

ADA Self-Evaluation and Transition Plan

Introduction

The ADA Self Access Evaluation is “a detailed assessment of the recreation department and conservation commission [that]... includes a site-by-site inventory of all recreation and conservation areas and buildings, programs or services and a transition plan if any changes are necessary to make these public facilities, programs, or services accessible. The Assessment should ensure compliance with Federal anti-discrimination regulations under the Americans with Disabilities Act of 1990, as Amended (“ADA”).⁵

The requirements of the ADA are administered in Massachusetts by the Architectural Access Board (“AAB”), as set forth in the Code of Massachusetts Regulations.⁶ The purpose of the ADA requirements is to “seek to create or adapt sites, buildings and facilities so that they can be approached, entered, and used by persons with disabilities.” For the purpose of an OSRP, public recreational and conservation facilities must be evaluated for compliance with the ADA in accordance with the Code of Massachusetts Regulations. It should be noted, however, that the DCS Workbook emphasizes the creation of an accessible system of facilities rather than an inventory of facilities in which every site is fully accessible.

⁵ ADA

⁶ 521 CMR 19:00

Part I: Administrative Requirements

1. Designation of an ADA Coordinator

The ADA Coordinator for the Town of Westwood is its Town Administrator:

Michael Jaillet
580 High Street
Westwood, MA 02090
781-326-4172
mjaillet@townhall.westwood.ma.us

The following letter signed by Michael F. Walsh, Chairman of the Board of Selectmen, officially designates Michael Jaillet as the ADA Coordinator: A letter from Michael Jaillet certifying the Town's nondiscrimination policy also follows.



TOWN OF WESTWOOD
COMMONWEALTH OF MASSACHUSETTS

Select Board

Michael F. Walsh, Chair
John M. Hickey, Clerk
Nancy C. Hyde, Third Member

Michael A. Jaillet, Town Administrator
Pamela M. Dukeman, Finance Director
Christine E. McCarthy, Executive Assistant

January 29, 2019

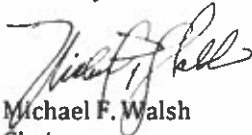
Ms. Melissa Cryan, Grants Manager
Division of Conservation Services
100 Cambridge Street — Suite 900
Boston, MA 02114

Dear Ms. Cryan:

Please be advised that our Town Administrator, Michael Jaillet, is currently Westwood's ADA Coordinator.

If you have any questions, please contact me.

Sincerely



Michael F. Walsh
Chairman

Westwood Town Hall
580 High Street
Westwood, MA 02090
(781) 326-6450
www.townhall.westwood.ma.us
selectboard@townhall.westwood.ma.us



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Ms. Melissa Cryan, Grants Manager
Division of Conservation Services
100 Cambridge Street -- Suite 900
Boston, MA 02114

Dear Ms. Cryan:

As the Town of Westwood's ADA Coordinator, I hereby confirm that Westwood's employment practices, including recruitment, personnel actions, leave administration, training tests, medical exams/questionnaires, social and recreational programs, collective bargaining agreements and wage and salary administration, are consistent with ADA requirements.

In the event you have questions regarding this matter, please advise.

Sincerely

Michael Jaillet
Town Administrator

Westwood Town Hall
580 High Street
Westwood, MA 02090
(781) 326-6450
www.townhall.westwood.ma.us
selectboard@townhall.westwood.ma.us

2. Grievance Procedures

The following ADA Compliance Policy is in place for the public to follow in the event that a complaint must be made in connection with accessibility of conservation or recreation facilities:

EQUAL ACCESS TO FACILITIES AND ACTIVITIES

Maximum opportunity will be made available to receive citizen comments, complaints, and/or to resolve grievances or inquiries.

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). This may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provisions of services, activities, programs, or benefits by the Town of Westwood.

The Town of Westwood's Personnel Policy governs employment-related complains of disability discrimination. The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request. The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to: "The Office of the Town Administrator, 580 High Street, Westwood, Massachusetts, 02091."

Within 15 calendar days after receipt of the complaint, the Town Administrator or his/her designee will meet with the complainant to discuss the complaint and the possible resolution.

Within 15 calendar days of the meeting, the Town Administrator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Town of Westwood and offer options for substantive resolution of the complaint.

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

Within 15 calendar days after receipt of the appeal, Town Counsel or his/her designee will meet with the complainant to discuss the complaint and possible resolution.

Within 15 calendar days after the meeting, Town Counsel or his/her designee will respond in writing, and where, appropriate, in a format accessible to the complainant, with a final resolution of the complaint. All written complaints received by the Town Administrator or his/her designee, appeals to the Town Administrator or his/her designee, and responses from these two offices will be retained by the Town of Westwood for at least three years.

3. Public Notification Requirements

3.0 EQUAL EMPLOYMENT OPPORTUNITY

3-1. EQUAL EMPLOYMENT OPPORTUNITY POLICY AND AFFIRMATIVE ACTION PROGRAM The Town of Westwood commits itself to the principles and practices of equal employment opportunity, in compliance with Titles VI and VII of the Civil Rights Act of 1964; Executive Order No. 227 as amended; MGL Chapter 151B; and all other applicable Federal and State laws and regulations. The Town of Westwood, recognizing the right of an individual to work and to advance on the basis of merit, ability, and potential without regard to race, gender, sexual orientation, color, disability, religion, national origin, national ancestry, or age, resolves to take affirmative action measures to ensure equal opportunity in the areas of hiring, promotion, demotion or transfer, recruitment, layoff or termination, rate of compensation, training programs, and all terms and conditions of employment. The Town of Westwood shall strive to eliminate any systemic discrimination that may be pervasive throughout the place of employment, or throughout the personnel program that could adversely affect the Town's goals relative to equal employment opportunity. It is intended that the affirmative action plan of the Town shall constitute a formalization of philosophy and practice sufficient to guarantee equality for all persons employed by or seeking employment with the Town of Westwood, and shall serve as a firm statement of public policy endorsed by the highest levels of Town Government.

3-2. STRUCTURE TRUCTUREAND IMPLEMENTATION The Town Administrator shall annually appoint an Affirmative Action Officer. In the absence of such appointment, said position shall be filled by the Town Administrator.

3-3. THE AFFIRMATIVE ACTION OFFICER SHALL: (A) Be responsible for the development and implementation of policies, procedures, guidelines, and regulations for the Town to ensure that the Town employment process operates in compliance with Titles VI and VII of the Civil Rights Act of 1964 and all subsequent amendments, relevant State laws, and Municipal policy; and (B) Monitor hiring practices and appointments of all Town departments and agencies of Town Government for compliance with federal and state law as cited above.

3-4. COMPLAINT PROCEEDINGS Any written complaint alleging violation of the procedural terms and intent of this section shall be processed in accordance with the provisions of the Affirmative Action Program, except that complaints of discriminatory treatment on the basis of a disability should be referred to the Affirmative Action Officer.

Public Notification Notices are posted in Town Hall indicating that the Town of Westwood does not discriminate on the basis of disability. The Town's standard employment application includes a non-discrimination statement (see attached) and is posted on the Town's web site.

4. Participation of Individuals with Disabilities or Organizations Representing the Disabled Community

Achieved through the survey of residents' opinions and preferences and input from Commission on Disability and ADA Coordinator.

Part II: Program Accessibility

The DCS Workbook calls for an inventory and a future transition plan that includes the buildings, recreation facilities and equipment (swimming areas, tot lots, etc.), programs, and services under the jurisdiction of the Conservation Commission or Recreation Department, including lessees or concessionaires. The inventory is an analysis of the existing conditions at conservation and recreation sites for compliance with the AAB regulations, while the transition plan identifies a path towards improved accessibility and ADA compliance.

Facility Inventory:

There are seven sites in the Town of Westwood that are under the jurisdiction of the Conservation Commission or Recreation Department and include the requisite facilities to require study for ADA compliance. All seven are under the jurisdiction of the Recreation Department. The sites offer a variety of opportunities for public use, however, their most frequently-reviewed facilities were fields or playground equipment with associated parking, paths, picnic areas, and restrooms.

1. Recreation Facilities

Recreation facilities in Westwood include beach areas, picnic sites, trails, tot lots, playing fields, tennis and basketball courts. The facilities were reviewed for their proximity to accessible paths and their compliance with accessibility requirements set forth by the AAB. Common requirements include accessible dimensions and features on equipment, rest rooms, parking, proper signage including for the visually impaired, and accompanying programs and services that provide opportunities to the disabled community.

2. Parking

Any public recreation or conservation site with designated off-street parking shall comply with the parking and passenger loading zone provisions set forth in 521 CMR 23.00 (“the Parking Requirements”). The Parking Requirements set forth a minimum number of accessible spaces that must be provided according to the number of total spaces available in the lot, as follows:

Total Spaces In Lot	Required Minimum Number of Accessible Spaces
15-25	1
26-50	2
51-75	3
76-100	4
101-150	5
151-200	6
201-300	7
301-400	8
401-500	9
501-1,000	2% of total
1,001+	20 plus 1 for each 100 over 1000

Source: 521 CMR 23.2.1

Furthermore, one in every eight accessible spaces, but not less than one space, shall be van accessible.⁷ Van accessible spaces must provide a minimum vertical clearance of eight feet, two

⁷ 521 CMR 23.2.2

inches at the parking space and along at least one vehicle access route to such spaces from site entrances and exits. The space shall also have a minimum dimensions of eight feet in width as well as an eight foot wide adjacent access aisle, and be marked by a sign designating it as "Van Accessible".⁸ Alternatively, the van requirement may be satisfied by having all handicapped spaces eleven or more feet wide.⁹

3. Ramps

For the purposes of ADA compliance, any part of an accessible route with a slope greater than 5% shall be considered a ramp.¹⁰ Ramp designation triggers slope, rise, width, and landing requirements as well as gripping requirements on rails and surfaces. Site Access, Path of Travel and Entrances.

Any accessible route shall provide a continuous unobstructed path connecting accessible spaces and elements inside and outside a facility.¹¹ The route must adhere to width, turning radius, passing space, and slope requirements. Furthermore, an accessible route may also be designated as a walkway, giving rise to further requirements set forth in 521 CMR 22:00.

4. Rest Rooms

None of the facilities include permanent public toilet rooms. However, most of the sites provide at least one portable toilet. The portable toilets, however, are not accessible.

5. Picnicking

Picnic areas are regulated under recreational facilities in 521 CMR 19.6. The regulations require that picnic facilities be accessible from an accessible route that is paved or hard packed.¹² Additionally, 5% of tables provided at a site shall comply with 521 CMR 19.5.2, which sets forth dimensional requirements for accessible tables. By and large, the picnic facilities at Westwood recreation sites do not comply with the requirements.

The following Facility Inventory is a comprehensive accessibility evaluation of sites with public facilities that are under the jurisdiction of the Recreation Department and Conservation Commission. A photo and summary of the facility are provided for each site, followed by the ADA facility inventory form edited to include the applicable features for each site. Conservation sites that are simply natural areas with no parking or man-made facilities of any kind are not included.

Lowell Woods

Address: Sandy Valley Road

Parcel Nos.: 10-52,53,55,56,57,58,59; 11-01,04; 15-15,28; 16-437

Acreage: 290+ (Including Grimm, Sandy Valley, Mulvehill and Shuttleworth)

⁸ 521 CMR 23.4.7

⁹ 521 CMR 23.4.7

¹⁰ 521 CMR 24:00

¹¹ 521 CMR 20.1

¹² 521 CMR 19.6.1

Facilities: Parking area, signage, trails

This area has a gravel cul-de-sac at the end of Sandy Valley Road. There is a gravel parking area. Miles of marked trails but no handicapped accessibility.



Lowell Woods		
ACTIVITY	EQUIPMENT	Notes
Trails		The majority of trails are made of gravel surfaces. Minor grading maintenance is needed to smooth the transition between gravel and pavement at entrances and exits
		The trails vary in width from 3 to 6 feet
		There is no signage for the visually impaired at or along trails
PARKING		
Total Spaces	~5-7	unmarked
Required Accessible Spaces:	1	
Existing Accessible Spaces:	0	
Access:	Parking is located at the end of the dirt road, Sandy Valley Lane.	
Signage	There is a signage kiosk with information about the trails.	
	There are no signs with the international symbol of accessibility to indicate location of handicapped spaces	
Surface	The surface is gravel	
PATH OF TRAVEL		
	The path of travel does not require the use of stairs	
	The trails are natural	

Morrison Field

Address: 300 Washington Street

Parcel No.: 23-215-0T

Acreage: 3.07 (Includes fires station)

Facilities: Parking lot, signage, concessions, fields, courts, paths, picnicking, and portable toilet facilities.

This facility includes a little league baseball field, a softball field, a basketball court and supporting facilities. The paved parking lot includes the required number of handicapped spaces, but they could be moved closer to the park entrance. Appropriate ramps and a paved sidewalk provide access to the park. Within the park, a hard-packed gravel path passes through the little league facilities and provides access to the basketball court and batting cages. It does not, however, reach the softball field. Overall the facility provides good access.



Morrison Field		
ACTIVITY	EQUIPMENT	Notes
Picnic Facilities	Tables and Benches	Most tables and benches are located adjacent to accessible paths
		Most tables and benches are located in open spaces
		Tables and benches do not have back and arm rests
		There is adequate accessible seating at the little league field, but not at the softball field
	Trash cans	There are 8 trash cans and 3 recycling cans located adjacent to accessible paths
Picnic Shelters	Picnic Shelters	There are no picnic shelters at the facility
		Picnic areas at the little league field are located near accessible paths, trash cans, and parking
Trails		The majority of trails are made of gravel surfaces. Minor grading maintenance is needed to smooth the transition between gravel and pavement at entrances and exits
		The trails vary in width from 3 to 6 feet
		There is no signage for the visually impaired at or along trails
Game Area 1: Little League Baseball	Access Routes	The little league field is located adjacent to accessible paths
		Pads are in place for a smooth transition from path to field
	Equipment	Open bleachers over gravel surface provide spectator seating Sufficient width and surfaces allow access to equipment areas. A brick-paved area is also available for spectating. Accessible trails lead to training areas (batting cages). Equipment could be stored more carefully so as not to interfere with accessible path. The porta-potty is not accessible. Dugouts consist of a paved surface inside a fence with a 44" opening
Game Area 2: Basketball	Access Routes	The basketball court is accessed by gravel trail. Transition from gravel to paved court requires minor grading maintenance
	Equipment	The paved surface inside the court is an adequate condition but beginning to crack. A trash can is accessible on the paved surface and there is adequate room . on the sidelines and baseline for spectators
Game Area 3: Softball	Access Routes	There are no access routes to the facilities or spectator areas
	Equipment	There are bleachers and dugouts, but they are not accessible. There is a porta-potty, but it is not accessible or located on an accessible path

PARKING		
Total Spaces	31	
Required Accessible Spaces:	2	
Existing Accessible Spaces:	2	Includes one van space
Access:	There is a ramp from the handicap spaces to the sidewalk near the playing fields	
Signage	There are no signs to indicate the direction to the field for someone in a wheelchair.	
	There are signs with the international symbol of accessibility to indicate location of handicapped spaces	
Surface	The surface is evenly paved and contains proper slopes and curb cuts	
PATH OF TRAVEL		
	The path of travel does not require the use of stairs	
	The path of travel is stable, firm, and slip resistant	
	The path of travel maintains a minimum width of 3 feet	
	The path of travel is a continuous surface	
ENTRANCES		
	Primary entrance lacks signage	
	Primary entrance contains sufficient width and level space	
	All gates contain a minimum of 32" clear opening	
PICNICKING		
	Only 1 picnic table observed met accessibility requirements, and it was located in the softball field away from accessible paths, and also in subpar condition	

School Street Playground

Address: 44 School Street

Parcel No.: 23-082

Acreage: 1.8

Jurisdiction: Recreation Department

Facilities: Parking lot, tot lot, two small softball fields.

The School Street Playground includes a tot lot playground and two small softball fields. The parking lot has six marked spaces, including one handicapped van space, as well as three potential additional spaces that are unmarked but were in use. Inside the tot lot a small picnic shelter covers two picnic tables. Additionally, there are three trash cans, two benches, and a portable toilet. The surface within the tot lot is wood chips, but there is also a small grass area next to the tables. There is no accessible path to provide access within the tot lot or to the rear of the side where the softball fields are located.



School Street Playground		
ACTIVITY	EQUIPMENT	Notes
Picnic Facilities	Tables and Benches	Two picnic tables, but not adjacent to accessible paths
		Tables covered, benches uncovered
		Benches have backs, but no arm rests. No backs or arm rests on tables
	Trash cans	Three trash cans, no recycling. Not located adjacent to accessible paths.
	Picnic Shelters	The picnic shelter contains two tables
No accessible path to picnic shelter		
Tot Lot	Access Routes	Gate to tot lot is at parking lot next to accessible spaces
		The path within the tot lot is loose gravel
	Equipment	Open bleachers over gravel surface provide spectator seating
		Tot lot equipment is over a woodchip type surface. A grass area is adjacent to the picnic shelter.
Softball Fields		Two small softball fields at the rear of the site - no additional facilities
PARKING		
Total Spaces	6	3 potential unmarked spaces were also observed in use
Required Accessible Spaces:	1	
Existing Accessible Spaces:	1	Van
Access:	There is direct access from the van space to the tot lot	
Signage	There are no signs specifically indicating direction, but the direction is clear	
	There are signs with the international symbol of accessibility to indicate location of handicapped spaces	
Surface	The surface is evenly paved and contains proper slopes and curb cuts	
PATH OF TRAVEL		
	The path of travel does not require the use of stairs	
	The path of travel is loose gravel	
	The path of travel maintains a minimum width of 3 feet	
	The path of travel is not a continuous surface	
ENTRANCES		
	Primary entrance contains enough width and level space	
	All gates contain a minimum of 32" clear opening	

Westwood Lodge

Address: 45 Clapboardtree Street

Parcel No.: 29-123

Acreage: 2.0

Jurisdiction: Private (Currently used by recreation department)

Facilities: Parking lot, multipurpose field

The multipurpose field is part of the Westwood Lodge Hospital property. However, it is currently used by the recreation department. The lodge parking lot that abuts the field is intended to serve the hospital building. While there are no handicapped-designated spaces adjacent to the field, the hospital uses portable handicapped parking signs and could designate a few spaces near the field. There are no other supporting facilities.



Westwood Lodge		
ACTIVITY	EQUIPMENT	Notes
Game Area 1: Multipurpose field	Access Routes	There is no path leading from parking to the field
	Equipment	Open bleachers over gravel surface provide spectator seating
		There are two trash receptacles, but not recycling. There is one portable toilet, but it is not handicapped accessible. There is no seating.
PARKING		
Total Spaces	101	
Required Accessible Spaces:	5	
Existing Accessible Spaces:	4	Two spaces appear capable of accommodating vans but are not signed for such.
Access:	The spaces are located next to the lodge and not next to the field.	
Signage	There are no signs to indicate the direction to the field for someone in a wheelchair.	
	There are signs with the international symbol of accessibility to indicate location of handicapped spaces	
Surface	The surface is evenly paved and contains proper slopes and curb cuts	
PATH OF TRAVEL	N/A	
ENTRANCES		
	Primary entrance lacks signage for the field	
	Primary entrance contains enough width and level space	

Peter White Memorial Field

Address: Pond Street

Parcel No.: 28-078

Acreage: 6.25 (Includes adjacent field for Sheehan school)

Jurisdiction: Recreation Department

Facilities: Baseball field with multipurpose field in outfield

This baseball field is located on the same parcel as, and shares access with, another field associated with Sheehan school. Therefore, it does not have designated parking, but the Sheehan school's parking lot is nearby. While there is no direct path from the parking to the field, there is a concrete sidewalk along Pond Street that passes the outfield.



Peter White Memorial Field		
ACTIVITY	EQUIPMENT	Notes
Picnic Facilities	Tables and Benches	Most tables and benches are located adjacent to accessible paths
		Most tables and benches are in open spaces
		Tables and benches do not have back and arm rests
		There is adequate accessible seating at the little league field, but not at the softball field
	Trash cans	There are 8 trash cans and 3 recycling cans located adjacent to accessible paths
	Picnic Shelters	There are no picnic shelters at the facility
Picnic areas at the little league field are located near accessible paths, trash cans, and parking		
Game Area 1: Baseball	Access Routes	The little league field is located adjacent to accessible paths
		There is no pathway to the baseball field
	Equipment	Open bleachers over gravel surface provide spectator seating
		Three sets of bleachers with varying proximity to the field. There is no path to the bleachers. Additional facilities include dugout benches, batting cages, four trash cans (no recycling), and one portable toilet (not handicapped accessible).
PARKING		
Total Spaces	-	No designated parking lot; parking available at adjacent Sheehan school
Required Accessible Spaces:	-	
Existing Accessible Spaces:	-	No handicapped spaces are available near access to the field

Thurston School Multipurpose Fields

Address: Nahatan Street

Parcel No.: 21-347

Acreage: 7.84

Jurisdiction: Recreation Department use of school field

Facilities: Multipurpose field space

A few fields located to the rear of the school building on a separate parcel. Although there is no designated parking, a nearby school lot provides access. The handicapped spaces in the lot are located near the school entrance, and not near the field entrance. A paved, accessible path provides access to some of the fields and spectator seating. However, a large gate meant to block vehicular access could impede handicapped access as well.



Thurston School Multipurpose Fields		
ACTIVITY	EQUIPMENT	Notes
Game Area 1: Full size soccer field	Access Routes	A paved, level path provides access from the parking area to the bleachers but may be blocked by a gate at times.
		The path goes near the bleachers, but not into the seating area.
	Equipment	One set of open bleachers provides spectator seating.
		There were two trash cans (no recycling) observed.
		One portable toilet was on site (not handicapped accessible)
Game Area 2: Small soccer fields	Access Routes	There is no access route to the fields
	Equipment	One set of open bleachers provides spectator seating. Two trash cans and zero recycling cans were observed
PARKING		
Total Spaces	45	
Required Accessible Spaces:	2	
Existing Accessible Spaces:	5	Spaces each have varying ability to accommodate van
Access:	Although the lot is for the school, it is located adjacent to the fields and the path. Three of the handicapped spaces are located near the path	
Signage	There are no signs to indicate the direction to the field for someone in a wheelchair.	
	There are signs with the international symbol of accessibility to indicate location of handicapped spaces	
Surface	The surface is evenly paved and contains proper slopes and curb cuts	

High School Multipurpose Field

Address: Nahatan Street

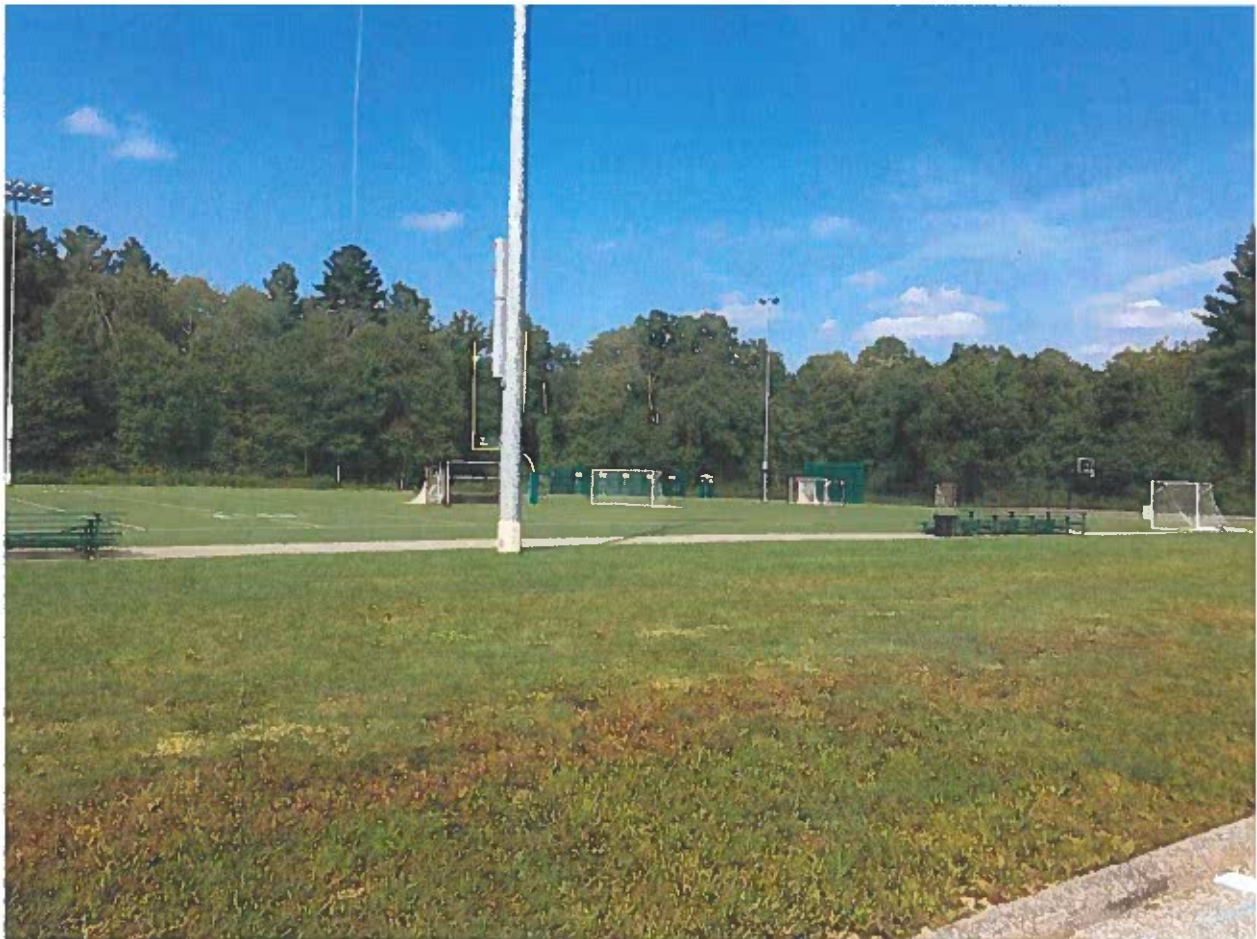
Parcel No.: 21-346

Acreage: 6.44

Jurisdiction: Recreation Department use of school field

Facilities: Multipurpose turf field, accessible path, bleachers, basketball court, batting cages

This field located to the rear of the high school parking lot provides multiple recreation opportunities and a paved path that provides access to, or near to, all of them. There is no designated parking lot, but the high school parking lot provides abundant parking with a direct accessible route. However, there are no handicapped spaces near access to the field.



High School Multipurpose Field		
ACTIVITY	EQUIPMENT	Notes
Game Area: Multipurpose field	Field; team benches; spectator seating	Four sets of bleachers all located on accessible path Sufficient width and surfaces allow access to equipment areas. The path surrounds the entire field and provides access for spectators at the bleachers and also to team benches. Six trash receptacles and one recycling receptacle were observed.
Game Area 2: Basketball Court; practice cage	Batting/other practice cage; basketball court	The accessible path passes by the court and practice areas. There is a portable toilet in the vicinity, but it is not handicapped accessible.
PARKING		
Total Spaces	-	There is no dedicated parking, but the school's lot is adjacent and provides access to the accessible path to these facilities
Required Accessible Spaces:	-	There are no handicapped spaces in proximity to facilities.
Existing Accessible Spaces:	-	
Signage	There are no signs to indicate the direction to the field for someone in a wheelchair.	
	There are signs with the international symbol of accessibility to indicate location of handicapped spaces	
Surface	The surface is evenly paved and contains proper slopes and curb cuts	
PATH OF TRAVEL		
	The path of travel does not require the use of stairs	
	The path of travel is stable, firm, and slip resistant	
	The path of travel maintains a minimum width of 3 feet	
	The path of travel is a continuous surface	
ENTRANCES		
	Signage does not indicate recreation department vs school jurisdiction at the field	
	Primary entrance contains enough width and level space	

Community Tot Lot

Address: 60 Nahatan Street
Parcel No.: 21-349
Acreage: 2.29
Jurisdiction: Recreation Department
Facilities: Tot lot only

The Community Tot Lot is located on the same parcel as the Council of Aging building. It does not have its own parking lot, but parking is available at the Council of Aging building and along the street. There is also a concrete sidewalk from Nahatan Street to Thurston middle school that provides access. However, the groundcover within the tot lot is wood chips.



Community Tot Lot		
ACTIVITY	EQUIPMENT	Notes
Tot Lot	Access Routes	The tot lot is accessed by a concrete sidewalk
		The transition from sidewalk to gate is gravel
	Equipment	Playground equipment and a bench are located on a wood chip surface
		Two trash cans, no recycling, and one bench were observed. The bench has a back but no arm rests
PARKING		
Total Spaces	-	There are no dedicated parking spaces, but parking is available at the adjacent senior center
Required Accessible Spaces:	-	
Existing Accessible Spaces:	-	
Signage	There are no signs to indicate the direction to the facilities for someone in a wheelchair, though the direction is clear	
	There are signs with the international symbol of accessibility to indicate location of handicapped spaces	
PATH OF TRAVEL		
	There is no path of travel within the tot lot	
ENTRANCES		
	There are gated entrances on two sides of the tot lot	
	Primary entrance contains sufficient width and level space	
	All gates contain a minimum of 32" clear opening	

June Street Playground/Pheasant Hill Park

Address: Pheasant Hill St

Parcel No.: 27-221

Acreage: 3.08

Jurisdiction: Recreation Department

Facilities: Field, playground equipment

The June Street Playground is located at the end of Pheasant Hill Road. It does not have its own parking. The entrance is stone dust and the surface is not suitable for wheelchairs. The groundcover within the tot lot is engineered wood fibers. The Commission on Disabilities has had input on the design and facilities within the playground. It is still under development and additional accessibility improvements are planned.



June Street Playground/Pheasant Hill Park		
ACTIVITY	EQUIPMENT	Notes
Tot Lot	Access Routes	The tot lot is accessed by a stone dust path from the end of an asphalt path.
	Equipment	Playground equipment and 3 benches are located on a wood chip surface. There are 4 swings, of which one is accessible. Other equipment includes a slide and some climbing structures. The equipment was chosen in conjunction with the Commission on Disability and is accessible. There is room to move between the structures.
PARKING		
Total Spaces	-	There are no parking spaces.
Required Accessible Spaces:	-	NA
Existing Accessible Spaces:	-	None
SIGNAGE	There are no signs to indicate the direction to the facilities for someone in a wheelchair, though the direction is clear.	
SITE ACCESS, PATH OF TRAVEL, ENTRANCES		
Path of Travel	There is no accessible path of travel to or within the tot lot	
Entrances	There is a single stone dust path from the end of Pheasant Hill Street	
	The entrance contains sufficient width but not a smooth surface.	
Disembarking area at entrance	There is not sufficient width at the disembarking area for a van-accessible space.	
PICNIC FACILITIES	Tables and Benches	There are 3 benches and 1 picnic table. The table is only 24" high so not wheelchair accessible. The benches have backs but no sides.
	Trash cans	There is a single trash can (no recycling). It is not on an accessible path (but path will be made accessible

Westwood Swimming Pool

Address: 200 Nahatan Street

Parcel No.: 21-048

Acreage: 36.46 (High School site)

Facilities: Indoor swimming pool, parking lot, restrooms, showers, water fountains, emergency telephone, lifts.

This modern facility includes handicapped accessible restrooms and showers. The paved parking lot includes the required number (3) of handicapped spaces, and they are located directly in front of the main entrance with an access ramp and short accessible path to the entrance. Wide, unobstructed corridors facilitate access to both the main pool area and the spectator area. There is a stairway down to the pool area with a lift (with backup generator) for persons with disabilities. The pool itself has a graduated step ramp plus a lift to facilitate access, as well as an alternative access/exit path without stairs in cases of emergency. Audible and lighted emergency alarms are located throughout the facility. Special programs and custom private lessons are provided for persons with special needs. Overall the facility provides excellent access.



Westwood Swimming Pool

ACTIVITY	EQUIPMENT	NOTES
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths
		Access to Open Spaces
	Grills	Back and Arm Rests
		Adequate number
	Trash Cans	Height of Cooking Surface
Picnic Shelters	Located adjacent to accessible paths	
	Located adjacent to accessible paths	
Trails		Located near accessible water fountains, trash can, restroom, parking, etc.
		Surface material
		Dimensions
		Rails
Swimming Facilities	Pools	Signage (for visually impaired)
		Entrance: Easily accessible from parking spaces
		Location from accessible parking Yes
	Beaches	Safety features i.e. warning for visually impaired Yes
		Location from accessible path into water
		Handrails
Play Areas (tot lots)	All Play Equipment i.e. swings, slides	Location from accessible parking
	Access Routes	Shade provided
Game Areas: *ballfield *basketball *tennis	Access Routes	Same experience provided to all
		Located adjacent to accessible paths
	Equipment	Enough space between equipment for wheelchair
		Located adjacent to accessible paths
Boat Docks	Access Routes	Berm cuts onto courts
		Height
Fishing Facilities	Access Routes	Dimensions
		Spectator Seating
	Equipment	Located adjacent to accessible paths
		Handrails
		Arm Rests
Programming	Are special programs at your facilities accessible?	Bait Shelves
		Handrails
		Fish Cleaning Tables
Services and Technical Assistance		Learn-to-Swim Yes
		Guided Hikes
Services and Technical Assistance		Interpretive Programs
		Information available in alternative formats i.e. for visually impaired Yes
Services and Technical Assistance		Process to request interpretive services (i.e. sign language interpreter) for meetings Yes

LOCATION

PARKING			
Total Spaces	Required Accessible Spaces		
Up to 25	1 space		
26-50	2 spaces		
51-75	3 spaces Yes		
76-100	4 spaces		
101-150	5 spaces		
151-200	6 spaces		
201-300	7 spaces		
301-400	8 spaces		
401-500	9 spaces		
Specification for Accessible Spaces	Yes	No	Comments/Transition Notes
Accessible space located closest to accessible entrance	X		
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.	NA		
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle	X		
Van space – minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.	X		
	X		
Sign with international symbol of accessibility at each space or pair of spaces	X		
Sign minimum 5 ft, maximum 8 ft to top of sign	X		
Surface evenly paved or hard-packed (no cracks)	X		
Surface slope less than 1:20, 5%	X		
Curb cut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is	X		
Curb cut is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow	X		
RAMPS NA			
Specification	Yes	No	Comments/Transition Notes
Slope Maximum 1:12			
Minimum width 4 ft between handrails			
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface			
Handrails extend 12" beyond top and bottom			
Handgrip oval or round			
Handgrip smooth surface			
Handgrip diameter between 1 1/4" and 2"			
Clearance of 1 1/2" between wall and wall rail			
Non-slip surface			
Level platforms (4ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction			

LOCATION

SITE ACCESS, PATH OF TRAVEL, ENTRANCES			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Site Access			
Accessible path of travel from passenger disembarking area and parking area to accessible entrance	X		
Disembarking area at accessible entrance	X		
Surface evenly paved or hard-packed	X		
No ponding of water	X		
<i>Path of Travel</i>			
Path does not require the use of stairs	X		There is a stairway, but with a lift beside it.
Path is stable, firm and slip resistant	X		
3 ft wide minimum	X		
Slope maximum 1:20 (5%) and maximum cross pitch is 2% (1:50).	X		
Continuous common surface, no changes in level greater than 1/2 inch	X		
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane	X		
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"	X		
Curb on the pathway must have curb cuts at drives, parking and drop-offs	X		
<i>Entrances</i>			
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and not be the service entrance	X		
Level space extending 5 ft. from the door, interior and exterior of entrance doors	X		
Minimum 32" clear width opening (i.e. 36" door with standard hinge)	X		
At least 18" clear floor area on latch, pull side of door	X		
Door handle no higher than 48" and operable with a closed fist	X		
Vestibule is 4 ft plus the width of the door swinging into the space			There is no vestibule.
Entrance(s) on a level that makes elevators accessible			There are no elevators.
Door mats less than 1/2" thick are securely fastened	X		
Door mats more than 1/2" thick are recessed			Not applicable.
Grates in path of travel have openings of 1/2" maximum			There are no grates.
Signs at non-accessible entrance(s) indicate direction to accessible entrance			Entrances are accessible.
Emergency egress – alarms with flashing lights and audible signals, sufficiently lighted	X		

NOTES

LOCATION

STAIRS and DOORS			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Stairs			
No open risers	X		
Nosings not projecting	X		
Treads no less than 11" wide	X		
Handrails on both sides	X		
Handrails 34"-38" above tread	X		
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)	X		
Handgrip oval or round	X		
Handgrip has a smooth surface	X		
Handgrip diameter between 1 1/4" and 1 1/2"	X		
1 1/2" clearance between wall and handrail	X		
Doors			
Minimum 32" clear opening	X		
At least 18" clear floor space on pull side of door	X		
Closing speed minimum 3 seconds to within 3" of the latch	X		
Maximum pressure 5 pounds interior doors	X		
Threshold maximum 1/2" high, beveled on both sides			
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)	X		
Hardware minimum 36", maximum 48" above the floor	X		
Clear, level floor space extends out 5 ft from both sides of the door	X		
Door adjacent to revolving door is accessible and unlocked			There is no revolving door.
Doors opening into hazardous area have hardware that is knurled or roughened			There is no door opening to hazardous area.

NOTES

LOCATION

RESTROOMS – also see Doors and Vestibules			
<i>Specification</i>	Yes	No	<i>Comments/Transition Notes</i>
5 ft turning space measured 12" from the floor	X		
At least one Sink:			
Clear floor space of 30" by 48" to allow a forward approach	X		
Mounted without pedestal or legs, height 34" to top of rim			34"
Extends at least 22" from the wall		X	20"
Open knee space a minimum 19" deep, 30" width, and 27" high	X		
Cover exposed pipes with insulation	X		
Faucets operable with closed fist (lever or spring activated handle)	X		
At least one Stall:			
Accessible to person using wheelchair at 60" wide by 72" deep	X		
Stall door is 36" wide	X		
Stall door swings out	X		
Stall door is self-closing		X	
Stall door has a pull latch	X		
Lock on stall door is operable with a closed fist, and 32" above the floor	X		
Coat hook is 54" high	X		
Toilet			
18" from center to nearest side wall	X		
42" minimum clear space from center to farthest wall or fixture	X		
Top of seat 17"-19" above the floor	X		17"
Grab Bars			
On back and side wall closest to toilet	X		
1 1/4" diameter	X		
1 1/2" clearance to wall	X		
Located 30" above and parallel to the floor	X		33"
Acid-etched or roughened surface	X		
42" long	X		
Fixtures			
Toilet paper dispenser is 24" above floor	X		
One mirror set a maximum 38" to bottom (if tilted, 42")	X		
Dispensers (towel, soap, etc.) at least one of each a maximum 42" above the floor	X		

NOTES

LOCATION

FLOORS, DRINKING FOUNTAINS, TELEPHONES			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Floors			
Non-slip surface	X		
Carpeting is high-density, low pile, non-absorbent, stretched taut, securely anchored	X		
Corridor width minimum is 3 ft	X		
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor	X		
Drinking Fountains			
Spouts no higher than 36" from floor to outlet	X		
Hand operated push button or level controls	X		
Spouts located near front with stream of water as parallel to front as possible	X		
If recessed, recess a minimum 30" width, and no deeper than depth of fountain	X		One of 2 is recessed and meets dimensions.
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach	X		
Telephones			
Highest operating part a maximum 54" above the floor	X		48"
Access within 12" of phone, 30" high by 30" wide	X		
Adjustable volume control on headset so identified	X		
SIGNS, SIGNALS, AND SWITCHES			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Switches, Controls and Signs			
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc., must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach	X		Lights are all on sensors to automatically turn on and off.
Electrical outlets centered no lower than 18" above the floor	X		
Warning signals must be visual as well as audible	x		
Signs			
Mounting height must be 60" to centerline of the sign	X		
Within 18" of door jamb or recessed	X		
Letters and numbers at least 1 1/4" high		X	1"
Letters and numbers raised .03"	X		
Letters and numbers contrast with the background color	X		

NOTES

LOCATION

SWIMMING POOLS – accessibility can be via ramp, lifting device, or transfer area			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides	X		Graduated step ramp
Lifting device	X		
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool	X		
Non-slip surface	X		

LOCATION

SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Stalls 36" by 60" minimum, with a 36" door opening			
Floors are pitched to drain the stall at the corner farthest from entrance	X		
Floors are non-slip surface	X		
Controls operate by a single lever with a pressure balance mixing valve	X		
Controls are located on the center wall adjacent to the hinged seat	X		
Shower heads attached to a flexible metal hose	X		
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor	X		
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long	X		Except seats are not padded.
Soap trays without handhold features unless they can support 250 pounds	X		
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar	X		One stall has L-shaped bar with one leg of it less than 48" because stall is less than 48".
Grab bars are placed horizontally at 36" above the floor line	X		

LOCATION

PICNICKING			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
A minimum of 5% of the total tables must be accessible with clear space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access			
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide and 24" deep.			
Top of table no higher than 32" above ground			
Surface of the clear ground space under and around the table must be stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions			
Accessible tables, grills and fire rings must have clear ground space of at least 36" around the perimeter			