

# Public Works Department - Carby Street Offices



## Town of Westwood ADA Transition Plan

May 2023



Institute for Human Centered Design

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### Background

Year Built: 2004

The Public Works Department is located at 50 Carby Street in a one-story building. Outside the facility, there is a parking lot, flag pole, bike rack, and a bench located on the east side of the building. A parking lot is provided southeast of the building with two (2) noncompliant car accessible parking spaces and two (2) parking spaces for electric vehicle charging.

The building has one (1) accessible main entrance, which is accessed from the parking lot. There are two (2) accessible exits from the Champagne Meeting Room, on the south side of the building and two (2) accessible exits on the north side of the building.

Areas surveyed that are open to the public include the lobby, Champagne Meeting Room, two (2) online permitting areas, a conference room, the executive offices of the building department, engineering and sewer departments; planning, zoning, and community and economic development; and the highway, cemetery, and facilities departments, and toilet rooms. There are two (2) multi-user toilet rooms for men and women in the lobby.

### Key Accessibility Issues

#### Exterior Routes

Accessibility issues include a route with an excessive running slope, a curb ramp with an excessive running slope, and lack of a flush transition from the curb ramp to the street.

#### Parking

Based on the estimated parking count of 31 parking spaces, one (1) van accessible and one (1) car accessible parking space should be provided. Currently, there are two (2) car accessible parking spaces with noncompliant International Symbol of Accessibility (ISA) signage. Accessibility issues include lack of a van accessible parking space and lack of the designation “Van Accessible” at the parking space.

Additionally, both of the identification signs at the accessible parking spaces are mounted lower than allowed.

#### Signage

Accessibility issues include lack of interior and exterior designation signs with raised characters and braille, signs not located on the latch side of the door, signs mounted higher than the maximum allowed, lack of tactile signs (with braille and raised characters) at the emergency egresses, and lack of illuminated signs with the International Symbol of Accessibility (ISA) at the accessible emergency exits\*.

**\*Note:** When the exit sign at the accessible egress doors is replaced, provide an illuminated exit sign with an illuminated International Symbol of Accessibility (ISA).

#### Doors and Doorways

Accessibility issues include a door that lacks maneuvering clearance due to placement of a hand sanitizer dispenser, a door with a noncompliant closing speed, and interior doors requiring opening force greater than allowed.

#### Multi-User Toilet Rooms

Accessibility issues at the toilet compartments include lack of a side grab bar located 54” minimum from the rear wall and lack of a door pull provided on one side of the compartment door. Accessibility issues in the toilet compartment in the women’s multi-user toilet room include a toilet cover dispenser mounted over the grab bar. Issues in the toilet compartment in the men’s multi-user toilet room include lack of the minimum clear depth at the toilet. Additionally, on the route to the accessible compartment in the women’s toilet room, the vertical clearance is lower than allowed.

#### **Additional Accessibility Issues**

- Many items (such as coat hooks and informational fliers) are located higher than allowed, and an automatic external defibrillator (AED) acts as a protruding object within the accessible route.
- The sink by the mechanical room lacks clear floor space and a lack of wrapped pipes under the sink.

### Order of Magnitude Cost Estimates

- Renovate parking spaces: \$1,300
- Renovate curb ramp: \$3,640
- Renovate signage: \$1,054
- Renovate toilet rooms: \$9,187
- Miscellaneous corrective actions (cane-detectable barrier, reach ranges): \$2,063

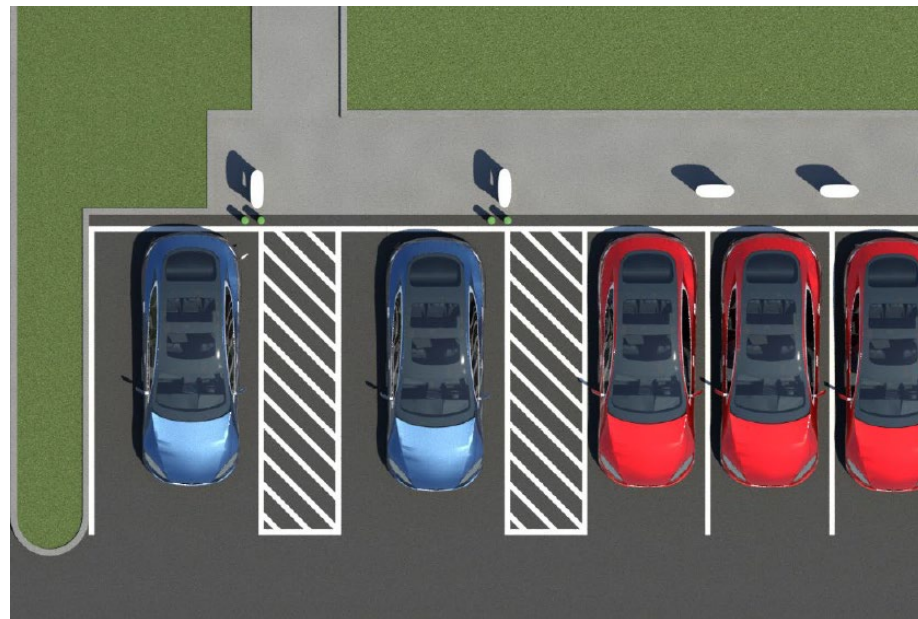
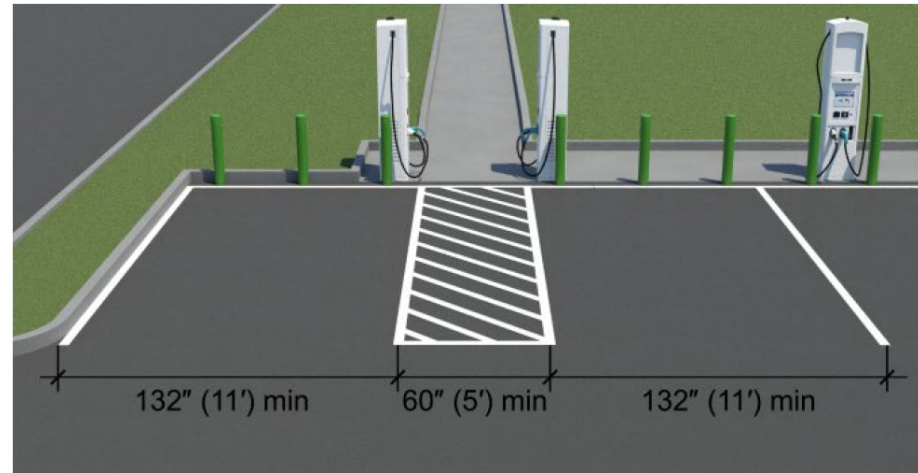
**Total: \$17,244\***





**\*Note:** IHCD is not providing costs for some exterior issues such as estimating the cost to repair expanses of sidewalk or walkways. Further analysis is needed to determine the cost of providing clear width at the sink by the mechanical room.

### 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.

- To ensure an accessible route to the online permitting area and Champagne Meeting Room is provided, recommend using a door stopper instead of a chair to hold the door open.
- In the accessible compartment in the women's multi-user toilet room recommend relocating the trash can to be closer within reach range of the toilet.
- Recommend providing an accessible electric vehicle charging station with 60" access aisles and a parking space that is 132" min. See the [Access Board](http://www.access-board.gov/tad/ev/) website for more information and guidelines on accessible electric vehicle charging stations (<http://www.access-board.gov/tad/ev/>).











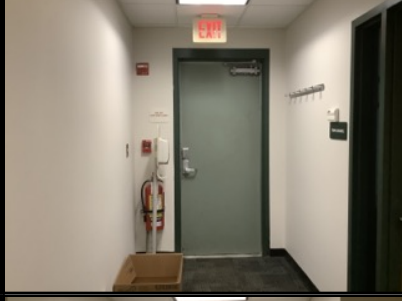

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<div style="border: 1px solid black; padding: 2px;">Approach and Entrance</div>												
<div style="border: 1px solid black; padding: 2px;">Exterior Access Route</div>												
1		Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%)	8.7%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	-
<div style="border: 1px solid black; padding: 2px;">Curb Ramp</div>												
2	Parking Lot	Ext.		Curb Ramp	Perpendicular		Running slope is > 1:12 (8.33%) Transition from curb ramp to street not flush	10% -	Reduce running slope to be no steeper than 1:12 (8.33%). Ensure transition from curb ramp to street is flush or free of changes in level.	1	3640	\$3640
											<b>3640</b>	
<div style="border: 1px solid black; padding: 2px;">Off-Street Parking Lot or Garage</div>												
3	Parking Lot	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated car accessible parking spaces Total # of designated van accessible spaces Sign does not have the designation "Van Accessible" Sign bottom < 60" above finished grade International Symbol of Acc. not compliant	31 2 0 - 43" -	Convert one car accessible parking space into a van accessible parking space. Add the designation "Van Accessible" to the sign located at the van accessible space. Locate sign with the bottom of the sign 60" above the ground. Ensure that all three parking identification signs contains the required International Symbol of Accessibility (ISA).	1	650 650 Labor	\$1300
											<b>1300</b>	
<div style="border: 1px solid black; padding: 2px;">Access to Goods and Services</div>												
<div style="border: 1px solid black; padding: 2px;">Means of Egress</div>												
4	Egress Doors, Champagne Meeting Room	1	10	Means of Egress	N/A			-	If or when the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	2	-	-






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	North Egress Door by Town Council	1		Means of Egress	N/A			-	If or when the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	-	-
6	Northwest Egress Door by Planning, Zoning, Community and Economic Development	1		Means of Egress	N/A			-	If or when the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	-	-
7	Main Egress	Ext.		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the latch side of the door.  If or when the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	302 -	\$302
<b>Interior Access Route</b>												
8	Women's Multi-User Toilet Room	1		Interior Access Route	N/A		Obstructed by protruding objects	9.75"	Provide a cane-detectable barrier underneath the automatic external defibrillator (AED) while ensuring the fire extinguisher can still be accessed.	1	398	\$398
9	Women's Multi-User Toilet Room	1		Interior Access Route	N/A		Vertical clearance < 80" above finished floor	76"	Further study will be needed to determine whether it is technically feasible to bring the vertical clearance into full compliance with the ADA Standards. Consider adding signage that says, "Low Headroom" or, "Low Ceiling". Alternatively, provide contrasting painting or padding underneath the obstruction.	1	302	\$302

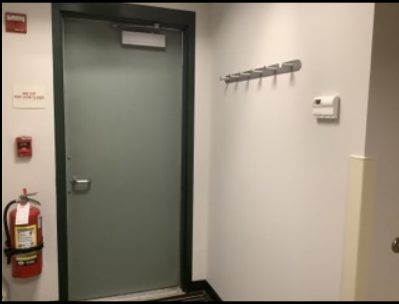




**398**

**302**





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Doors, Doorways, &amp; Gates</b>												
10	North Egress Door by Town Council	1		Doors, Doorways, & Gates	Emergency Egress		Maneuvering clearance(s) not provided	-	Relocate the hand sanitizer dispenser to provide 12" min. of maneuvering clearance at the push-side of the door.	1	Labor	Labor
11	Champagne Meeting Room	1	10	Doors, Doorways, & Gates	Meeting Room		Door requires > 5 lbs. of force to open	10 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	2	Labor	Labor
12	Men's Multi-User Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	10 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	Labor
13	Women's Multi-User Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	11 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	Labor
14	Main Entrance	Ext.		Doors, Doorways, & Gates	Main Entrance		Closing speed not compliant	2 sec.	Adjust door closer so that from an open position of 90 degrees, the time required to move the door to a position of 12 degrees from the latch is 5 seconds min.	1	Labor	Labor


ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Signage</b>												
15	Main Entrance	Ext.		Signage	Designation		Signage is not provided	-	Locate compliant signage with raised characters and braille alongside the door on the latch side.	1	450	\$450
											<b>450</b>	
16	Champagne Meeting Room	1	10	Signage	Designation		Raised characters < 48" or > 60" above ground	62" -	Mount the signs so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor.	2	Labor	Labor
17	Egress Doors, Champagne Meeting Room	1	10	Signage	Egress		Raised characters < 48" or > 60" above ground	62"	Mount the sign so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor.	2	Labor	Labor
18	North Egress Door by Town Council	1		Signage	Egress		Raised characters < 48" or > 60" above ground	61"	Mount the sign so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor.	1	Labor	Labor
19	Northwest Egress Door by Planning, Zoning, Community and Economic Development	1		Signage	Egress		Raised characters < 48" or > 60" above ground	62"	Mount the sign so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor.	1	Labor	Labor

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
20	Planning, Zoning, Community and Economic Development	1	13	Signage	Designation		Braille not provided on sign	-	Provide braille on the sign.	1	302	\$302
21	Conference Room	1	18	Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side.	1	Labor	Labor
<b>Operable Parts / Reach Range</b>												
22	Building Department	1	11	Operable Parts / Reach Range	Filers		Side reach > 54"	68"	Relocate the informational fliers so that they are between 15" - 48" above the finished floor.	1	333	\$333
23	By Men's and Women's Multi-User Toilet Rooms	1		Operable Parts / Reach Range	Other		Side reach > 54"	62"	Relocate the informational fliers so that they are between 15" - 48" above the finished floor.	1	333	\$333
24	By North Egress Door by Town Council	1		Operable Parts / Reach Range	Clothes Rod/Hooks		Side reach > 54"	68"	Relocate the coat hooks so that they are between 15" - 48" above the finished floor.	1	333	\$333

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
25	By Northwest Egress Door by Planning, Zoning, Community and Economic Development	1		Operable Parts / Reach Range	Clothes Rod/Hooks		Side reach > 54"	68"	Relocate the coat hooks so that they are between 15" - 48" above the finished floor.	1	333	\$333
26	Women's Multi-User Toilet Room	1		Operable Parts / Reach Range	Clothes Rod/Hooks		Side reach > 54"	57.5"	Relocate the coat hooks so that they are between 15" - 48" above the finished floor.	1	333	\$333
<div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">Toilet &amp; Bathing Rooms</div> <div style="border: 1px solid gray; padding: 2px;">Toilet Compartment</div>												
27	Women's Multi-User Toilet Room	1		Toilet Compartment	Accessible Compartment		Noncompliant toilet cover dispenser Side grab bar < 54" from back wall	- 48.75"	Relocate toilet cover dispenser so that it is not located over the grab bar. Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall.	1	333 333	\$666
28	Men's Multi-User Toilet Room	1		Toilet Compartment	Accessible Compartment		Clearance at toilet < 72" clear depth (MAAB) Side grab bar < 54" from back wall	68.25" 51"	Relocate or rebuild the partition to the compartment to provide a wheelchair accessible compartment that is 60" wide and 72" deep. Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall.	1	8037	\$8037
29	Men's Multi-User Toilet Room	1		Toilet Compartment	Accessible Compartment		Door pull not provided	-	Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	91	\$91



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
30	Women's Multi-User Toilet Room	1		Toilet Compartment	Accessible Compartment		Door pull not provided	-	Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	91	\$91
<div style="border: 1px solid gray; padding: 2px;">Additional Access</div> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;">Sink</div>												
31	By Mechanical Room	1		Sink	N/A		Clear floor space not provided at sink Exposed plumbing underneath sink	27.25" -	Provide a 30" by 48" clear floor space positioned for a forward approach. Insulate or otherwise configure pipes at sink. * Cost requires further analysis.	1	-	-
<div style="border: 1px solid gray; padding: 2px;">Best Practice</div> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;">Doors, Doorways, &amp; Gates</div>												
32	Champagne Meeting Room	1	10	Doors, Doorways, & Gates	N/A			-	To ensure an accessible route to the online permitting area and Champagne Meeting Room is provided, recommend using a door stopper instead of a chair to hold the door open.	1	-	-
<div style="border: 1px solid gray; padding: 2px;">Parking Lot</div>												
33	Parking Lot, Electric Vehicle Charging Stations	Ext.		Parking Lot	Visitor			-	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 <a href="https://www.access-board.gov/tad/ev/">https://www.access-board.gov/tad/ev/</a> for design recommendations.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Toilet Compartment</b>												
34	Women's Multi-User Toilet Room	1		Toilet Compartment	Accessible Compartment			29"	Recommend relocating the trash can to be closer within reach range of the toilet.	1	-	-