1	-	\$0