ADA Transition Plan and Self-Evaluation

Cannon County
Tennessee

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I INTRODUCTION

Cannon County received notice in November 2016 of the requirement by the Tennessee Department of Transportation (TDOT) for every city and county with 50 employees or more to prepare a self-evaluation and transition plan related to compliance with the Americans with Disabilities Act (ADA). The notification outlined the established deadlines over the next three years for complying with the state and federal requirements. Cannon County did not meet the initial deadlines. Cannon County received notification from TDOT in 2020 advising the County to prepare the plan and post it on their website by December 31, 2020. An additional 90 day extension was also granted in December 2020 by TDOT which extends the deadline for completion of the Transition Plan to March 31, 2021. This 2020 documentation from TDOT is provided in Appendix A.

This report provides the required documentation to TDOT related to ADA compliance and represents the Transition Plan.

II OVERVIEW OF LEGISLATIVE MANDATES

TDOT provided to all cities and counties a letter dated September 28, 2016 from the U.S. Department of Transportation Federal Highway Administration (FHWA) to TDOT outlining the federal requirements for Local Public Agencies to prepare ADA Transition Plans. A copy of this letter is included in Appendix B.

The letter outlines that FHWA has issued a Statewide Planning Finding for Tennessee to certify that the transportation planning process is being carried out in accordance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. The Statewide Action Plan is to document that Local Public Agencies are achieving compliance with these federal requirements. If cities and counties do not comply with the requirements, their transportation planning is deemed to be out of compliance with the laws, and state and federal funding may be withheld from the cities and counties.

In summary, the local public agencies must prepare a self-evaluation of their public facilities including right-of-way infrastructure such as curb ramps, sidewalk, and crosswalks as well as public office buildings and facilities to document areas that do not meet the ADA standards. Once the self-evaluations are performed, the cities and counties must prepare an ADA Transition Plan that documents the deficiencies, defines how the deficiencies can be corrected, identifies a timeline for correction, establishes an estimated cost for improvements, and identifies what person in that organization is responsible for ensuring the corrective actions are made.

As an overview of the federal legislative mandates, the Americans with Disabilities Act (ADA) is a civil rights law that mandates equal opportunity for individuals with disabilities. The ADA prohibits discrimination in access to jobs, government service, public accommodations, public transportation, and telecommunications. Title II of the ADA requires that all programs, services, and activities (PSAs) of public entities provide equal access for individuals with disabilities.

Cannon County is required to meet all requirement of Title I in its employment practices. It is required to also meet Title II in its policies, programs, and services, Titles IV and V for it City programs, services, and facilities, and all requirements specified in the 2010 ADA Standards and 2011 Proposed

Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) that apply to county facilities.

In Title II are administrative requirements for all government entities employing more than 50 persons. These requirements include preparing a self-evaluation, developing an ADA compliant procedure, designating a person responsible for overseeing ADA compliance (ADA Coordinator), and developing a Transition Plan.

III PROGRAM MILESTONES

TDOT established the schedule for all cities and counties to adhere to for submission of compliance documentation. The deadlines are outlined as follows:

December 2016

- Communities with 50 employees or more in their jurisdiction must provide TDOT with documentation stating they have named a qualified person as their ADA Coordinator.

- Communities must provide TDOT the Coordinator's contact information.

- Communities must develop and publish an ADA grievance procedure.

December 2017

- Communities must provide a written letter from the Mayor or equivalent outlining the development of their Transition Plan

- Letter from the Mayor or equivalent must be adopted by the City Council or County Commissioners using the City's or County's own procedures.

September 2018

- Communities must provide documentation showing they have completed or are making significant progress towards completing an ADA Transition Plan and Self Evaluation.

- All self-certification forms are expected to be returned to TDOT.

Note: TDOT projects may not be advanced within the city or county without self-certification form.

December 2019

- FHWA required all Transition Plans be completed prior to communities resigning TIP certification.

While Cannon County did not meet the above listed milestones, they have been requested by TDOT to complete the plan including all requirement and post it on their website by December 31, 2020.

The submission of the documentation by the Cannon County to TDOT, including this ADA Transition Plan, places TDOT and the County in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 and ensures that state and federal funding to the County will not be impacted.

IV SELF-EVALUATION

A. SELF-EVALUATION REQUIREMENTS

Under the ADA, Cannon County is required to complete a Self-Evaluation of the City's facilities, programs, policies, and practices. The self-evaluation as performed by Cannon County evaluated the following:

1. Procedures and policies
2. Programs, services, and activities
3. Design standards
4. All sidewalks, curb ramps, and intersections
5. Public Rights-of-Way
6. Pedestrian facilities including Accessible Pedestrian Signals (APS)
7. Transit stops/operations
8. Buildings/facilities
9. Parks and all park programs and amenities including swimming pools, playgrounds, areas of sports activity
10. Public parking lots
11. Housing Programs
12. Emergency Planning
13. Hiring/firing practices and Job Descriptions
14. Boards and Commissions
15. Website
16. Other forms of communication

The results of these self-evaluations are documented, and where applicable, the inspection forms are included in the Appendices G & H. More detailed descriptions of the self-evaluations are described in the following sections.

To comply with the requirements of the plan, the County is to take corrective measures to achieve compliant accessibility through methods that include the following:

1. Relocation of programs to accessible facilities
2. Modifications to existing programs so they are offered in an accessible manner
3. Structural methods such as altering an existing facility
4. Auxiliary aids provided to produce effective communication

These corrective measures will be discussed in detail in the following sections related to the self-evaluation findings.

B. PROCEDURES AND POLICIES REVEW

1. DEPARTMENTAL REVIEWS

Procedures and policies of the County government, including all departments, must meet accessibility requirements including Title II regulations. This includes advertisement, orientation, eligibility, participation, testing or evaluation, physical access, provision of auxiliary aids, transportation, and communication.

In an effort to ensure departmental procedures and policies meet accessibility requirements, departments were contacted, and procedures and policies were reviewed. The following is a general summary of the self-evaluation findings and recommendations of departmental reviews of procedures and policies.

FINDINGS:

- Most department contacts are aware that ADA requirements exist, however, they were not aware of the specific requirements.
- Most departments were unaware that a County-wide ADA grievance policy and procedure had been developed.
- Most departments were unsure if the County has a reasonable accommodation policy and procedure.
- Most departments were unsure if the county has a public notice under the ADA. This notice is required by all Title II entities regardless of their size and is required to be publicized on an ongoing basis.
- ADA-specific training has not been a common practice throughout the County.
- Departments were unaware of policies and procedures or guidelines in place regarding ADA compliant purchasing and procurement.
- Departments indicated they do not use ADA checklists to ensure ADA compliance.
- Some departments were unaware of a County-wide non-discrimination statement that is required to be included in all information distributed by the County.

RECOMMENDATIONS:

- Departments should attend annual ADA-specific training regarding Title I and Title II.
- The County should adopt a County-wide non-discrimination statement policy.
- The County should develop and utilize specific ADA checklists or guidance procedures to ensure ADA compliance for programs, policies, procedures, and activities.
- The departments should maintain logs for Title I and Title II compliance. These logs should be shared with the ADA Coordinator.
- Departments should work with the County Attorney to develop department-specific guidelines for reviewing County contracts, agreements, and waivers for ADA language that clarifies the County's obligations under the ADA.
- Departments should develop guidelines regarding special events to address ADA compliance.

- The County should consider formally adopting PROWAG and ADAAG as County standard practices.
- The County should develop ADA-specific requirements (including PROWAG and ADAAG) for design consultants to follow when working on a County project that includes ADA elements.
- The County should consider allocating ADA-specific funds within the County's annual budget for items outlined above, in addition to specific facility improvements.

2. ADA COMMITTEE AND ADA COORDINATOR

Cannon County formed the ADA Advisory & Grievance Committee in 2020. This 10-member committee held their first meeting on July 28, 2020 and has met monthly since that date. Committee members are listed in Appendix C. Meeting minutes are included in Appendix D.

Cannon County appointed an ADA Coordinator, Mr. Abbie Howell, on February 25, 2020. Mr. Howell's contact information is:

Abbie Howell, ADA Coordinator
Cannon County Courthouse
200 W. Main Street
Woodbury, TN 37190
Phone number: 615-563-2320
Email address: ccexecutiveassist@gmail.com

The ADA Coordinator contact information should be included in all information that is distributed by the County and be posted on information on the County website.

Below is a listing of qualifications and responsibilities for ADA Coordinators as recommended by the US Department of Justice:

- Familiarity with the entity's structures, activities, and employees
- Knowledge of the ADA and other laws addressing the rights of people with disabilities, such as Section 504 of the Rehabilitation Act.
- Experience with people with a broad range of disabilities
- Knowledge of various alternative formats and alternative technologies that enable individuals with disabilities to communicate, participate, and perform tasks.
- Ability to work cooperatively with local entities and people with disabilities
- Familiarity with any local disability advocacy groups or other disability groups
- Skills and training in negotiation and mediation
- Organizational and analytical skills.

3. ADA GRIEVANCE PROCEDURE

Cannon County adopted an ADA Title II Grievance Procedure on November 8, 2019 with revisions approved on July 2, 2020. A complaint form has also been adopted and included as a part of the grievance procedure. This procedure is included in Appendix E.

The purpose of the ADA grievance procedure is to provide a mechanism for the resolution of discrimination issues at the County level instead of having the complainant resort to resolution at the federal level.

The ADA Title II Grievance Procedure is included on the County's website.

4. PUBLIC NOTICE UNDER ADA

The ADA public notice requirement applies to all state and local governments covered by Title II, including entities with fewer than 50 employees. The target audience of the public notice includes applicants, beneficiaries, and other people interested in Cannon County's programs, services, and activities (PSA's). This notice is required to include information regarding Title II of the ADA and how it applies to the PSA's of the County.

Cannon County has adopted an ADA Public Notice and it is included in Appendix F.

5. COUNTY ORDINANCE REVIEW

Cannon County Ordinances were reviewed for consistency with current accessibility requirement and standards. The following is a general summary of the self-evaluation findings and recommendations of the reviews of County ordinances.

FINDINGS:
- Most Ordinance Titles do not mention information regarding the ADA Coordinator.
- Most Ordinance Titles do not include a consistent County-wide non-discrimination statement.
- Most Ordinance Titles do not contain ADA guidance and/or policies and procedures.
- Building Codes related Ordinance Titles do not contain ADA-specific information such as using the ADAAG or PROWAG standards.

RECOMMENDATIONS:
- Revise Ordinance Titles to include information regarding the ADA Coordinator.
- County should adopt a County-wide Non-Discrimination Statement Policy and reference it in Ordinance Titles.
- Ordinance Titles should be revised to include department specific ADA policies and procedures.
- Revise Ordinance Titles to include reference to ADA-specific standards such as ADAAG or PROWAG.

6. ADA COMPLAINTS REVIEW

Cannon County has established a method of logging in complaints, resolving the accessibility issues, and confidentially maintaining a complaint file. The ADA complaints are reviewed and processed by the ADA Compliance & Grievance Committee with administrative support from the ADA Coordinator.

To date there have been no complaints received and reviewed by the Committee.

C. PROGRAMS, SERVICES, AND ACTIVITIES REVIEW

An assessment was conducted of compliance with ADA requirements in the categories of Administration, General Non-Discrimination, Program Accessibility, Effective Communication,and Website Accessibility. The deficiency summary for each item is included in Appendix I. The City is not aware of any programs that are in inaccessible facilities or where reasonable accommodations could not be offered to enable participation. The development of policies and procedures and employee training will assist with on-going efforts to provide handicapped individuals with meaningful access to County programs.

D. FACILITIES REVIEW

1. PUBLIC RIGHT-OF-WAY INFRASTRUCTURE

There is no public right-of-way infrastructure consisting of curb ramps, sidewalks, crosswalks, or pedestrian signals within the County-owned right of way in Cannon County. Therefore, there is no self-evaluation documentation for these right-of-way infrastructure items.

2. MUNICIPAL BUILDINGS/FACILITIES

All County-owned buildings and facilities were inspected for ADA compliance. The following buildings/facilities were inspected by County staff:

i. Cannon County Courthouse
ii. Old Adam's Hospital
iii. New Cannon County Jail
iv. Old Jail
v. 4-H/Ag Facility
vi. Community Center/Headstart
vii. Senior Center
viii. Bradyville Post Office
ix. Cannon County Convenience Center
x. Gassaway Community Center
xi. Old Board of Education
xii. Ballfields/Fair Grounds
xiii. Health Department
xiv. EMS
xv. Rescue Squad
xvi. Cannon County High School
xvii. Woodbury Grammar School
xviii. Woodland Grammar School
xix. East Side Grammar School
xx. West Side Grammar School
xxi. Auburntown Grammar School
xxii. Short Mountain Grammar School
xxiii. Short Mountain Fire Dept
xxiv. West Side Fire Dept

xxv. Mid Way Fire Dept
xxvi. Gassaway Fire Dept
xxvii. East Side Fire Dept
xxviii. Mooretown Fire Dept
xxix. Ambulance Service
xxx. Bradyville Fire Dept

Self-evaluation inspection documentation, including deficiencies, is provided in Appendix I.

Building/facility deficiencies are documented on the inspection forms and summarized in Appendix I in this report.

3. SCHOOLS

Pending receipt of self-evaluation forms from Cannon County

4. HOUSING FACILITIES

Woodbury Housing Authority facilities are inspected for ADA compliance under separate requirements and reported directly by that agency. The housing facilities were not inspected under this self-evaluation effort and not included in this ADA Transition Plan.

V TRANSITION PLAN

A. OVERVIEW

This Transition Plan documents the deficiencies, defines how the deficiencies can be corrected, prioritizes the improvements, identifies a timeline for correction, establishes an estimated cost for improvements, and identifies what person in the organization is responsible for ensuring the corrective actions are made. The Plan also identifies the source of funding for the improvements.

The Cannon County Commission has reviewed and approved this plan by Resolution #____ on January ___, 2021 as included in Appendix L. This City identifies that $1,497,210.00 over a 20-year period will be committed to the correction of ADA deficiencies and to comply with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Cannon County funding for corrective measures will be from the General Fund as it annually commits to projects. The funding source will also derive from capital projects (bond funds), TDOT STBG funding, and other grant funds.

B. PRIORITY RANKING CRITERIA

The following priority ranking criteria have been established and adhered to during the self-evaluation inspections and the Transition Plan recommendations. The priority ranking criteria is as follows:

1. CURB RAMPS

PRIORITY Highest	SITUATION
1A	Existing curb ramp with running slope greater than 12% and location near a school, government building, hospital, or similar facility
1B	No curb ramp where a sidewalk or pedestrian path exists and location near a school, government building, hospital, or similar facility
2A	An existing curb ramp with a running slope greater than 12% (Not located near a school or similar facility)
2B	No curb ramp where a sidewalk or pedestrian path exists (Not located near a school or similar facility)
3	No curb ramp where a striped crosswalk exists
4	One curb ramp per corner and another is needed to serve the other crossing direction
5A	An existing curb ramp with either a running slope greater than 1 to 12 or an insufficient landing
5B	An existing curb ramp with obstructions in the ramp or landing
5C	An existing curb ramp with any of the following conditions: - A cross slope greater than 2% - A width less than 36 inches - A lip at the curb of greater than ½ inch
5D	An existing curb ramp with returned curbs where pedestrian travel across the curb is not permitted
5E	An existing diagonal curb ramp without the 48-inch extension in the crosswalk
5F	An existing curb ramp without detectable warnings or without detectable warnings with color contrast
5G	The pedestrian push button is not accessible from the sidewalk or from the ramp
6	ADA compliant or technically infeasible to be ADA compliant curb ramp

2. SIDEWALKS

PRIORITY Highest	SITUATION
1	Existing sidewalk with defects located near a school, government building, hospital, or similar facility
2	Existing sidewalk with excessive defects (3 or more in the non-conformance details section) (Not located near a school, government building, hospital, or similar facility)
3	Existing sidewalk with minor defects (2 or less in the non-conformance details section) (Not located near a school, government building, hospital, or similar facility)
4	ADA compliant or technically infeasible to be ADA compliant sidewalk

3. CROSSWALKS

PRIORITY Highest	SITUATION
1	No crosswalk located near a school, government building, hospital, or similar facility
2	Existing crosswalk with defects located near a school, government building, hospital, or similar facility
3	No crosswalk (Not located near a school or similar facility
4	Existing crosswalk with defects (Not located near a school or similar facility)
5	ADA compliant or technically infeasible to be ADA compliant crosswalk

4. MUNICIPAL BUILDINGS/FACILITIES

PRIORITY Highest	SITUATION
1	Approach and Entrance (includes parking, exterior routes, entrance doors, etc.)
2	Access to Goods & Services (includes interior routes, interior doors, service counter, seating, etc.)
3	Toilet Rooms
4	Additional Access (includes drinking fountains, alarms, pay phones, etc.)

5. PROGRAMS AND POLICIES

PRIORITY Highest	SITUATION
1	Administration
2	General Non-Discrimination
3	Program Accessibility
4	Effective Communication
5	Website Accessibility

C. INSPECTION FORM EXAMPLES

The self-evaluation inspections were performed by County staff on all County-owned buildings/facilities within Cannon County. Examples of inspection forms are included in Appendix G.

D. RECOMMENDED SCHEDULE AND FUNDING

The ADA Transition Plan inspection deficiency summary spreadsheets are included in Appendix I – County Buildings/Facilities. The specific non-conforming items are listed in order of priority on the summary spreadsheets for County buildings/facilities.

The Plan outlines that the deficiencies identified will be corrected to meet ADA requirements over a 20-year period. The deficiency items have a completion target date assigned to them spanning over this 20-year period. The anticipated sources of funding for the improvements are listed in the summary spreadsheets.

VI PUBLIC INVOLVEMENT

A. ADA POLICIES

Cannon County, in an effort to comply with the Americans with Disabilities Act, has developed an ADA Grievance Procedure for the public and staff to be able to report any complaints alleging discrimination on the basis of disability in the provisions of services, activities, programs or benefits by the Cannon County. This procedure is provided in Appendix E.

Cannon County has developed an ADA Advisory & Grievance Committee as discussed in Section IV.B.2. This committee has been holding monthly meetings that are open to the public to seek input and resolve accessibility issues. These public meetings have been advertised in advance through the local newspaper and posted in various places in the community. Public input has been openly sought through this committee on ways the County needs to address accessibility issues. Also, the Committee members are diverse in background and the membership represents the disabled. The committee reviews grievances and resulting accessibility policy revisions for the Cannon County Commission to review and act upon. The Cannon County ADA Grievance Procedure is provided in Appendix E.

B. PUBLIC NOTICES AND HEARINGS

Public input on ADA policies, the ADA Grievance Procedure, and ADA Transition Plan have been discussed in a public meeting advertised and held on December 15, 2020 at 5:30 pm at Cannon County Courthouse, Woodbury. Public involvement and input from agencies such as the Disabled American Veterans has been sought. The advertisement has been run in the Cannon Blast newspaper. The sign-in list and comment sheet from the public meeting are included in Appendix J.

VII CONFORMANCE WITH MASTER PLANS

A number of master planning documents were reviewed during the development of this Transition Plan to ensure conformance with long-term planning recommendations related to pedestrian transportation facilities. Master plans reviewed for conformance included the following and are included in Appendix K:

- Cannon County Urban Functional Classification System Map – August 3, 2018
- Cannon County Parks & Recreation Strategic Plan- October 2019

Corrective actions on non-conforming curb ramps, sidewalks, crosswalks, and governmental buildings/facilities identified in the Transition Plan will be implemented to adhere to the location, widths, material types, and layout identified in the master planning documents outlined above.

VIII CONCLUSION

This Transition Plan identifies all non-conforming infrastructure within the public rights-of-way and municipal buildings/facilities of Cannon County and establishes corrective actions. These include corrections to curb ramps, sidewalks, crosswalks, and buildings/facilities to meet federal standards including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

The Transition Plan outlines funding and timelines for the correction of these deficiencies to ensure that persons of any disability have equal access within the streets, parks, and municipal buildings/facilities of Cannon County.

APPENDICES

A. TDOT Notifications on Transition Plan Deadline
B. USDOT FHWA Letter to TDOT–Dated September 28, 2016
C. List of Committee Members
D. Committee Meeting Minutes
E. ADA Grievance Procedure
F. ADA Public Notice
G. Inspection Report Form Examples
H. Completed Inspection Report Forms/Documentation
I. Deficiency Summaries
J. Public Meeting Sign-In List &Comments
K. Master Plan Documents
L. Resolution # Dated, 202–ADA Transition Plan Adoption

APPENDIX A
TDOT Notifications on Transition Plan Deadline

karencannco911@yahoo.com, rmahaffey.cannonco@gmail.com, randygannon.commissioner@gmail.com, russellsmkt@gmail.com, rb.brandon1@gmail.com, jd@faganjd.com

Shanna,
Thanks for the quick that gives us a chance to review the transition plan. And vote on a Resolution to implement the plan over the next several years or do something else. I appreciate your patience in this matter. Cc
We have an additional 90 days to complete this work. v/r Brent
Sent from my iPhone

> On Dec 3, 2020, at 6:58 AM, Shanna Waelty <Shanna.Waelty@tn.gov> wrote:
>
> Good Morning Brent,
> I do not see a problem with a 90 extension. If you should have any further questions, please do not hesitate to give me a call,
> Best Regards,
> Shanna
>
> Shanna M. Waelty | ADA Coordinator Tennessee Department of Transportation
> Roadway Design and Aerial Surveys
> James K. Polk Bldg., 12th Floor 505 Deaderick Street | Nashville, TN 37243
> p. Office: 615-741-0465 | TTY: 615-253-8311
> Shanna.Waelty@tn.gov
> tn.gov/tdot
>
> -----Original Message-----
> From: Brent Bush <bbushcannoncoexecutive@gmail.com> Sent: Wednesday, December 2, 2020 7:07 PM
> To: Margaret Z. Mahler <Margaret.Z.Mahler@tn.gov>
> Cc: ccexecutiveassist@gmail.com; Shanna Waelty <Shanna.Waelty@tn.gov>; district2commissioner@yahoo.com; mitchellg0965@gmail.com; greg65@dtccom.net; commissionerjeannineFloyd@gmail.com; jbush37190@yahoo.com; russellsmkt@gmail.com; randygannon.commissioner@gmail.com; rmahaffey.cannonco@gmail.com; rb.brandon1@gmail.com; karencannco911@yahoo.com
> Subject: [EXTERNAL] Re: 2020 suspense
>
> Thank you Margret I will contact Shanna Waelty concerning the suspense. I appreciate your help in this matter. We have come a long way. I figured another 90 days and we won't rush to failure. Thanks Cc
> See below from Mrs Mahler
> Sent from my iPhone
>
> > On Dec 2, 2020, at 6:12 PM, Margaret Z. Mahler <Margaret.Z.Mahler@tn.gov> wrote:
> >
> > Brent,
> > I don't see why that would be a problem. How ever Shanna Waelty is now overseeing the ADA program. I have copied Shanna and she will get back to you tomorrow. Thank you Margaret Mahler
> >
> > > On Dec 2, 2020, at 4:52 PM, Brent Bush <bbushcannoncoexecutive@gmail.com> wrote:

Mrs. Mahler,
St. John engineering has completely most the transition plan. We have the details. I request an additional 90 days to complete this task with Legislative body.
Thanks Brent Cannon County Executive
Sent from my iPhone

TN TDOT Department of Transportation

ADA Self-Evaluation and Transition Plan Status

If your ADA Transition Plan is not completed

This is to certify our agency has been working on to develop ADA Self-Evaluation and Transition Plan (TA) to ensure agency' commitment toward compliance of Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The current status of the document is,

Status of ADA Self-Evaluation

Not Started ☐
In-Progress ☑
Projected Completion Date of TA: Dec 2020

Status of ADA Transition Plan (Inventory, timeline)

Not Started ☐
In-Progress ☑
Projected Completion Date of TA: Dec 2020

Official in charge of developing Transition Plan

Brent Bush — Name
County Executive — Title
615-563-2320 — Phone Number
bbushcannoncoexecutive@gmail.com — E-mail Address

Name of ADA Coordinator

Brent D. Bush — Name
Cannon County Executive — Title
615 563 2320 — Phone Number
bbushcannoncoexecutive@gmail.com — E-mail Address

ADA Grievance Procedure

The ADA Grievance Procedure is published at (web address, public notices, etc.)

Send this form with supporting documentation of a draft digital copy of your agency's ADA Transition Plan (if available) to

TDOT, Long Range Planning Division, Office of Community Transportation
James K. Polk Building, Suite 900, 505 Deaderick Street, Nashville TN 37243

Tennessee Department of Transportation, Roadway Design Division, ADA Office 615-741-4984

TN TDOT Department of Transportation

ADA Self Certification

This is to certify that I am an official authorized to act behalf of the Agency shown below. It is to further certify that our agency met all requirements of ADA Self-Evaluation and Transition Plan attributes to ensure compliance with Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Certified by

Brent Bush | County Executive | [signature] | 12/5/19
Name | Title | Signature | Date

Cannon County
Agency Name

200 W. Main St
Street

Woodbury | Cannon | 37190
City | County | Zip Code

Official in charge of implementing Transition Plan

Brent Bush | County Executive
Name | Title

615-563-2320 | bbushcannoncoexecutive@gmail.com
Phone Number | E-mail Address

ADA Coordinator

Brent D. Bush | Cannon County Executive
Name | Title

615 563 ~~28~~ 2320 | bbushcannonco executive@gmail.com
Phone Number | E-mail Address

ADA Grievance Procedure

The ADA Grievance Procedure is published at (web address, public notices, etc.)

Please provide a digital file, web link or hard copy of your agencies completed ADA Transition plan to
TDOT, Long Range Planning Division, Office of Community Transportation
James K. Polk Building, Suite 900, 505 Deaderick Street, Nashville TN 37243

STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
BUREAU OF ENGINEERING
SUITE 700, JAMES K. POLK BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1402
(615) 741-0791

JOHN C. SCHROER
COMMISSIONER

BILL HASLAM
GOVERNOR

RECEIVED
NOV 2 8 2016

November 14, 2016

[redacted]

RE: Americans with Disabilities Act (ADA) Compliance and Self-Certification

[redacted]

Attached you will find a letter from the Federal Highway Administration Tennessee Division, in which the Tennessee Department of Transportation (TDOT) has been informed we must ensure every city and county with fifty (50) employees or more must have an ADA Transition Plan and Self-Evaluation in order to receive Transportation Funds.

This letter also serves as notice of the deadline for submission of compliance documentation. The deadlines for submission are as follows:

December 2016

- Communities with 50 employees or more in their jurisdiction must provide TDOT with documentation stating they have named a qualified person as their ADA Coordinator
- Communities must provide TDOT the Coordinator's contact information
- Communities must develop and publish an ADA grievance procedure

December 2017

- Communities must provide a written letter from the Mayor outlining the development of their Transition Plan
- Letter from the Mayor must be adopted by the City Council or County Commissioners using the city's or county's own procedures

September 2018

- Communities must provide documentation showing they have completed or are making significant progress towards completing an ADA Transition Plan and Self Evaluation

- All self-certification forms are expected to be returned to TDOT.
  Note: Projects may not be advanced within the city or county without this self-certification form

December 2019

- FHWA will require all Transition Plans be completed prior to communities resigning TIP certification

Submission of these deliverables will place TDOT and your community in compliance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, Section 504. Following submission, the ADA Transition Plan Form will be received by Deborah Fleming, TDOT's Senior Regional Planner and Margaret Mahler, TDOT's ADA Coordinator. Copies of this form must accompany all applications for funding.

For additional information concerning ADA requirements, please contact Ms. Margaret Zeman Mahler at Margaret.Z.Mahler@tn.gov.

Sincerely,

Paul D. Degges

Paul D. Degges, P.E.
Deputy Commissioner/Chief Engineer

APPENDIX B
USDOT FHWA Letter to TDOT – Dated September 28, 2016

U.S. Department of Transportation
Federal Highway Administration

Tennessee Division

404 BNA Drive, Suite 508
Nashville, Tennessee 37217
Phone (615) 781-5770

September 28, 2016

In Reply Refer To:
HDA-TN

Mr. Paul Degges
Deputy Commissioner/Chief Engineer
Tennessee Department of Transportation
James K. Polk Building, Suite 700
Nashville, TN 37243-0349

Subject: Americans with Disabilities Act Transition Plans for Local Public Agencies

Dear Mr. Degges:

By December 16, 2016, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) will issue a Statewide Planning Finding for Tennessee which certifies that the transportation planning process is being carried out in accordance with all applicable requirements, including compliance with the Americans with Disability Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504).

To come into conformance with ADA and Section 504, the FHWA Tennessee Division is requiring by December 1, 2016:

- All affected Local Public Agencies (LPAs) (those with 50 or more employees) shall identify an ADA Coordinator and
- TDOT shall develop a Statewide Action Plan that defines when each LPA will complete their self-evaluation and individual ADA Transition Plan.

Creation of the Statewide Action Plan will document that LPAs are making satisfactory progress to achieve timely compliance with all federal requirements. The State and affected LPAs' ADA Transition Plans must be completed prior to Federal approval of the Fiscal Year 2020-2023 Statewide Transportation Improvement Program (STIP) and 2020 Statewide Planning Finding in December 2019. Failure to adhere to the requirements of the ADA and Section 504 could result in a future Statewide Planning Finding corrective action or partial federal approval of the STIP covering only a portion of the State.

We understand that some LPAs are questioning the need to develop an ADA Transition Plan. We would like to emphasize that ADA and Section 504 requires the design and construction of existing or proposed transportation facilities be accessible to those with disabilities. Affected LPAs may face liability for ADA lawsuits if they have non-compliant facilities. Please find enclosed a list of some references that may assist TDOT and LPAs in addressing the ADA Transition Plan requirement.

We recognize the efforts that TDOT has taken to ensure LPAs conform to all ADA and Section 504 regulations; the ADA brochure and training sessions are great tools. If you need any additional assistance with this matter, please contact Joi Hamilton-Jones at (615) 781-5790 or by email at Joi.HamiltonJones@dot.gov.

Sincerely,

Sabrina David

Sabrina David, AICP
Assistant Division Administrator

Enclosure

cc: Mr. Joe Galbato, Deputy Commissioner/Chief Financial Officer, TDOT
Mr. Toks Omishakin, Deputy Commissioner/Chief of Environment and Planning, TDOT
Mr. Chuck Rychen, Assistant Chief Engineer of Operations, TDOT
Mr. Jeff Jones, Assistant Chief Engineer of Design, TDOT
Ms. Tanisha Hall, Long Range Planning Director, TDOT
Ms. Deborah Luter, Civil Rights Director, TDOT
Ms. Whitney Sullivan, Transportation Manager 2, TDOT
Ms. Margaret Mahler, ADA Coordinator, TDOT
Ms. Jennifer Hibbert, Director, Office of Planning & Program Development, FTA Region 4

Americans with Disabilities Act Transition Plan Resources

Federal-aid Essentials for Local Public Agencies: Civil Rights, Americans with Disability Act Transition Plans
http://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=32

Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act of 1973 (504)
https://www.fhwa.dot.gov/civilrights/programs/ada.cfm

Questions and Answers About ADA/Section 504
http://www.fhwa.dot.gov/civilrights/programs/ada_sect504qa.cfm

National Cooperative Highway Research Program Project Number 20-7 (232): ADA Transition Plans: A Guide to Best Management Practices, Jacobs Engineering Group, May 2009
http://onlinepubs.trb.org/onlinepubs/nchrp/docs/NCHRP20-07(232)_FR.pdf

APPENDIX C
List of Committee Members

Cannon County
ADA Advisory & Grievance Committee Member List
July 11, 2020

Carrie Feil, Chairman
acfeil@att.net

Dallas Parsons, Vice Chair
Parsonsdt86@yahoo.com

Veronica Hartman, Secretary
Hartman37149@yahoo.com

Lacie Buchanan
Buchanan4cannon@gmail.com

Elizabeth Perry
Erperry2020@outlook.com

Tony Neal
tnt14@dtccom.net

Corey Davenport
District2commissioner@yahoo.com

Rachel Baker
rachel.baker@cannonvso.com

Tracy Neal
tnt14@dtccom.net

Adam Melton

Abbie Howell, ADA Coordinator
ccexecutiveassist@gmail.com

APPENDIX D
Committee Meeting Minutes

ADA Meeting minutes 7/28

Call to order - Carrie

Prayer - Abbe

Minutes read and approved - Veronica

1). Adams building was discussed.

Commissioners want an elevator to the third floor. Budget committee does not want the elevator.

2). Discussion of the cannon county website.

Still discussion for commissioners of who is to do this. Domain name is $400. A one time grant of $5000 was allocated by budget committee for website. Greg Johnson was hired by commissioners to design and set up the website. At this time, it is cannoncountytn.org. As of now, we will be sending him agendas, minutes, etc. to be put on the site.

3). Discussion of elevator in courthouse.

Last inspection recorded was 2019. Question as to whether any maintenance has been done in 2020. Abbe will set up a checklist that companies must check in and give report.

4). Updated ADA forms. Complaint, grievance, public notice.

These will be posted on Cannon county info facebook page, published in newspaper, and submitted to Greg for website.

5). Committee members given list of 19 county owned buildings that will need to be ADA compliant.

All buildings are being evaluated. It was suggested to get more public input on what items need to be addressed first.

6). Discussion of budget.

Who determines, is it up for bids, does committee have any input.

7). Contact list created for committee.

8). Determined to have agenda and minutes to be approved, Sent out to members prior to meeting.

Next meeting 8/25

ADA committee mtg. 8/25/20

A. Call to order - Carrie

B. Prayer. - Dallas

C. Minutes were approved by unanimous vote

D. Convenience Center. -

a. Brent introduced Jim Patterson/ engineer for convenience center and Kim Rain.

b. Need a policy in place for people who need extra help. - at this time, there is no help for unloading as there is only 1 full time and 2 part time employees. Per Kim, majority of the 95 counties have self serve and handle your own trash. Only need to set policy that bagged trash will be taken by employee if possibly. That policy written by Brent.

c. Need a policy for access to facility - per Jim accessibility into and out of facility is ok. There is 2% slope which is acceptable. Per Jim, there will be 3 lanes to access.

d. Need a policy for actual build of facility. - per Brent the building is ADA compliant.

E. Updated ADA forms was approved with only change to address.

F. Public notice and grievance procedure will be published in the Cannon Blast and Cannon Courier.

G. Ada website. - per Brent, a P T employee is working on this but they are trying to add a F T person as IT to do website. Commission has not voted to even have a website at this time.

H. Courthouse elevator. - does meet all ADA requirements

I. Engineer report/quotes. - still waiting on quotes

J. Corey Davenport was added to committee by unanimous vote.

K. Self evaluation and transition plan. -

a. Engineers will write the transition plan. They will have to have budget items included and

approved to do feasible plan. This was tabled until the engineer plan is received.

L. Public interest meeting. - it was decided we were not ready for this until we are closed to plan. Tabled until later

M. Meeting was adjourned.

ADA Advisory & Grievance Committee Meeting
September 22nd, 2020

Present: Carrie Feil, chairman; Tracy Neal; Lacey Buchanan; Tony Neal; Rachel Baker; Brent Bush; Abbie Howell, Keith Ready

Minutes from the August meeting are not available and will be approved at the October meeting.

The committee discussed having a Public Inut / Interest Meeting to be held on October 20th at 5:30 pm at the courthouse with the regular meeting following immediately afterwards. The puurpose of this meeting is to allow citizens to voice their concerns or exeriences with barriers to accessibility in county bbuildings or activities. It will be a listening session that will be included in the Transition Plan done by St. John Engineering. (At the time, the job was being bid out, but St. John DID ultimately win the bid.) We will not be answering questions at this time because the work is still in progress.

Monthly meetings were changed from the fourth Tuesday of every month to the third Tuesday of every month on the suggestion of Abbie & Brent, due to a conflict with otther meetings on the fourth Tuesday.

Tracy Neal is to publish in the Cannon Courier newspaper and on Facebook a notice about the Public Input meeting and regular meeting on October 20th, 2020. A list of county owned buildings is to be included.

Tracy requested better communication between Abbie and the committee. There have been things occuring, such as St. John Engineering meeting with the commission to discuss ADA, that the committee was not made aware of.

Abbie brought to the meeting one copy of the self-evaluation process that he & Dallas had been doing on the buildings prior to St. John being hired. Unfortunately, the stacks of papers contained hundreds of sheets, and no one could read through it because there was only one set, which needed to be kept in the executive office.

Minutes of meetings will be emailed ahead of time so that committee members can read them before approving them at subsequent meetings.

Carrie will contact members who haven't been attending to find out if they wish to continue with the committee. Attendance needs to improve and will be easier with

close to nine members.

Cannon County Veterans Services Officer Rachel Baker will bedeveloping the new county website as part of the county's new IT Dept., and the website will be an ADA accessible .gov website. She also wants to be added to the ADA Advisory & Grievance Committee.

St, John Engineering has stated that the courthouse lift is not ADA compliant, so it will be included in the Transition Plan. Once completed, items on the plan will be completed over time, not all at once.

Abbie tried to tell the committee that the courthouse lift didn't have to be done if the cost is too high. Tracy stated an engineer will know how to deal with that issue.

Abbie handed out a copy of part of Rutherford County's Transition Plan. He asked if the Transition Plan will be on the new website by December 31st, 2020. Brent said he is certain we can at least have a skeleton of the plan posted. (Not mentioned but included in the correspondence handed out by Abbie between State ADA Coordinator Margaret Mahler and himself, the completed final copy of the Transition Plan must be finished by Spring 2021 due to Covid-19 delays.)

End of meeting.

ADA ADVISORY & GRIEVANCE COMMITTEE - past progress - requested by Abbie Howell

Provided by Tracy Neal 10-19-2020

Abbie,

Last year we began meeting. ADA Coordinator was changed from Diane Hickman to Brent Bush.

We met monthly but were discouraged from electing officers until more members were attending.

We did research and went over all of the steps necessary to become ADA compliant.

We wrote up a public notice and Grievance Policy, which were supposed to be published in the newspaper by Brent. I posted them on the Cannon County Info page on Facebook.

Both Brent and I had email correspondence with State ADA Coordinator Margaret Mahler.

Brent had 3 companies talk to the committee in an interview-like setting so that we could decide which one to hire to do the Self-Evaluation and Transition Plan. Soon after that meeting, Brent changed his mind and decided not to hire any of them.

Both City Mayor Andy Duggin and Highway Supervisor Wayne Hancock attended several meetings to try to help us.

Around June or July of 2019, Brent halted all meetings of the ADA Advisory & Grievance Committee.

A group from UTK offered to meet with us and help us with the process by guiding us through it. I asked Brent for permission to contact them. I spoke at length to the lady over it and she wanted to come meet with us. I sent her contact information to Brent and she asked him to set a date when we could meet with them. Brent informed her that we were not meeting at that time.

I requested that a line be put in the budget for ADA projects, but none was added during the budget process.

The December 31st deadline came and went without the committee being able to do anything.

At the beginning of 2020, we were informed that Brent was granted an extension from Ms. Mahler.

We began meeting again in February 2020. Ben Rodgers from CTAS was present and advised us that we needed to hire someone professional to do the Self-Evaluation and Transition Plans, just as other counties had done. Brent and the committee members agreed. We asked that Brent retain the title ADA Coordinator until we found out if Elizabeth Perry qualified to take that position.

A few days later, Brent appointed you (Abbie Howell) as ADA Coordinator.

You (Abbie Howell) & Dallas Parsons began doing the walkthrough / Self-Evaluation. Yet again, no one was hired.

A couple of months passed without meetings due to Covid-19, but we met again in June 2020, I believe, and elected officers:

APPENDIX E
ADA Grievance Procedure

Canon County, TN

THE AMERICANS WITH DISABILITIES ACT (ADA)
TITLE II GRIEVANCE PROCEDURE

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Cannon County Government, Tennessee. The Cannon County Personnel Policy governs employment-related complaints 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 sixty (60) calendar days after the alleged violation to:

(Abbie Howell, ADA Coordinator)
Cannon County Executive Assistant
200 West Main Street
Woodbury, TN 37190
615 563 2320 ccexecutiveassist@gmail.com

Within thirty (30) calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with or otherwise contact the complainant to discuss the complaint and the possible resolutions. Within thirty (30) calendar days of the meeting, the ADA Coordinator 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 Cannon County Government and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within thirty (30) calendar days after receipt of the response to the Cannon County ADA Advisory & Grievance Committee or their designee.

Within thirty (30) days after receipt of the appeal, the Cannon County ADA Advisory & Grievance Committee or their designee will meet with or otherwise contact the complainant to discuss the complaint and possible resolutions. Within thirty (30) days after the meeting, the Cannon County ADA Advisory & Grievance Committee or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All complaints received by the ADA Coordinator or his/her designee, appeals to the Cannon County ADA Advisory & Grievance Committee or its designee, County Executive office, or his/her designee, and responses from these offices will be retained by the Cannon County for at least three (3) years.

Brent D. Bush, Cannon County Executive

8 November 2019
Amended 2 July 2020

Cannon County, Tennessee
ADA Title II / Section 504 Complaint Form

Instructions: Please complete and sign the form and submit it within 180 calendar days of any incident to:

Cannon County ADA Coordinator Abbie Howell
County Executive Office
200 Main St.
Woodbury TN 37190

Phone: 615-563-2320
Email: ccexecutiveassist@gmail.com

---

1. Type of Grievance (check all that apply):

_____ Accomodation Request
_____ Program/Service
_____ Facility Accessiibility
_____ Other: _____

CONTACT INFORMATION

2. Reporting Individual:

Full Name: _____

Address: _____

City, State, Zip code: _____

Phone: _____ Alternate Phone: _____

Email: _____

3. Authorized Representative of Reporting Individual (if any):

Full Name: _____

Address: _____

City, State, Zip code: _____

Phone: _____ Alternate Phone: _____

Email: _____

DETAILS OF COMPLAINT / INCIDENT

4. Date/Time of Incident: _____

5. Department/Facility/Location Involved: _____

_____

_____

_____

6. Describe the incident/complaint with enough detail so the nature of the grievance can be understood. Add additional pages if necessary:

_____

_____

_____

_____

_____

7. Have attempts been made to resolve the complaint? If yes, please describe:

_____

_____

8. Remedy Sought. What action do you want taken? _____

_____

_____

_____

Signature _____ **Date** _____

If you need assistance, require an additional format, or have questions about this form, contact the Cannon County ADA Coordinator, Abbie Howell at:

200 Main St., Woodbury TN 37190

Phone: 615-563-2320 Email: ccexecutiveassist@gmail.com

APPENDIX F
ADA Public Notice

Cannon County TN ADA Public Notice

Long

Americans with Disabilities Act

Cannon County, TN does not discriminate on the basis of disability in its services, programs, or activities.

Employment: Cannon County, TN does not discriminate on the basis of disability in its hiring or employment practices and complies with the ADA title I employment regulations.

Effective Communication: Cannon County, TN will, upon request, provide auxiliary aids and services leading to effective communication for people with disabilities, including qualified sign language interpreters, assistive listening devices, documents in Braille, and other ways of making communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Cannon County, TN will make reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy programs, services, and activities. For example, people with service animals are welcomed in Public offices, even where pets and other animals are prohibited.

Requests: To request an auxiliary aid or service for effective communication, or a modification of policies or procedures contact the ADA Coordinator Abbie Howell, Cannon County Executive Assistant at 615 563 2320 as soon as possible, preferably 30 days before the activity or event.

Complaints: Send complaints to the ADA Coordinator Abbie Howell, Cannon County Executive Assistant at 615 563 2320.

Short

Americans with Disabilities Act

The Cannon County, TN does not discriminate on the basis of disability in its programs, services, activities and employment practices.

If you need auxiliary aids and services for effective communication (such as a sign language interpreter, an assistive listening device or print material in digital format) or reasonable modification to programs, services or activities contact the ADA Coordinator as soon as possible, preferably 30 days before the activity or event.

A grievance procedure is available to resolve complaints.

Upon request, this notice is available in alternative formats such as large print or Braille.

The ADA Coordinator Abbie Howell, Cannon County Executive Assistant at 615 563 2320.

Cannon County TN ADA Public Notice

Long

Americans with Disabilities Act

Cannon County, TN does not discriminate on the basis of disability in its services, programs, or activities.

Employment: Cannon County, TN does not discriminate on the basis of disability in its hiring or employment practices and complies with the ADA title I employment regulations.

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Requests: To request an auxiliary aid or service for effective communication, or a modification of policies or procedures contact the ADA Coordinator Abbie Howell, Cannon County Executive Assistant at 615 563 2320 as soon as possible, preferably 30 days before the activity or event.

Complaints: Complaint forms can be picked up at the County Executive Office at the Cannon County Courthouse at 200 W. Main St., Woodbury TN 37190. Send complaints to the ADA Coordinator Abbie Howell, Cannon County Executive Assistant, 615 563 2320, at **ccexecutiveassist@gmail.com** .

CANNON COUNTY TN ADA PUBLIC NOTICE
Americans with Disabilities Act

Cannon County, TN does not discriminate on the basis of disability in its services, programs, or activities.

Employment: Cannon County, TN does not discriminate on the basis of disability in its hiring or employment practices and complies with the ADA title I employment regulations.

Effective Communication: Cannon County, TN will, upon request, provide auxiliary aids and services leading to effective communication for people with disabilities, including qualified sign language interpreters, assistive listening devices, documents in Braille, and other ways of making communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Cannon County, TN will make reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy programs, services, and activities. For example, people with service animals are welcomed in Public offices, even where pets and other animals are prohibited.

Requests: To request an auxiliary aid or service for effective communication, or a modification of policies or procedures contact the ADA Coordinator Abbie Howell, Cannon County Executive Assistant at 615 563 2320 as soon as possible, preferably 30 days before the activity or event.

Complaints: Complaint forms can be picked up at the County Executive Office at the Cannon County Courthouse at 200 W. Main St., Woodbury TN 37190. Send complaints to the ADA Coordinator Abbie Howell, Cannon County Executive Assistant, 615 563 2320, at ccexecutiveassist@gmail.com .

Scot St. John

From: cannonex@dtccom.net
Sent: Tuesday, October 6, 2020 7:54 AM
To: 'Scot St. John'
Subject: FW: ADA Public Interest / Input Meeting

Scot,
Received this yesterday from an ADA Committee member regarding the ADA Committee's next meeting/public hearing. I'll keep you in the loop when I receive correspondence from them in case you want to attend any meetings.
Thanks, Diane

From: Tony and Tracy Neal <tnt14@dtccom.net>
Sent: Monday, October 5, 2020 6:12 PM
To: Sharon Patrick <spatrick@cannoncourier.com>
Cc: acfeil@att.net; abbie howell <ccexecutiveassist@gmail.com>; Diane Hickman <cannonex@dtccom.net>; Corey Davenport <district2commissioner@yahoo.com>; Brent Bush <bbushcannoncoexecutive@gmail.com>
Subject: ADA Public Interest / Input Meeting

Sharon,

Can you place in the Cannon Blast of the newspaper for the next few weeks? Thank you so much & have a great week! 😊

Thanks,
Tracy Neal
Cannon County ADA Advisory & Grievance Committee

The ADA Advisory & Grievance Committee will be holding a Public Interest / Input Meeting on October 20th at 5:30 pm at the courthouse, with their regular monthly meeting following immediately afterwards.

The purpose of this meeting is to allow the public to address / bring up areas that may have created a barrier to their access to a county building, activity, or program. Everyone is welcome to attend, although the meeting is geared toward hearing the concerns of those who face challenges because of a handicap or disability.

St. John Engineering has won the bid to develop the ADA Transition Plan and we are waiting for them to give us the Transition Plan detailing the areas which do not meet federal ADA Guidelines, along with the estimated costs and dates of completion for each issue.

A list of county-owned buildings is as follows: Cannon County courthouse, Old Adams Hospital, new and old jail buildings, UT-Extension Service Building, Cannon County Community Center & Head Start Program, Cannon County Senior Center, Bradyville Post Office, Dixie Youth Ball Fields and Fairgrounds, Cannon County Convenience Center, Gassaway Community Center, Old Board of Education building, Cannon County Health Department, EMS building, Rescue Squad building and all schools.

APPENDIX G
Inspection Report Form Examples



ACCESSIBILITY CHECKLIST

FEBRUARY 2014 EDITION

BASED ON THE 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN

Northwest ADA Center
University of Washington
6912 220th St S.W., Suite 105
Mountlake Terrace, WA 98043
Toll Free: (800) 949-4232
TTY/TDD/TT: (800) 949-4232
Local (Voice): (425) 248-2480
Videophone: (425) 233-8913
Relay: 7-1-1
Email Address: nwadactr@uw.edu
Web Address: www.nwadacenter.org

Northwest ADA Center



ACCESSIBILITY CHECKLIST
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ACCESSIBILITY CHECKLIST
PURPOSE AND USE

The Northwest ADA Center is pleased to provide this Accessibility Checklist. This Checklist is designed to be a convenient tool for identifying architectural and communication barriers that may be encountered by people with disabilities in public and private buildings. The Checklist may also assist you in planning for removal of barriers to accessibility. The Checklist may be used to survey an entire facility or specific areas and elements. More definitive information may be obtained from the 2010 Standards for Accessible Design. In some situations, the 1991 Standards for Accessible Design and your state or local building code may provide helpful information. The Accessibility Checklist can also be used as a guide to increase awareness of architectural and communication barriers which prevent full access to buildings and facilities by people with disabilities. ***This checklist is NOT a substitute for federal accessibility standards or the appropriate state and local building codes.***

The Checklist is designed so that a

"YES" answer indicates **"ACCESSIBLE".**

"NO" answer indicates that the item is present but is a **"NON-ACCESSIBLE"** element **or** feature in the building or facility, that is, non-compliant with requirements of the ADA Standards OR the element in question is not present.

Dimensions provided in this Checklist are given in units of inches (IN), feet (FT) or pounds (LB).

References

2010 ADA Standards for Accessible Design (www.ada.gov)
1991 ADA Standards for Accessible Design (www.ada.gov)

Safe Harbor - If the existing elements or features of your facility are addressed in and comply with the 1991 ADA Standards for Accessible Design you do not have to modify those elements to comply with the 2010 Standards (even if the new standards have different requirements for them). This provision is applied on an element-by-element basis and is referred to as the "**safe harbor**." If you choose to alter elements that were in compliance with the 1991 Standards, the safe harbor no longer applies to those elements and you must use the 2010 Standards. The 2010 Standards contain new requirements for elements in existing facilities that were not addressed in the original 1991 Standards. Among these newly included element are recreation facilities such as swimming pools, play areas, exercise machines, miniature golf facilities, and bowling alleys. Because these elements were not included in the 1991 Standards, they are not subject to the safe harbor. Therefore, on or after March 15, 2012, public accommodations (businesses) must remove architectural barriers to elements subject to the new requirements in the 2010 Standards when it is readily achievable to do so. State and local government entities must remove barriers in order to achieve program accessibility.

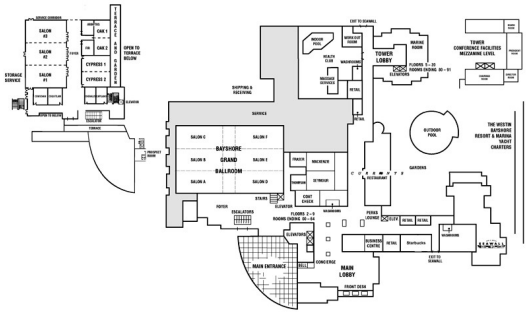
Alternate Formats - This Checklist will be provided in alternate formats upon request.

Developed with support of a grant from the National Institute on Disability and Rehabilitation Research (NIDRR).
Revised January 2014 by Northwest ADA Center.
We encourage duplication and use of this document.

HOW TO PERFORM AN ACCESSIBILITY SURVEY

Planning for the Survey:

If possible, we suggest that a team of two or more individuals carry out the survey. It is very helpful if one person directs the process, takes pictures and notes while the other person performs the measurements. It is also suggested that people with disabilities be involved in the survey.



Using a Floor Plan: It is often helpful to have a floor plan, or a sketch of a floor plan, for note taking while conducting the survey. Specific elements in this checklist can be can be identified on the floor plan.

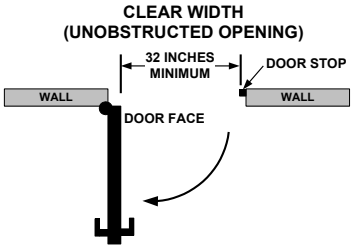
Tools

- Clipboard to make recording on the checklist easier.
- Flexible steel tape measure.
- Carpenter's level (either electronic or manual) for measuring slopes on ramps, walkways and parking spaces.
- Digital fish scale or door pressure gauge for measuring door opening forces.
- Digital camera for photo documentation of barriers and accessible features.



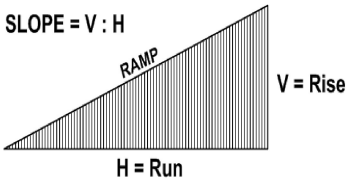
Conducting the Survey:

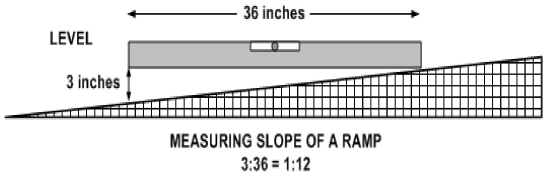
Measuring clear width (unobstructed opening) - To measure the clear width (unobstructed open space) at a door, measure the distance between the face of the door and the door stop, with door open at 90 degrees. Clear width measurements at other locations (ramps, accessible routes, etc.) are measured in the same manner; measure the width of the unobstructed space available for passage.



Measuring slope - Slope is calculated by computing the ratio of vertical rise to horizontal run. For example, if a ramp 6 inches in vertical height traverses a horizontal distance of 6 feet (72 inches) then the slope is 6 / 72 = 1 / 12 = 0.083 (8.3%). Typically the maximum allowable slope for a ramp is written as 1:12.

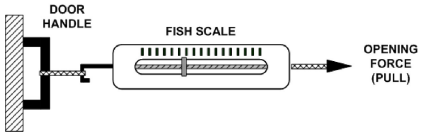
To measure the slope, lay one end of a carpenter's level on the uphill side of the ramp, lift the downhill end of the tool to bring it to level (bubble in the middle), and measure the distance between the downhill bottom edge of the level and the ramp surface. See the figure. In this case the slope is 3 inches rise over 36 inches horizontal distance or the ratio of 1:12.





MEASURING SLOPE OF A RAMP
3:36 = 1:12

Measuring door opening force - If using a fish scale or similar device, tie one end of the scale to the door handle and observe the maximum force displayed on the scale as you pull the door open from a closed positioned.



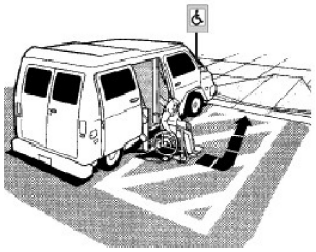
ACCESSIBLE PARKING

People with disabilities should be able to arrive at your business and easily locate & use accessible parking.

1. Facility Parking

Does your facility provide accessible parking spaces designated for use by individuals with disabilities?

☐ **Yes**
☐ **No**



Note: This does not apply to on-street parking spaces.

2. Number of Accessible Spaces

Does the parking area have the minimum number of accessible parking spaces specified in the table below?

☐ **Yes**
☐ **No**



Total Parking Spaces	Designated Accessible Parking
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2% of total
1001 and over	20 plus 1 for each 100 over 1000

** If no, how many accessible parking spaces are available?*

_____

Note: At least one of every 6 accessible parking spaces must be designated "van accessible." For example, if the facility has only one accessible parking space, then that space must be van accessible. If you have 7 accessible parking spaces then 2 must be van accessible. See Item 5 on the next page.

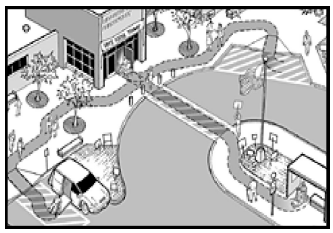
** What is the total number of parking spaces available for the public?*

_____

3. Space Location

Are the accessible parking spaces located on the shortest possible accessible routes to the accessible building entrances?

☐ **Yes**
☐ **No**



Note: An accessible route is free of stairs, steep inclines, sharp changes in surface level, and has a surface which is stable, smooth and slip resistant. Where parking serves more than one accessible entrance, accessible parking spaces shall be dispersed and located on the shortest accessible route to the accessible entrances.

Are the accessible parking spaces located on a level area?

☐ **Yes**
☐ **No**

Note: Ground surfaces of parking spaces and access aisles should not exceed 1:48 (approximately 2% slope) in any direction.

ACCESSIBLE PARKING

4. Identification and Dimensions of Accessible Parking Spaces

Is each accessible parking space designated with a sign showing the International Symbol of Accessibility (see figure)?

☐ **Yes**
☐ **No**



Is each sign mounted on a post at a minimum height of 6 feet (72 inches) measured from the bottom of the sign to the ground surface?

☐ **Yes**
☐ **No**

Are the vehicle parking spaces at accessible parking a minimum of 8 feet (108 inches) wide?

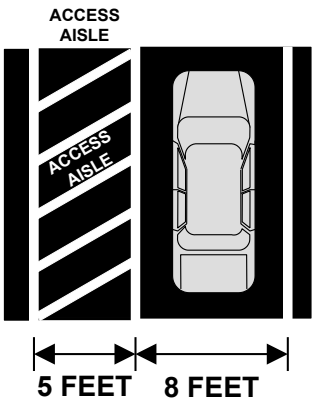
☐ **Yes**
☐ **No**

Does each accessible parking space have a marked access aisle? ***Note:*** *Two accessible parking spaces may share a common access aisle.*

☐ **Yes**
☐ **No**

Is each access aisle at least 5 feet (72 inches) wide?

☐ **Yes**
☐ **No**



5. Identification and Dimensions of Van Accessible Parking Spaces

Is there at least ONE van accessible space for every SIX accessible parking spaces?

☐ **Yes**
☐ **No**

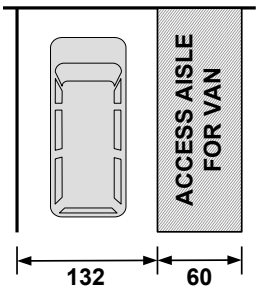


Are the van accessible parking spaces designated by an additional sign indicating “Van Accessible” (see figure)?

☐ **Yes**
☐ **No**

Do the van accessible parking spaces have a minimum van parking area width of 11 feet (132 inches) and an accompanying marked access aisle of at least 5 feet (60 inches)?

☐ **Yes**
☐ **No**

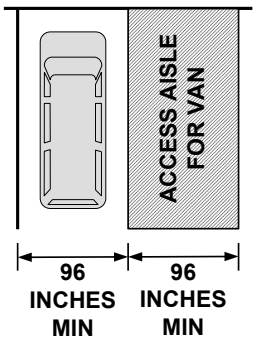


OR

a minimum van parking area width of 8 feet (96 inches) and a minimum accompanying marked access aisle of at least 8 feet (96 inches)?

☐ **Yes**
☐ **No**

OR

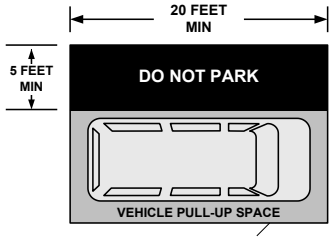


ACCESSIBLE PARKING

6. Passenger Loading Zone

If your facility has a passenger loading zone, does it have an unobstructed access aisle at least 5 feet wide and is it as long as the vehicle pull-up space?

☐ **Yes**
☐ **No**



If No, what is the width? _____ and length? _____

Note: The vehicle pull-up space must be a minimum of 8 feet wide and 20 feet long.

Is the access aisle at the same level as the vehicle pull-up space?

☐ **Yes**
☐ **No**

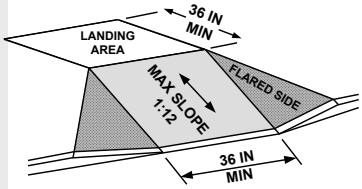
Is the access aisle marked to discourage parking in that space?

☐ **Yes**
☐ **No**

7. Curb Ramps

Are curb ramps provided where accessible routes cross over a curb (for example, where an access aisle connects to a sidewalk)?

☐ **Yes**
☐ **No**



Note: Curb ramps must not project into traffic lanes, parking spaces or access aisles.

Do curb ramps have a maximum running slope of 1:12?

☐ **Yes**
☐ **No**

Do curb ramps have a minimum clear width of 36 inches?

☐ **Yes**
☐ **No**

Are the transition areas where curb ramps join sidewalks, streets or gutters smooth?

☐ **Yes**
☐ **No**

Are there level landings at the top of the curb ramps which have a minimum length of 36 inches and the same width as the curb ramp?

☐ **Yes**
☐ **No**

–

Note: Where it is not possible to provide a level landing at the top of a curb ramp, a curb ramp with flared sides that do not exceed a slope of 1:12 is an alternative.

ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

People with disabilities should be able to arrive at the site, approach the building and enter the building as freely as everyone else. At least one accessible route should be safe and accessible for everyone.

1. Ground and Floor Surfaces

Are ground, floor and walking surfaces stable, firm, smooth and slip-resistant?

Note: An "accessible route" may consist of walking surfaces (slope no steeper than 5% = 1:20), doors, doorways, gates, ramps, curb ramps, elevators, and platform lifts.

☐ Yes
☐ No

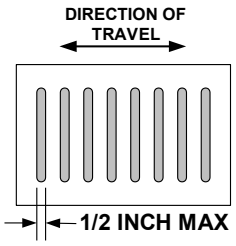


If there are grates or other types of openings (cracks, holes) in ground or floor surfaces, are the openings less than 1/2 inch in the dominant direction of travel?

☐ Yes
☐ No

Are the long dimensions of the grating openings perpendicular to the dominant direction of travel?

☐ Yes
☐ No



2. Changes in Surface Level

Are all ground and floor surfaces along accessible routes free of abrupt changes in surface level? Surface level changes cannot exceed 1/4 inch in height.

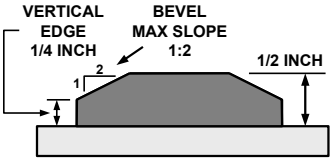
☐ Yes
☐ No



Where vertical changes in surface level are between 1/4 and 1/2 inches in height, is the level change beveled (slope 1:2 or less)?

☐ Yes
☐ No

Note: Changes in surface level that exceed 1/2 inch shall be ramped.



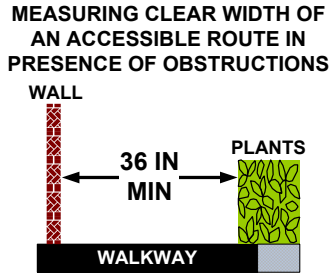
Are accessible ramps provided for changes in surface level which exceed 1/2 inch in height?

☐ Yes
☐ No

3. Clear Widths and Slopes for Walking Surfaces

Is there at least one accessible route from the accessible parking areas, passenger loading zones and other site entry points (bus stops) to the accessible building entrance(s)?

☐ Yes
☐ No



Do all walkways along accessible routes have a minimum clear, unobstructed width of at least 36 inches?

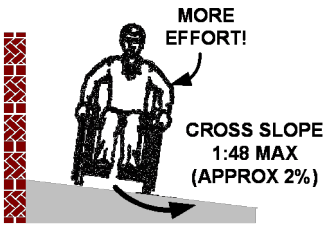
☐ Yes
☐ No

Do longer routes have an occasional 5 x 5 feet area located at reasonable intervals not exceeding 200 feet which can be used for turning and passing?

☐ Yes
☐ No

Do all walkways along accessible routes have cross slopes that are 1:48 or less?

☐ Yes
☐ No



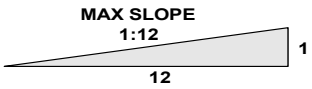
Note: When the running slope along the direction of travel on walking surface is greater than 1:20 (5%) the route is considered a "ramp". See Items 4-8 on the next two pages).

ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

IS THERE A RAMP LOCATED ON THE EXTERIOR OF YOUR SITE?	☐ Yes ☐ No	*IF NO, SKIP TO #9.*

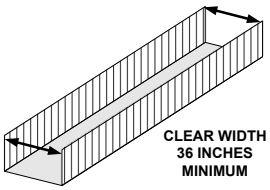
4. Ramp Slope and Clear Width

Is the maximum running slope of all ramps 1:12 (8.3%)? ☐ Yes ☐ No



Are cross slopes of all ramp surfaces 1:48 or less? ☐ Yes ☐ No

Do ramps have a clear unobstructed width of at least 36 inches? ☐ Yes ☐ No

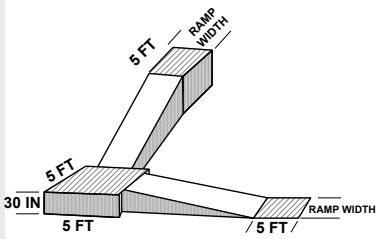


5. Landings

Do ramps have a 5 foot long level landing at the top and bottom of each run? ☐ Yes ☐ No

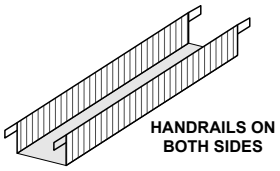
Do ramps have a 5 foot x 5 foot minimum turning space at level landings where the ramp changes direction? ☐ Yes ☐ No

Note: Landings are required where the maximum vertical rise for any length of run for a ramp is 30 inches.



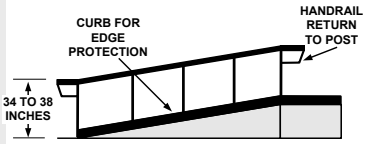
6. Ramp Handrails

If the ramp rises more than 6 inches vertically, does it have handrails on both sides? ☐ Yes ☐ No



7. Handrail Location

Are handrails mounted so that their top surface is between 34 and 38 inches above the ramp surface? ☐ Yes ☐ No

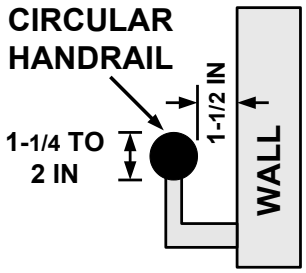


Do handrails continue to extend horizontally at least 12 inches at the top and bottom landings of the ramp and do these extensions return to the wall, floor or post ? ☐ Yes ☐ No

If the handrail is mounted on a wall surface, is the gap between the handrail and the wall surface a minimum of 1-1/2 inches? ☐ Yes ☐ No

If the handrail gripping surface is circular in shape, is the diameter 1-1/4 inches minimum to 2 inches maximum? ☐ Yes ☐ No

If the shape is non-circular, is the perimeter dimension (distance around the gripping surface) 4 inches minimum to 6-1/4 inches maximum? ☐ Yes ☐ No



ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

8. Edge Protection on Ramps

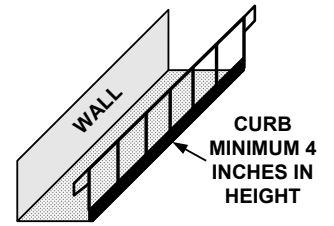
Do ramps and landings have edge protection?

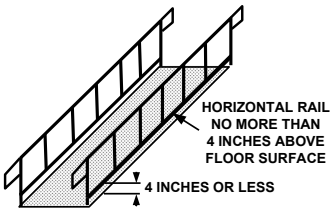
☐ **Yes**
☐ **No**

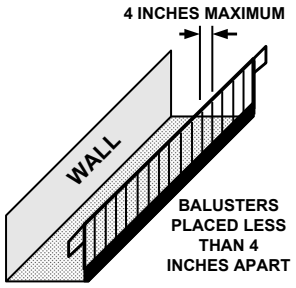
Note: Edge protection can be provided by:

1. By extending the floor surface of a ramp or landing at least 12 inches beyond the railing, or,
2. A curb or barrier edge protection that prevents passage of a crutch tip, a wheel on a wheelchair or other mobility aid from slipping off the edge of the ramp or landing.

   Examples are:
   a. curbs at least 4 inches high,
   b. horizontal rails placed no more than 4 inches from the floor or wall
   c. vertical railing extended to ramp surface spaced less than 4 inches apart can be used to prevent wheels on wheelchairs and other mobility aids from going off the edge of the ramp.





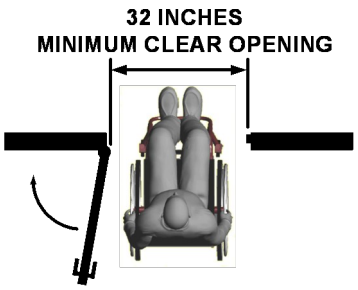


ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

9. Doorway Clear Width and Maneuvering Clearance

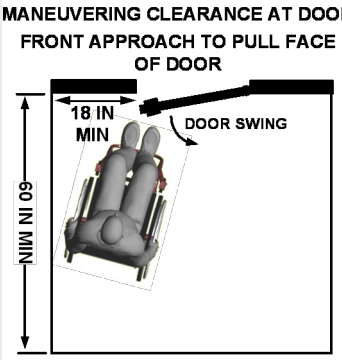
Do accessible entrances have a minimum clear opening (free of protrusions and obstructions) of 32 inches?

☐ **Yes**
☐ **No**



Do the push or pull sides of doors have adequate clearance from the side and front of the doorway to allow customer to reach handle and maneuver around and through the door opening? See section 404.2.4 of the 2010 ADA Standards for the full requirements.

☐ **Yes**
☐ **No**



Note: If the person using a wheelchair can approach the door from the front, a minimum side distance of 18 inches and a minimum perpendicular distance of 60 inches will suffice if the door <u>swings toward</u> the customer (shown in top figure).

Note: A minimum of 12 inches side distance and a minimum perpendicular distance of 48 inches is required for a door that <u>swings away</u> from the customer and has a latch and closer (shown in bottom figure).



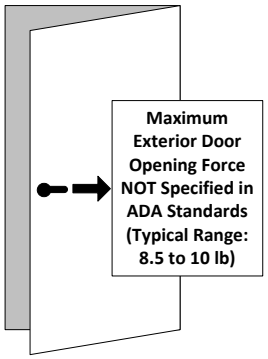
Note: Automatic or power assisted doors that remain open in the power-off position do not require these types of maneuvering clearances adjacent to the doors.

Note: Where doorways are located adjacent to a ramp landing, maneuvering clearances are permitted to overlap the required ramp landing area.

10. Exterior Door Opening Force

Is the force required to open accessible exterior entrances within a reasonable range?

☐ **Yes**
☐ **No**



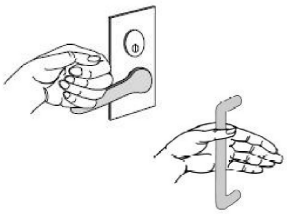
Note: Exterior door opening forces are not specified in the ADA Standards. Maximum opening force for an exterior door may be addressed in state or local building codes. For example, in Washington state the maximum force is 10 pounds (lb); in Oregon 8.5 pounds is the maximum exterior door opening force.

ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

11. Door Hardware

Are handles, pulls, latches, locks, and other operating devices on accessible doors easily grasped with one hand, and require no tight grasping, pinching, or twisting of the wrist to operate?

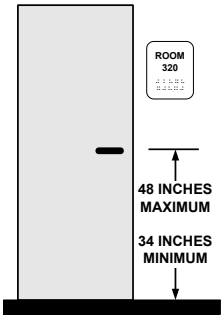
☐ **Yes**
☐ **No**



Note: Lever and loop handles serve this purpose well.

Are door handles mounted no higher than 48 inches and no lower than 34 inches from the floor surface?

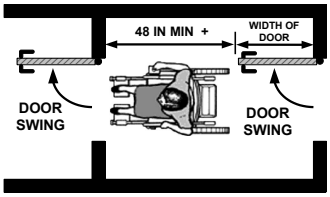
☐ **Yes**
☐ **No**



12. Doors in Series

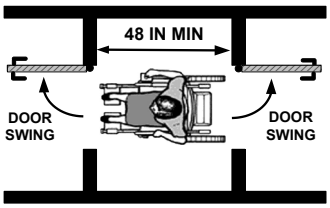
If two doors in a series (vestibule) swing in the same direction (see top figure), is the distance between the doors at least 48 inches plus the width of the in-swinging door?

☐ **Yes**
☐ **No**



If two doors in series (vestibule) swing out from the space between the doors (see bottom figure), is the distance between the doors at least 48 inches?

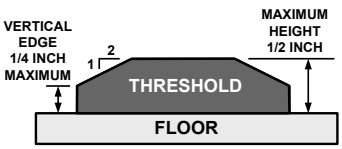
☐ **Yes**
☐ **No**



13. Thresholds at Doorways

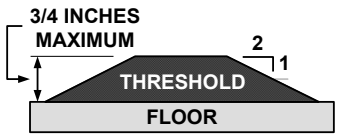
Are the heights of thresholds at doorways 1/2 inch or less?

☐ **Yes**
☐ **No**



Note: Raised thresholds and level changes at doorways with a height between 1/4 inch and 1/2 inch should be beveled with a maximum slope of 1:2 as shown in the top figure.

Note: Existing or altered thresholds may be 3/4 inch high maximum if their edges are beveled with a slope not steeper than 1:2. See lower figure on the right.



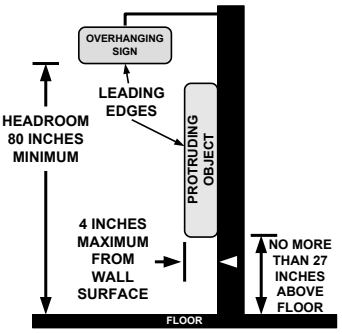
ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

14. Protruding Objects

Do protruding and hanging objects with a leading edge more than 27 inches above the floor, protrude no more than 4 inches into any passage way provided for pedestrian travel?

☐ **Yes**
☐ **No**

Note: Examples of protruding objects include signs, telephones, water fountains, planters, lamps, fire extinguisher enclosures, etc.



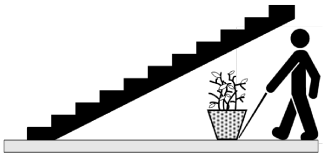
Do all exterior passage ways provide a minimum unobstructed head clearance (headroom) of 80 inches?

☐ **Yes**
☐ **No**

15. Suspended Stairs and Other Overhead Hazards

Are all suspended (open) stairs and other overhead hazards provided with sufficient warning devices, for example, guard rails, planters, etc., to alert people who are visually impaired?

☐ **Yes**
☐ **No**



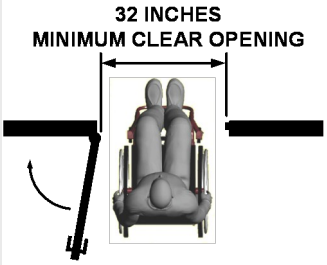
ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

1. Doorways

Do the interior doors in public spaces have at least a 32-inch clear, unobstructed opening?

Note: With double doors, at least one door must have a minimum clear opening of 32 inches.

☐ **Yes**
☐ **No**

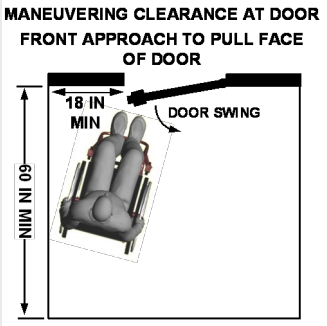


2. Maneuvering Clearance

Do the pull and push sides of doors have adequate maneuvering clearances in front of and to the sides of doorways so that a person using a wheelchair can position themselves to easily and safely open the door?

Note: See section of this Checklist titled "Accessible Approach and Entrance – Exterior Routes) for more information.

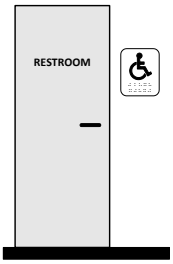
☐ **Yes**
☐ **No**



3. Signs for Permanent Rooms and Spaces

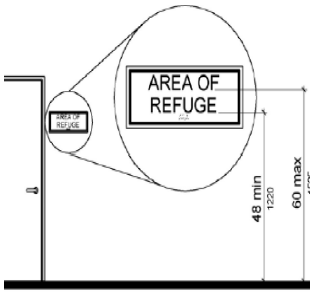
Is every permanent room or space (such as restrooms, offices or meeting rooms, etc.) designated with a sign having good contrast between characters and background, adequate character size for viewing distance, raised (tactile) characters and Braille?

☐ **Yes**
☐ **No**



Are tactile signs mounted so the bottom edges of the *highest* tactile characters are 60 inches maximum and the *lowest* tactile characters are 48 inches minimum from the floor surface?

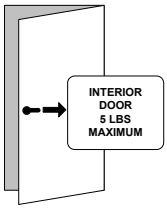
☐ **Yes**
☐ **No**



4. Opening Force for Interior Doors

Can interior doors be opened with 5 pounds or less force?

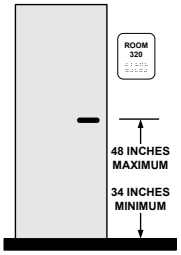
☐ **Yes**
☐ **No**



5. Door Handle Height

Are door handles mounted no higher than 48 inches and no lower than 34 inches measured from the floor surface?

☐ **Yes**
☐ **No**



ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

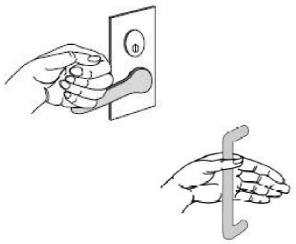
6. Door Hardware

Do all latch doors along an accessible route have a handle that does not require tight grasping, pinching, or twisting to operate?

☐ **Yes**
☐ **No**

If there is no latch, do the doors have pulls, loops or push plates?

☐ **Yes**
☐ **No**



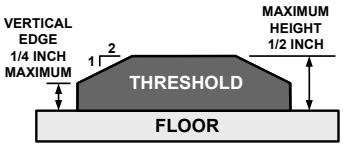
7. Thresholds at Doorways

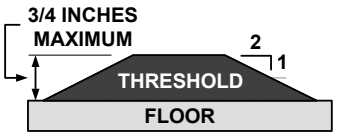
Are the heights of thresholds at doorways 1/2 inch or less?

☐ **Yes**
☐ **No**

Note: Raised thresholds and level changes at doorways with a height between 1/4 inch and 1/2 inch should be beveled with a maximum slope of 1:2 as shown in the top figure.

Note: Existing or altered thresholds may be 3/4 inch high maximum if their edges are beveled with a slope not steeper than 1:2. See lower figure on the right.





8. Clear Width of Accessible Routes and Reach Distances

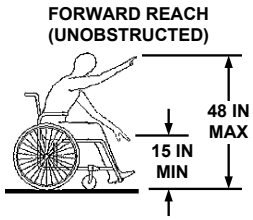
Do all interior accessible routes have a minimum clear, unobstructed width of 36 inches?

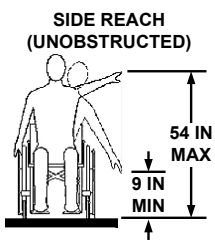
☐ **Yes**
☐ **No**

Are all objects meant for public use within reach?

☐ **Yes**
☐ **No**

Note: For both forward and side reach, the maximum "high" reach height is 48 inches and the minimum "low" reach distance from the floor surface is 15 inches.





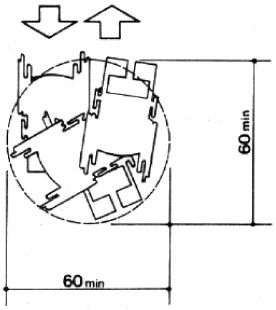
9. Turning Space

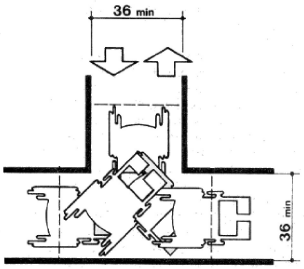
Is adequate space available where turning spaces are needed or required for a wheelchair or other mobility device?

☐ **Yes**
☐ **No**

Note: A turning space may be a:

1. **Circular space** having a minimum diameter of 5 feet (60 inches) as shown in top figure, or
2. **T-shaped space** which provides a 60 inch square minimum with arms and base having 36 inches of minimum width.





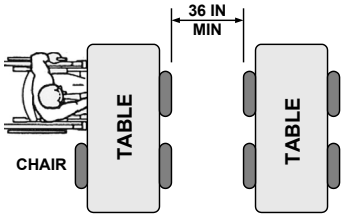
ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

Use items 10-11 on this page to assess tables/work surfaces and seating in most public areas. For tables and seating in dining areas, classrooms or libraries, refer to those sections in this Checklist and fill in the information there.

10. Table Placement and Seating Distribution

If tables or work surfaces are available, is there a 36 inch aisle clearance between tables for wheelchair access?

☐ **Yes**
☐ **No**



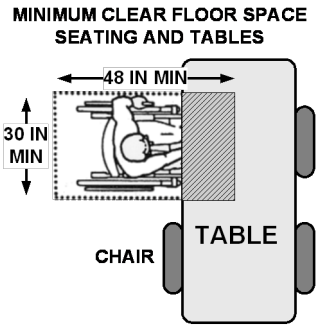
Do seating spaces at tables or work surfaces allow for a forward approach and provide a clear floor space of 30 by 48 inches? See lower figure at right.

☐ **Yes**
☐ **No**

Are accessible tables and accompanying seating spaces distributed throughout the room or space?

☐ **Yes**
☐ **No**

Note: People should be able to choose the locations and types of tables, seating and other furnishings.

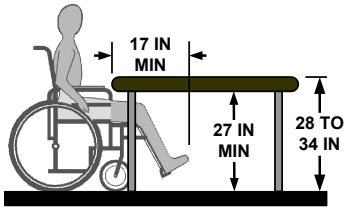


11. Table Height and Legroom

Do the spaces under tables or work surfaces provide clear space for knees and toes?

Note: 27 inches minimum height under table for knee clearance; 9 inches minimum in height where toe clearance is required; and the clearance for toes shall extend 17 inches minimum under the table?

☐ **Yes**
☐ **No**



Are top surfaces of the tables and work surfaces 28 inches minimum to 34 inches in maximum height above the floor?

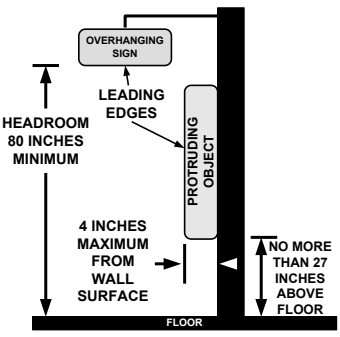
☐ **Yes**
☐ **No**

12. Protruding Objects

Do protruding and hanging objects with a leading edge more than 27 inches above the floor, protrude no more than 4 inches into any passage way provided for pedestrian travel?

Note: Examples of protruding objects include signs, telephones, water fountains, planters, lamps, fire extinguisher enclosures, etc.

☐ **Yes**
☐ **No**



Do all exterior passage ways provide a minimum unobstructed head clearance (headroom) of 80 inches?

☐ **Yes**
☐ **No**

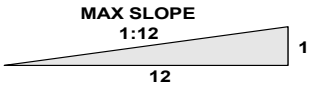
ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

IS THERE A RAMP LOCATED ON THE INTERIOR OF YOUR BUILDING?	☐ Yes ☐ No	*IF YES, COMPLETE ITEMS #13 TO #17. IF NO, SKIP TO #18.*

13. Ramp Slope and Clear Width

Is the maximum running slope of all ramps 1:12 (8.3%)?

☐ Yes
☐ No

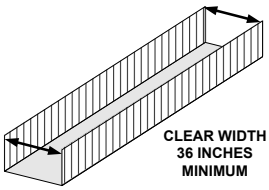


Are cross slopes of all ramp surfaces 1:48 or less?

☐ Yes
☐ No

Do ramps have a clear unobstructed width of at least 36 inches?

☐ Yes
☐ No



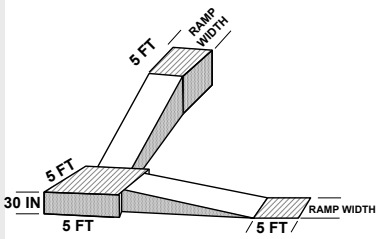
14. Landings

Do ramps have a 5 foot long level landing at the top and bottom of each run?

☐ Yes
☐ No

Do ramps have a 5 foot x 5 foot minimum turning space at level landings where the ramp changes direction?

☐ Yes
☐ No

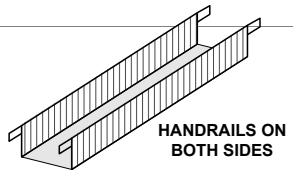


Note: Landings are required where the maximum vertical rise for any length of run for a ramp is 30 inches.

15. Ramp Handrails

If the ramp rises more than 6 inches vertically, does it have handrails on both sides?

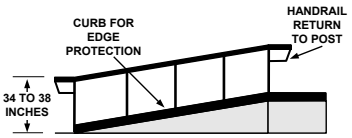
☐ Yes
☐ No



16. Handrail Location

Are handrails mounted so that their top surface is between 34 and 38 inches above the ramp surface?

☐ Yes
☐ No

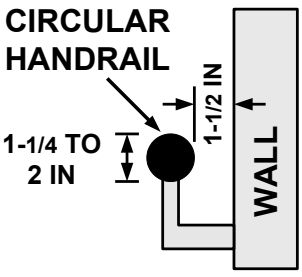


Do handrails continue to extend horizontally at least 12 inches at the top and bottom landings of the ramp and do these extensions return to the wall, floor or post ?

☐ Yes
☐ No

If the handrail is mounted on a wall surface, is the gap between the handrail and the wall surface a minimum of 1-1/2 inches?

☐ Yes
☐ No



If the handrail gripping surface is circular in shape, is the diameter 1-1/4 inches minimum to 2 inches maximum?

☐ Yes
☐ No

If the shape is non-circular, is the perimeter dimension (distance around the gripping surface) 4 inches minimum to 6-1/4 inches maximum?

☐ Yes
☐ No

17. Edge Protection on Ramps

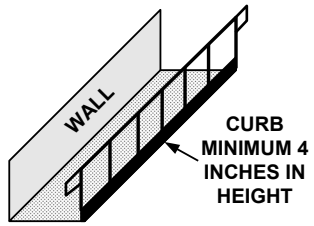
Do ramps and landings have edge protection?

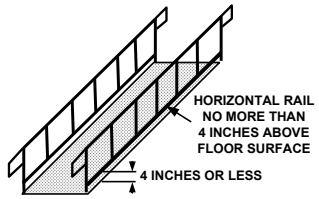
☐ **Yes**
☐ **No**

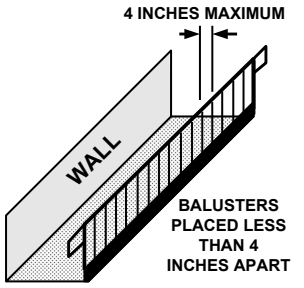
Note: Edge protection can be provided by:

1. By extending the floor surface of a ramp or landing at least 12 inches beyond the railing, or,
2. A curb or barrier edge protection that prevents passage of a crutch tip, a wheel on a wheelchair or other mobility aid from slipping off the edge of the ramp or landing.

   Examples are:
   a. curbs at least 4 inches high,
   b. horizontal rails placed no more than 4 inches from the floor or wall
   c. vertical railing extended to ramp surface spaced less than 4 inches apart can be used to prevent wheels on wheelchairs and other mobility aids from going off the edge of the ramp.







ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

DOES THE BUILDING HAVE PASSENGER ELEVATORS?	☐ **Yes** ☐ **No**	***IF YES, COMPLETE #18 TO #25.*** ***IF NO, SKIP TO #26.***

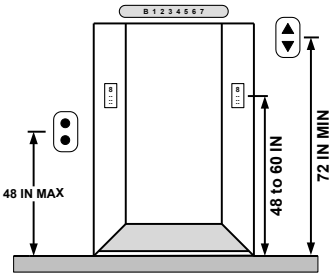
18. Hall Call Controls (Buttons) and Entrance Labels

Are call buttons and keypads at elevators mounted no higher than 48 inches when measured to centerline of highest operable part above the floor?

☐ **Yes**
☐ **No**

Are there raised (tactile) characters and Braille that indicate floor designations on both elevator jambs at the entrance to elevator mounted 48 to 60 inches above the floor surface?

☐ **Yes**
☐ **No**



19. Signal Identification

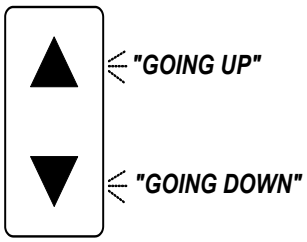
Are there both visible and audible signals to identify when an elevator car arrives and its direction of travel?

Are visible signals mounted at 72 inches minimum above floor?

☐ **Yes**
☐ **No**

Do the audible signals indicate direction of travel (up or down)? *For example, indicator sounds once for up and twice for down.*

☐ **Yes**
☐ **No**

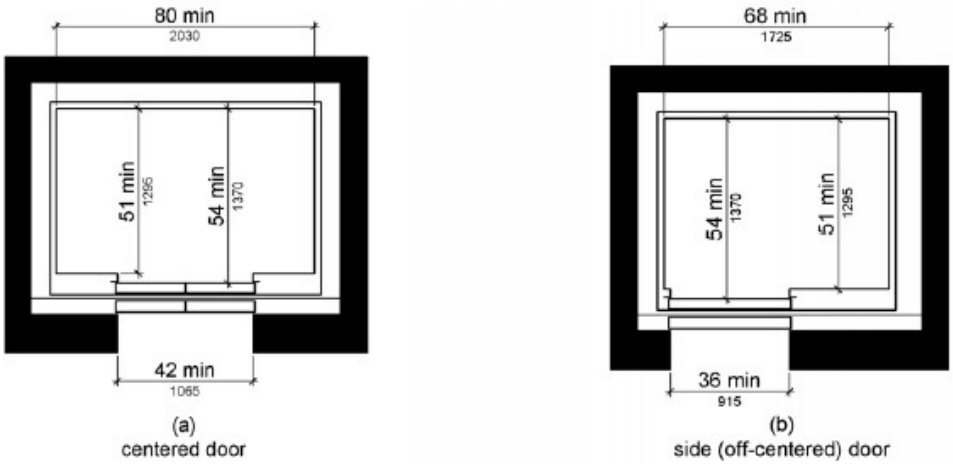


20. Elevator Car Dimensions

Do elevators with centered door have minimum inside dimensions of 51 inches in depth by 80 inches in width and a clear door width (unobstructed opening) of 42 inches?

☐ **Yes**
☐ **No**

Note: Depending on door location, other elevator car dimensions may be allowable. See Table 407.4.1.of the 2010 ADA Standards and figure at bottom right below showing minimum dimensions for an elevator car with a "side (off-centered) door".

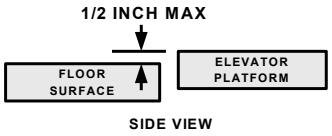


ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

21. Leveling

Does the elevator car floor surface (platform) stop within 1/2 inch of the outside floor surface (landing) at each floor destination?

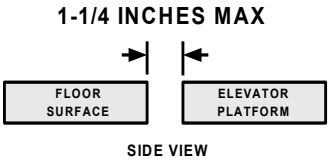
☐ Yes
☐ No



22. Gap Between Elevator and Floor

Is the open space between the outside floor surface (hoistway landing) and the elevator platform no greater than 1-1/4 inches?

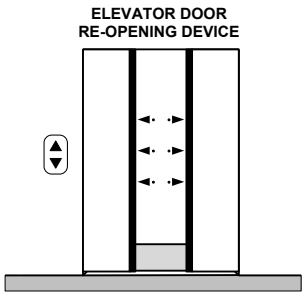
☐ Yes
☐ No



23. Protective Re-Opening Device

Are the elevators equipped with reopening devices that automatically opens the car and hoistway doors when it becomes obstructed or contacted by an object or person?

☐ Yes
☐ No



24. Car Controls and Position Indicators

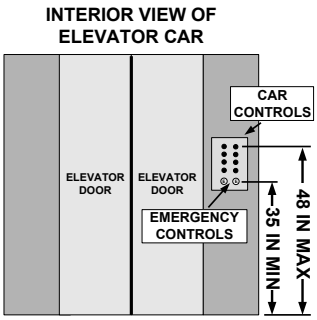
Are car controls, call buttons, and alarm buttons at least 3/4 inch in diameter with Braille and raised characters?

Note: Raised characters and Braille must be placed to the immediate left of car control buttons.

☐ Yes
☐ No

Are all controls or buttons on the inside of existing elevator control panel mounted no higher than 48 inches above the floor?

☐ Yes
☐ No

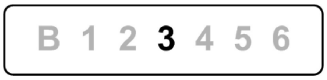


Are emergency control buttons mounted at 35 inches minimum height above the floor?

☐ Yes
☐ No

Are visual and audible indicators provided in the interior of the car to indicate car position? (floor/level)

☐ Yes
☐ No



25. Emergency Communications

Are emergency two-way communication systems provided between the inside of the elevator and a monitored point outside?

☐ Yes
☐ No

Are emergency control buttons located no higher than 35 inches above the elevator floor and at the bottom of the elevator control panel?

☐ Yes
☐ No



Are tactile symbols (raised characters) provided on or next to the device?

☐ Yes
☐ No

ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

26. Drinking Fountains

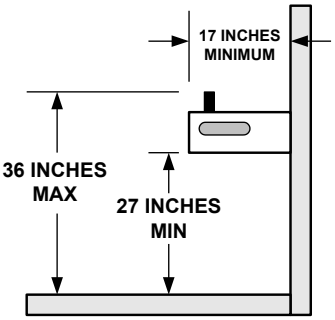
Where drinking fountains provided, are there two drinking fountains: one wheelchair accessible and one for persons who are standing?

☐ Yes
☐ No



Note: One drinking fountain should be designed for access from a seated position (person using a wheelchair). It should be mounted to provide a minimum knee clearance of 27 inches, minimum toe clearance of 9 inches and a minimum depth of 17 inches. The other drinking fountain should be designed for a person who is standing.

Note: For an existing installation, where only one drinking fountain is provided, a wheelchair accessible drinking fountain is allowed.



Does the wheelchair accessible drinking fountain provide a minimum knee clearance of 27 inches?

☐ Yes
☐ No

Is there a 30 by 48 inch clear floor space positioned for a forward approach to the wheelchair accessible fountain?

☐ Yes
☐ No

Is the maximum height of the spout outlet for the lower drinking fountain at 36 inches or less above the floor surface?

☐ Yes
☐ No

Can the controls be reached, easily manipulated with one hand and operated with 5 pounds or less of force?

☐ Yes
☐ No

27. Automated Teller Machines (ATM)

Where access ATMs are provided:

Is there sufficient clear floor space (30 by 48 inches minimum) adjacent to the ATM to allow for forward or parallel approach by a wheelchair?

☐ Yes
☐ No



Is the maximum height of all operable parts (controls, buttons, deposit slots, etc.) 48 inches from ground surface?

☐ Yes
☐ No

Are operable parts usable with one hand and do not require tight grasping pinching or twisting of the wrist?

☐ Yes
☐ No

Can each operable part be differentiated by sound or touch without activation?

☐ Yes
☐ No

Are operating instructions, transaction prompts and information displayed on the screen of the ATM accessible to persons with visual impairments - “speech-enabled”

☐ Yes
☐ No

TOILET ROOMS

Does your facility offer toilet rooms (restrooms) for public use?

☐ **Yes** ☐ **No** ***If "Yes", complete this section of the Checklist.***

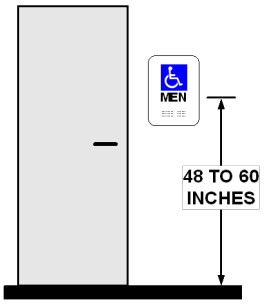
Note: M = Men W = Women

1. Restroom Identification

Are all accessible toilet rooms clearly designated with a sign having the International Symbol of Accessibility and mounted on the latch side of the door so the bottom edge of the *highest* tactile characters are 60 inches maximum and the *lowest* tactile characters are 48 inches minimum from the floor surface?

Note: All toilet rooms must be designated with accessible signage and inaccessible toilet rooms must have directional signage indicating the location of the nearest accessible toilet room.

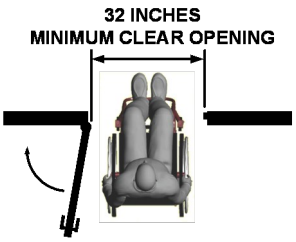
☐ **Yes**
☐ **No**



2. Restroom Entrances

Do the doorways of accessible toilet rooms have a minimum clear width (unobstructed opening) of 32 inches and maneuvering clearance perpendicular and parallel to the doorway which conforms to the requirements of section titled "Accessible Approach and Entrances (Exterior Routes)", Item #9?

☐ **Yes**
☐ **No**

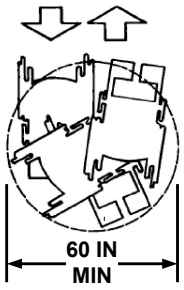


3. Turning Space

Is there adequate turning space for a wheelchair or other mobility devices inside the toilet room?

Note: A turning space may be circular (60 inches minimum diameter) or a "T turning space". See Item #9 in the section on "Access to Goods and Services—Interior Routes and Spaces".

☐ **Yes**
☐ **No**



4. Lavatory Counter Heights and Knee/Toe Clearances

Is there at least one lavatory that provides a counter surface or rim of the lavatory which is no higher than 34 inches above the floor surface?

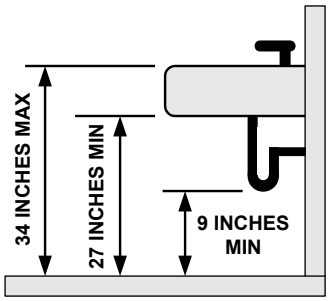
☐ **Yes**
☐ **No**

Is the knee clearance space under the lavatory at least 27 inches from the bottom of lavatory apron to the floor surface and 8 inches minimum from the front edge of the apron?

☐ **Yes**
☐ **No**

Are water supply, drain pipes and other objects installed under the lavatory so that there is at least 9 inches of toe clearance as measured from the floor surface?

☐ **Yes**
☐ **No**

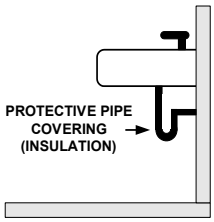


TOILET ROOMS

5. Protective Pipe Covering

Is insulation or other protective covering used on exposed hot water supply and drain pipes under the lavatory or sink?

☐ **Yes**
☐ **No**

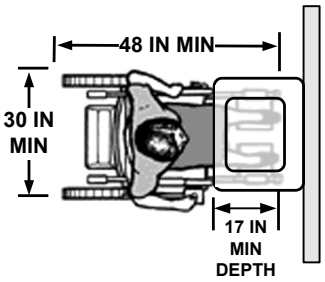


6. Lavatory and Sink Clear Floor Space

Is there a minimum clear floor space (30 by 48 inches) provided in front of lavatories and sinks to allow for forward approach?

Note: Knee clearance shall extend a maximum of 25 inches (of the required minimum of 48 inches of clear floor space) under the lavatory or sink.

☐ **Yes**
☐ **No**



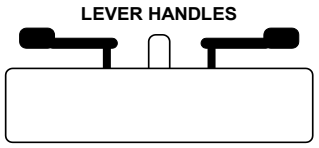
Does the depth of toe clearance provided at lavatories and sinks extend at least 17 inches underneath the element?

☐ **Yes**
☐ **No**

7. Faucet Controls

At accessible lavatories and sinks, are the faucets controlled by a hand lever, push button, or electronic control that is easily operated with one hand and not requiring more than 5 lb of force or tight grasping, pinching, or twisting?

☐ **Yes**
☐ **No**



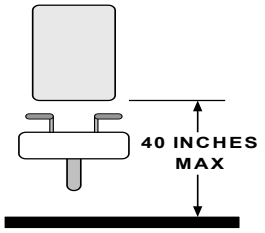
If the faucet control is hand-operating and metering, does it remain open for a minimum of ten seconds?

☐ **Yes**
☐ **No**

8. Lavatory and Countertop Mirrors

Where mirrors are provided above lavatories or countertops, is the mirror mounted so that the bottom edge of the reflective surface is no more than 40 inches above the floor surface?

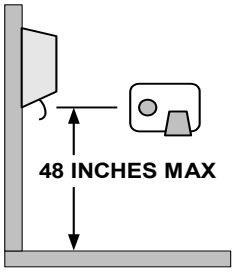
☐ **Yes**
☐ **No**



9. Dispensers in the Toilet Room

Are the soap and towel dispensers, and other accessories, mounted at a height no greater then 48 inches to the highest control or operable part?

☐ **Yes**
☐ **No**

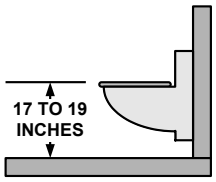


TOILET ROOMS

10. Toilet Seat Height and Distance from Toilet to Wall

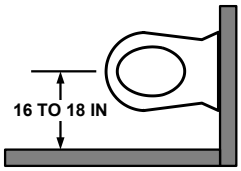
Is the top of the toilet seat 17 inches minimum to 19 inches maximum measured from the surface of the floor?

☐ Yes
☐ No



Is the centerline of the toilet (water closet) 16 inches minimum to 18 inches maximum from the side wall or partition?

☐ Yes
☐ No

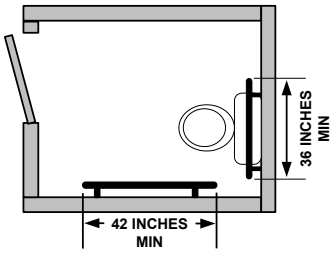


Note: For ambulatory accessible toilet stalls (see item # 16), the centerline of the toilet (water closet) is 17 inches minimum to 19 inches maximum).

11. Grab Bars

Are two grab bars provided that include a 42 inch minimum length bar on the side wall and a 36 inch minimum length bar on the back wall (behind the toilet).

☐ Yes
☐ No

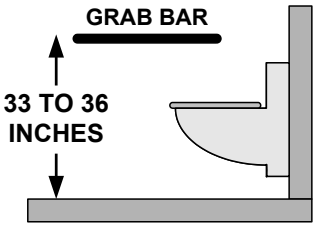


Are grab bars mounted at a height of 33 inches minimum to 36 inches maximum from the floor surface to the top of the gripping surface?

☐ Yes
☐ No

Is the space between the walls and grab bars 1-1/2 inches?

☐ Yes
☐ No



Is each grab bar mounted securely to the wall or partition?

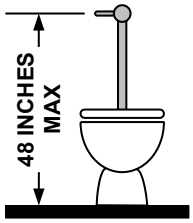
☐ Yes
☐ No

Note: Grab bars must be able to support a minimum of 250 pounds.

12. Flush Controls

Are hand-operated flush controls located on the open side of the toilet and mounted no higher than 48 inches above the floor?

☐ Yes
☐ No



Are flush controls operable with one hand, not requiring tight grasping, or not more than 5 pounds of force?

☐ Yes
☐ No

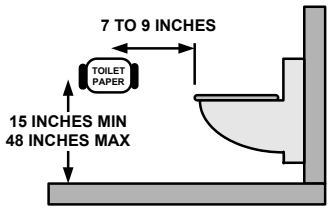
13. Dispensers in Toilet Stall

If provided, are seat cover dispensers located no higher than 48 inches above the floor surface?

☐ Yes
☐ No

Do toilet paper dispensers provide a continuous flow of paper and are they installed at least 15 inches above the floor surface and at a distance between 7 and 9 inches from the front edge of the toilet to the center of the dispenser?

☐ Yes
☐ No



If located above the grab bar, is the toilet paper dispenser mounted no higher than 48 inches above the floor surface and a minimum of 12 inches above the top surface of the grab bar?

☐ Yes
☐ No

If located below the grab bar, is the toilet paper dispenser mounted to provide at least 1-1/2 inches of space?

☐ Yes
☐ No

TOILET ROOMS

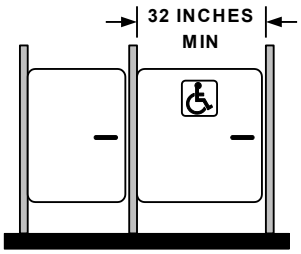
If you have single-user restrooms <u>without</u> a stall, skip to Item #18 for single-user restrooms.

If you have multiple- or single-user restrooms <u>with</u> stalls at least one must be accessible and meet the requirements in Items #14 to 16 below.

14. Toilet Compartment (Stall) Door

Do the accessible stall doors have a clear width of 32 inches and sufficient maneuvering clearance in front of and to the side of the latch?

☐ **Yes**
☐ **No**



Note: If the approach is to the latch side of the compartment door, clearance between the door side of the compartment and any obstruction shall be 42 inches minimum (see the figure in item #16 below).

Does stall door swing outward?

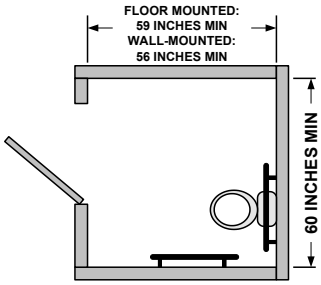
☐ **Yes**
☐ **No**

Note: For wheelchair accessible toilet stalls at the end of a row, the door may swing inward as long as sufficient maneuvering space (see next item 15) is provided inside the stall.

15. Wheelchair Accessible Toilet Compartment

If toilet stalls are provided, at least one should be wheelchair accessible. Do the wheelchair accessible stalls provide a minimum depth of 56 inches (wall-mounted toilets) or 59 inches (floor-mounted toilets) and a minimum width of 60 inches?

☐ **Yes**
☐ **No**



16. Ambulatory Accessible Toilet Compartment

Are there 6 or more toilet compartments (stalls) provided in the restroom? (or a combination of urinals and stalls totaling 6 or more?)

☐ **Yes**
☐ **No**

If yes, is at least one ambulatory accessible toilet compartment (stall) provided?

☐ **Yes**
☐ **No**

Is the ambulatory stall 35 to 37 inches wide and 60 inches minimum in depth?

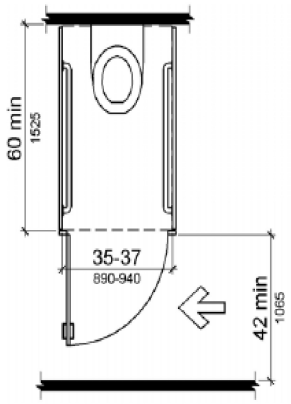
☐ **Yes**
☐ **No**

Are two grab bars provided that are 42 inches long and mounted at 33 to 36 inches above the floor?

☐ **Yes**
☐ **No**

Is the space between the wall surface and each grab bar 1-1/2 inches?

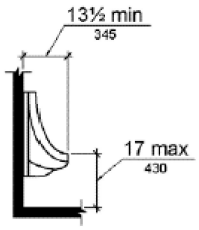
☐ **Yes**
☐ **No**



17. Urinals

If more than one urinal is provided in the toilet room, is at least one mounted so the rim is no more than 17 inches above the floor and the back of the fixture is a minimum of 13-1/2 inches from the face of the rim?

☐ **Yes**
☐ **No**



TOILET ROOMS

18. Single- Occupant ("Family" or "Unisex") Toilet Rooms

Note: After answering items #1 through # 13 in this section, the following information may help to identify additional barriers to accessibility in single-occupant toilet rooms.

Does the clearance (floor space) provided around the toilet (water closet) allow for side transfer from a wheelchair? See top figure at right and answer these two questions.

A. 60 inches minimum measured from the side wall?

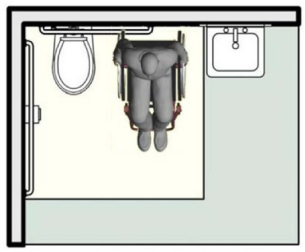
☐ **Yes**
☐ **No**

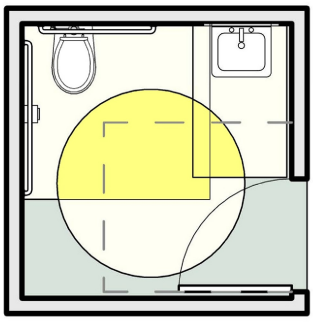
B. 56 inches minimum measured from the back wall?

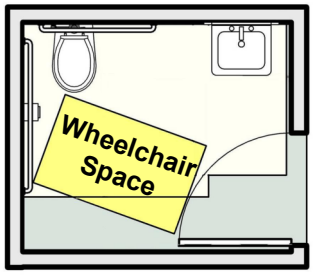
☐ **Yes**
☐ **No**



Allows space for side transfers





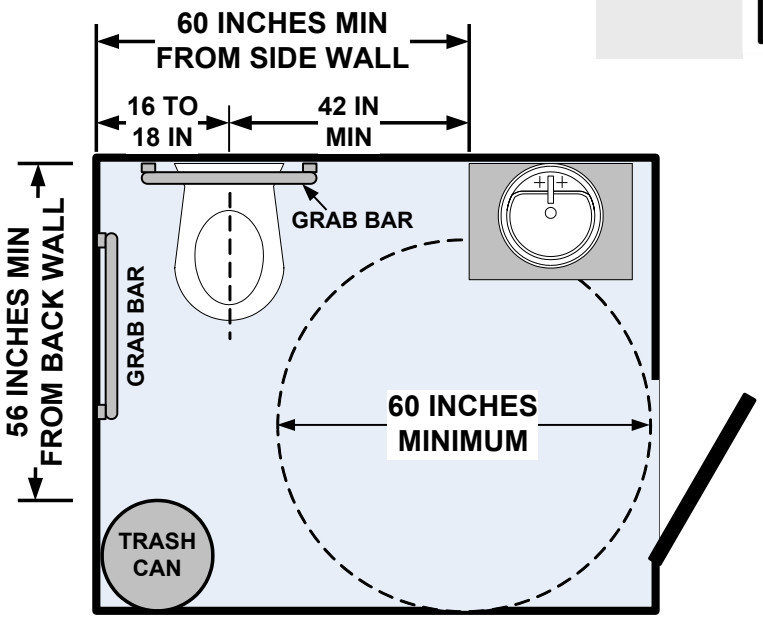


Examples of space use in single-occupant toilet rooms (see figures to the right and below):

Top Figure. Space provided for side transfers and lavatories cannot overlap the toilet (water closet) clearance is indicated. Clearance around a toilet (water closet) must be 60 inches minimum measured perpendicularly from the side wall and 56 inches minimum measured perpendicular from the rear wall.

Middle Figure. Turning space can overlap fixture and door swing clearances. Shown is a 60 inch minimum diameter circular turning space which overlaps the clear floor space for the lavatory and the clearance for the water closet..

Bottom Figure. Door can swing into turning space as long as unobstructed clear floor space (30 by 48 inches minimum "wheelchair space") is provided beyond arc of door swing as shown.



SINGLE-OCCUPANT TOILET ROOM

RETAIL FACILIITIES

1. Checkout Aisles

Are the proper number of accessible check-out aisles available and are they on an accessible route?

☐ **Yes**
☐ **No**



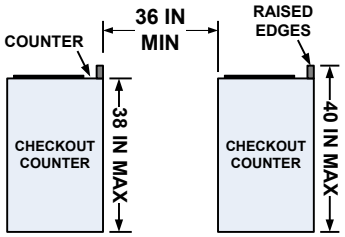
Total Number of Checkout Aisles	Minimum Number of Accessible Checkout Aisles
1 to 4	1
5 to 8	2
9 to 15	3
16 and over	3 plus 20% of additional aisles over 15

Are accessible checkout aisles identified by the International Symbol of Accessibility? (Not required if there is only one checkout aisle.)

☐ **Yes**
☐ **No**

Are the checkout aisles at least 36 inches wide?

☐ **Yes**
☐ **No**



Are the counters in the accessible checkout aisles no higher than 38 inches above the floor?

☐ **Yes**
☐ **No**

Are the tops of any raised edges of the checkout counters no higher than 40 inches above the floor?

☐ **Yes**
☐ **No**

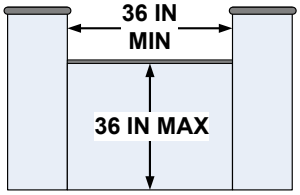
RETAIL FACILIITIES

2. Service Counters

If sales and service counters or windows are provided, a portion of at least counter must be accessible. This includes order counters, pick-up counters, return counters, customer service counters, etc. Where counters are dispersed throughout the building, accessible counters must also be dispersed.

Are there accessible portions of service counters which allow for a parallel approach in a wheelchair? The accessible portion of the counter surface should be no less than 36 inches in length and have a maximum height of 36 inches above the floor?

☐ **Yes**
☐ **No**



Checkout Counter Parallel Approach

Note: Counters may also be designed to allow for a forward approach in a wheelchair. In this case a portion of the counter must provide a surface which is at least 30 inches in length, no higher than 36 inches high, and adequate knee and toe clearance underneath.

Note: When it is not possible to provide an accessible service counter, is an auxiliary counter or table available in close proximity that meets the above requirements?

3. Shelves and Displays

Are self-service shelves and display units located on accessible routes (a minimum of 36 inches of unobstructed clear width, no protruding objects, etc.) and are products within reach?

☐ **Yes**
☐ **No**
☐ **NAV**



Note: For accessible reach ranges, see item #8 in the section titled “Access to Goods and Service—Interior Routes and Spaces”. For “Protruding Objects”, see item #13 in the same section.

DINING AREAS and CAFETERIAS

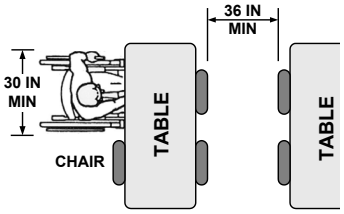
1. Seating, Tables and Food Service Counters

Where dining surfaces are provided for the consumption of food or drink, are there at least 5 percent of the seating spaces and standing spaces at the dining surfaces that comply with this item (#1) and/or item #3 on the next page?

☐ Yes
☐ No

Do the routes around all table and seating areas, including waiting lines, have a clear unobstructed opening of at least 36 inches?

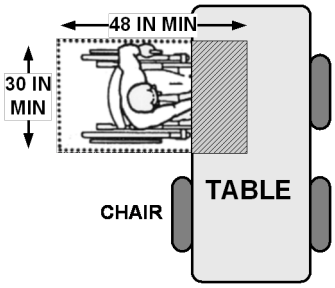
☐ Yes
☐ No



Do seating spaces at tables allow for a forward approach in a wheelchair and provide a clear floor space of at least 30 by 48 inches?

☐ Yes
☐ No

MINIMUM CLEAR FLOOR SPACE SEATING AND TABLES



Is the top surface of the dining tables 28 inches minimum to 34 inches maximum height from floor surface?

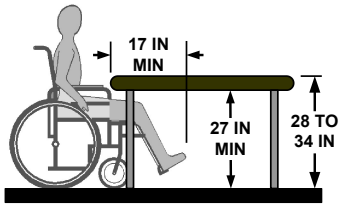
☐ Yes
☐ No

Do the spaces under tables or work surfaces provide clear space for knees and toes? Note: 27 inches minimum height under table for knee clearance; 9 inches minimum in height where toe clearance is required; and the clearance for toes shall extend 17 inches minimum under the table?

☐ Yes
☐ No

Are wheelchair accessible seating spaces distributed throughout the dining area?

☐ Yes
☐ No



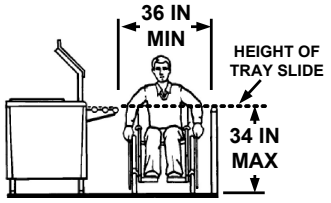
Note: This provides choice in seating location and type, reservation time or other services offered.
See item 6 below for "fixed seating".

☐ Yes
☐ No

2. Cafeteria / Buffet Lines

Are food service lines accessible having an aisle with a minimum clear width (no obstructions) of 36 inches and also with adequate space for wheelchairs to turn at corners?

☐ Yes
☐ No



Is the tray slide surface mounted at a maximum height of 34 inches or a minimum height of 28 inches above the floor?

☐ Yes
☐ No

Are self-serve food selections placed within 24 inches for access via a side reach (measured from the front edge of the tray slide)?

☐ Yes
☐ No

DINING AREAS and CAFETERIAS

3. Dining Counters and Bars

Where food or drink is served at counters or bars exceeding 34 inches in height, is there a portion of the counter top surface that provides -
A minimum of 30 inches wide, provides

1. A 30 by 48 inch minimum clear floor space for a forward approach,
2. Extends the entire depth of the counter top,
3. A maximum height of 34 inches or minimum height of 28 inches, and,
4. Knee and toe clearance (see item 1 in this section)?

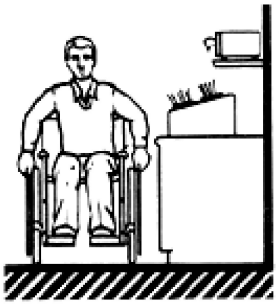
☐ **Yes**
☐ **No**

4. Self-Service Shelves (Utensils, Condiments)

Are 50% or more (minimum of one) of self-service shelves designed so that a person in a wheelchair can approach the shelf, reach the products, and use the operable parts?

Note: This will require a forward or parallel approach with minimum clear floor space (30 by 48 inches), adequate reach range and accessible operation of parts and controls (easily operated with one hand and not requiring more than 5 lb of force or tight grasping, pinching, or twisting).
Note: For accessible reach ranges, see item #8 in the section titled “Access to Goods and Service—Interior Routes and Spaces”.

☐ **Yes**
☐ **No**



5. Fixed Tables

If only fixed (built-in) tables and seating are provided, are at least 5%, but not less than one fixed table, accessible?

☐ **Yes**
☐ **No**

SIGNAGE

Signs provide an important means of communication. Some of the general considerations and requirements for signage are listed here for your reference. As you survey your facility be aware of the need for signage that complies with these general requirements.

1. General Requirements

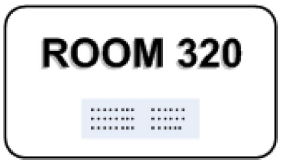
Is adequate signage placed in standardized, appropriate locations throughout the building or facility?

Note: Signs are used to identify permanent rooms or spaces, or provide direction to accessible features and information.

Note: Accessible elements and spaces of a facility should be identified by the International Symbol of Accessibility and this requirement is addressed in various sections of this Checklist.

☐ **Yes**
☐ **No**





Do the visual characters on all signs have sufficient size for the required viewing distance?

☐ **Yes**
☐ **No**

Do characters and background have a non-glare finish?

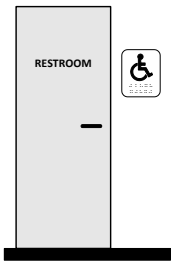
☐ **Yes**
☐ **No**

Do the characters contrast well with the background (either light on dark or dark on light)?

☐ **Yes**
☐ **No**

Does the signage identifying permanent rooms or spaces provide both raised (tactile) characters and Braille?

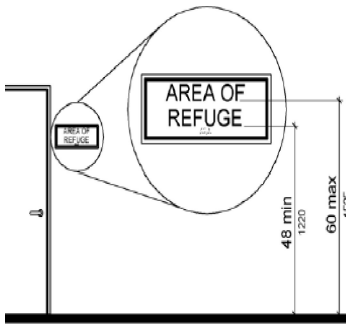
☐ **Yes**
☐ **No**



2. Interior Signage Adjacent to Doors

Is every permanent room or space (such as restrooms, offices or classrooms, etc.) designated with a sign having good contrast between characters and background, adequate character size for viewing distance, raised (tactile) characters and Braille?

☐ **Yes**
☐ **No**



Are tactile signs mounted so the bottom edges of the *highest* tactile characters are 60 inches maximum and the *lowest* tactile characters are 48 inches minimum from the floor surface?

☐ **Yes**
☐ **No**

Are signs mounted on the latch side of doors?

☐ **Yes**
☐ **No**

3. Directional Signage

Is exterior signage available at non-accessible entrances and along walkways that provides directions to the accessible routes and entrances?

☐ **Yes**
☐ **No**

is **i**nterior directional signage provided at inaccessible toilet rooms and elevators directing the person to nearest accessible toilet rooms and elevators?

☐ **Yes**
☐ **No**



4. Building Directories and Temporary Signs

These types of signage do not need to comply with the accessibility requirements for signage.

BUILDING AND CONTACT INFORMATION

Name of Building or Facility: _____

Address: _____

City: _____ State: _____ Zip: _____

Do you know what year this building was constructed? _____

Name of persons performing survey with email address and phone number:

_____ Signature: _____

_____ Signature: _____

Email: _____ Phone: _____

Date of completion: _____

How long did it take to perform this accessibility survey? _____

Do you have suggestions about the survey design or the instructions?

_____

_____

_____

Do you have comments about the accessibility survey process?

_____

_____

_____

Reviewed by: Date:

_____ _____

Please use this space for notes and sketches:

ADA Checklist for Existing Facilities

Priority 1 – Approach & Entrance

Based on the 2010 ADA Standards for Accessible Design



Project

Building

Location

Date

Surveyors

Contact Information

An accessible route from site arrival points and an accessible entrance should be provided for everyone.

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ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

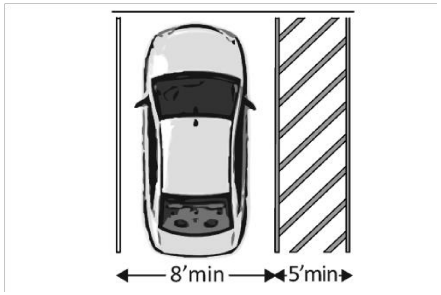
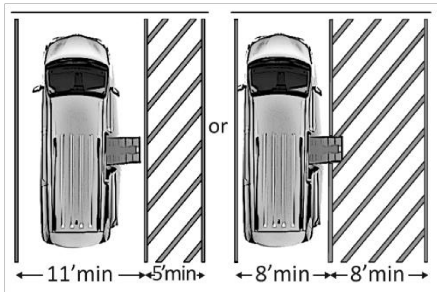
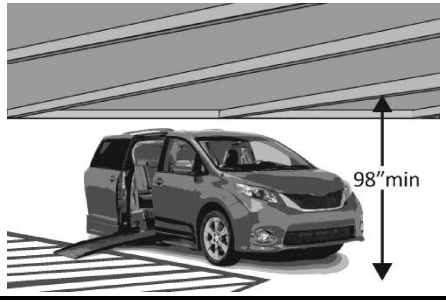
Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

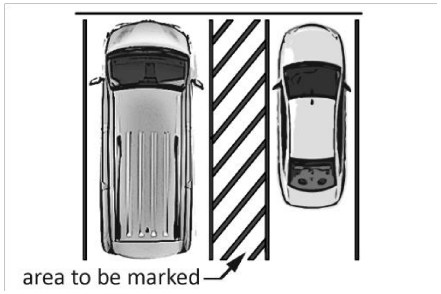
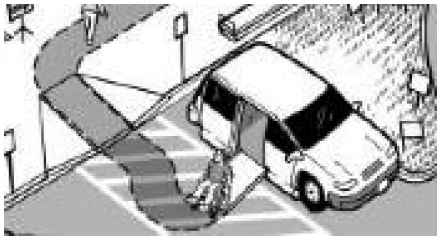
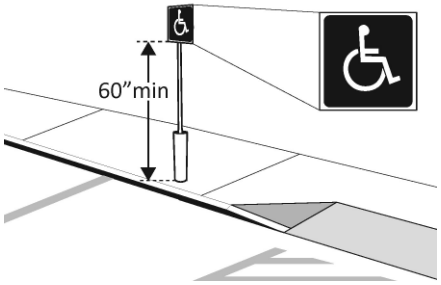
For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

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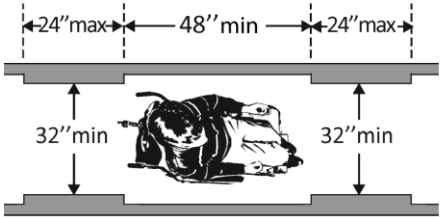
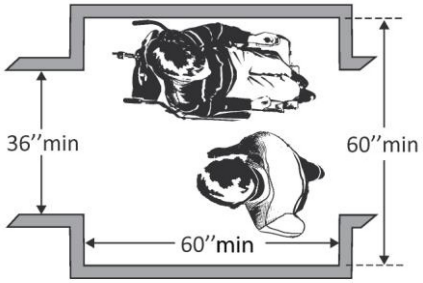
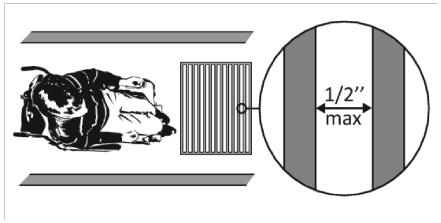
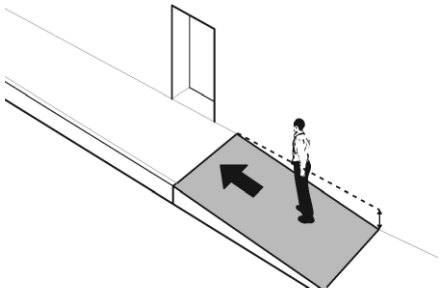
Priority 1 – Approach & Entrance				Comments	Possible Solutions
1.1	Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks and public transportation stops) that does not require the use of stairs? [See 2010 ADA Standards for Accessible Design – 206.2.1]	☐ Yes ☐ No If yes, location of route:		Photo #:	• Add a ramp • Regrade to 1:20 maximum slope • Add a lift if site constraints prevent other solutions
Parking Accessible parking spaces should be identified by size, access aisle and signage.					
1.2	If parking is provided for the public, are an adequate number of accessible spaces provided? [208.2]	☐ Yes ☐ No Total #: Accessible #:	**Total Spaces** / **Accessible Spaces** 1 - 25 / 1 26 - 50 / 2 51 - 75 / 3 76 - 100 / 4 100+ see 2010 Standards 208.2	Photo #:	• Reconfigure by repainting lines • •
1.3	Of the accessible spaces, is at least one a van accessible space?* [208.2.4]	☐ Yes ☐ No	*For every 6 or fraction of 6 parking spaces required by the table above, at least 1 should be a van accessible space.	Photo #:	* If constructed before 3/15/2012, parking is compliant if at least 1 in every 8 accessible spaces is van accessible • Reconfigure by repainting lines

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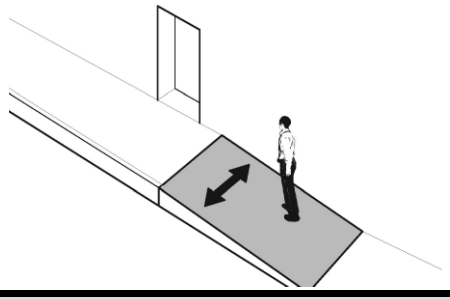
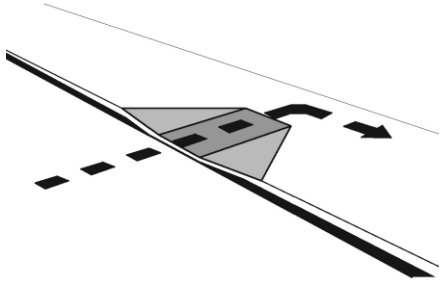
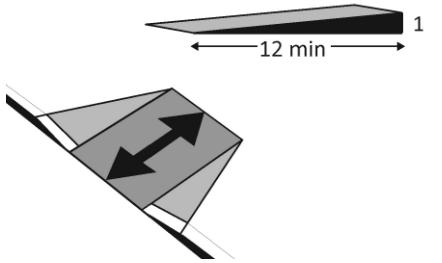
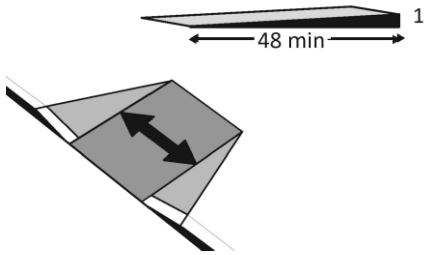
1.4	Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide? [502.2, 502.3] Note: Two spaces may share an access aisle. Check state/local requirements; some specify that each space have its own aisle.	☐Yes ☐No Measurement:		Photo #:	• Reconfigure by repainting lines • •
1.5	Is the van accessible space: At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide? [502.2]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:		Photo #:	• Reconfigure to provide van-accessible space(s) • •
1.6	Is at least 98 inches of vertical clearance provided for the van accessible space? [502.5]	☐Yes ☐No Measurement:		Photo #:	• Reconfigure to provide van-accessible space(s) • •

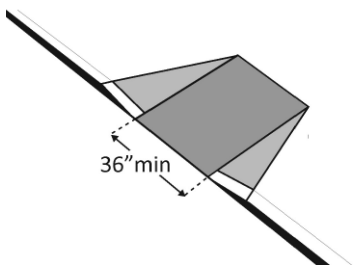
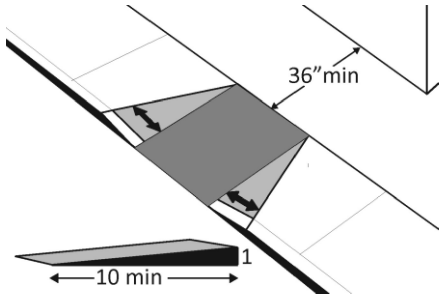
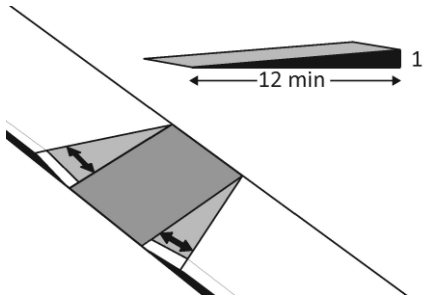
1.7	Are the access aisles marked so as to discourage parking in them? [502.3.3] Note: The marking method and color may be addressed by state/local requirements.	☐Yes ☐No		Photo #:	• Mark access aisles • •
1.8	Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions? [502.4]	☐Yes ☐No Measurement:		Photo #:	• Regrade surface • •
1.9	Do the access aisles adjoin an accessible route? [502.3]	☐Yes ☐No		Photo #:	• Create accessible route • Relocate accessible space •
1.10	Are accessible spaces identified with a sign that includes the International Symbol of Accessibility? Is the bottom of the sign at least 60 inches above the ground? [502.6] Note: The International Symbol of Accessibility is not required on the ground.	☐Yes ☐No ☐Yes ☐No Measurement:		Photo #:	• Install signs • •

1.11	Are there signs reading "van accessible" at van accessible spaces? [502.6]	☐Yes ☐No		Photo #:	• Install signs • •
1.12	Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)? [208.3.1] Note: If parking serves multiple entrances, accessible parking should be dispersed.	☐Yes ☐No		Photo #:	• Reconfigure spaces • •
Exterior Accessible Route					
1.13	Is the route stable, firm and slip-resistant? [302.1]	☐Yes ☐No		Photo #:	• Repair uneven paving • Fill small bumps and breaks with patches • Replace gravel with asphalt or other surface
1.14	Is the route at least 36 inches wide? [403.5.1]	☐Yes ☐No Measurement:			• Change or move landscaping, furnishings or other items • Widen route •

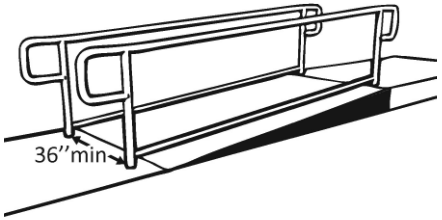
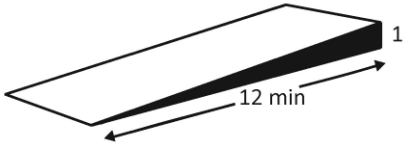
	Note: The accessible route can narrow to 32 inches min. for a max. of 24 inches. These narrower portions of the route must be at least 48 inches from each other.		 Photo #:	
1.15	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches? [403.5.3]	☐Yes ☐No Measurement:	 Photo #:	• Widen route for passing space • •
1.16	If there are grates or openings on the route, are the openings no larger than ½ inches? Is the long dimension perpendicular to the dominant direction of travel? [302.3]	☐Yes ☐No Measurement: ☐Yes ☐No	 Photo #:	• Replace or move grate • •
1.17	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run? [403.3] Note: If the running slope is steeper than 1:20, treat as a ramp and add features such as edge protection and handrails.	☐Yes ☐No Measurement:	 Photo #:	• Regrade to 1:20 max. • •

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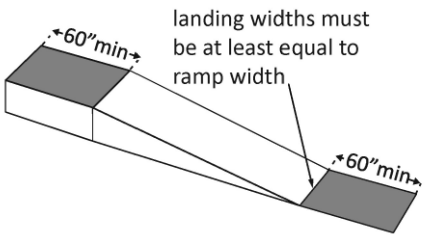
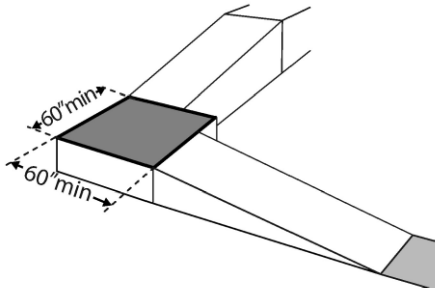
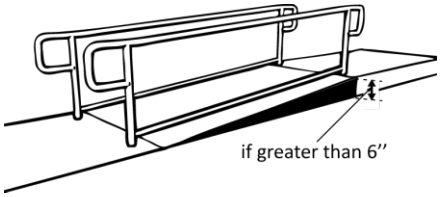
1.18	Is the cross slope no steeper than 1:48? [403.3]	☐Yes ☐No Measurement:		Photo #:	• Regrade to 1:48 max. • •
Curb Ramps					
1.19	If the accessible route crosses a curb, is there a curb ramp? [402.2]	☐Yes ☐No		Photo #:	• Install curb ramp • •
1.20	Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run? [406.1, 405.2]	☐Yes ☐No Measurement:		Photo #:	• Regrade curb ramp • •
1.21	Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48? [406.1, 405.3]	☐Yes ☐No Measurement:		Photo #:	• Regrade curb ramp • •

1.22	Is the curb ramp, excluding flares, at least 36 inches wide? [406.1, 405.5]	☐Yes ☐No Measurement:		Photo #:	• Widen curb ramp • •
1.23	At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? [406.4] If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run? [406.3]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:		Photo #:	• Reconfigure • Add ramp flares •
1.24	If the landing at the top is less than 36 inches long, are there curb ramp flares? Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run? [406.4]	☐Yes ☐No ☐Yes ☐No Measurement:		Photo #:	• Add ramp flares • Regrade flares •

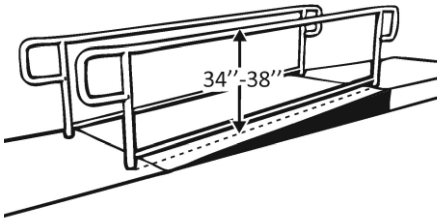
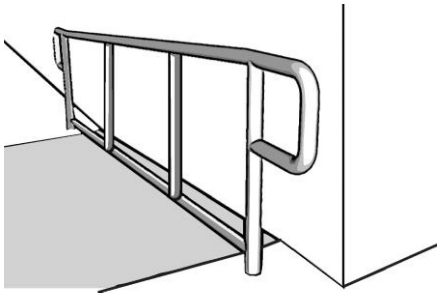
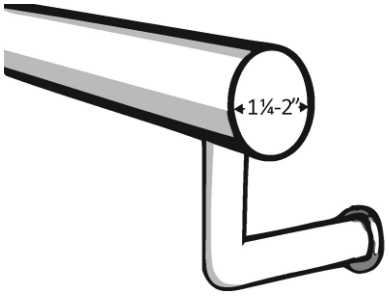
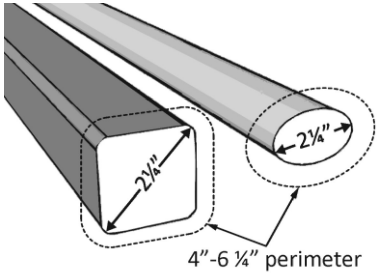
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Ramps If any portion of the accessible route is steeper than 1:20, it should be treated as a ramp.					
1.25	If there is a ramp is it at least 36 inches wide? [405.5] Note: If there are handrails, measure between the handrails.	☐Yes ☐No Measurement:		Photo #:	• Alter ramp • •
1.26	Is the surface stable, firm and slip resistant? [405.4]	☐Yes ☐No		Photo #:	• Resurface ramp • •
1.27	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run? [405.2] Note: Rises no greater than 3 inches with a slope no steeper than 1:8 and rises no greater than 6 inches with a slope no steeper than 1:10 are permitted when such slopes are necessary due to space limitations.	☐Yes ☐No Measurement:		Photo #:	• Relocate ramp • Lengthen ramp to decrease slope •

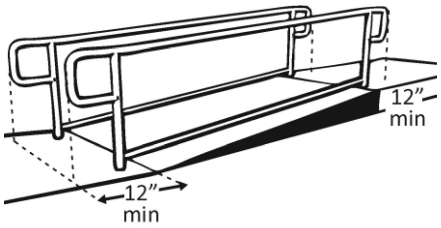
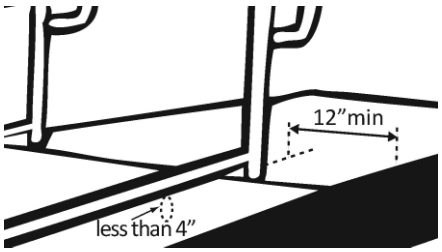
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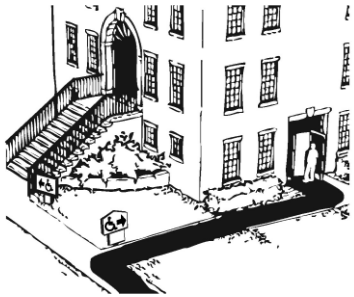
1.28	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp? [405.7.2, 405.7.3]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:		Photo #:	• Alter ramp • Relocate ramp •
1.29	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches? [405.7.4]	☐Yes ☐No Measurement:		Photo #:	• Alter ramp • Increase landing size •
1.30	If the ramp has a rise higher than 6 inches, are there handrails on both sides? [405.8] Note: Curb ramps are not required to have handrails.	☐Yes ☐No Measurement:		Photo #:	• Add handrails • •

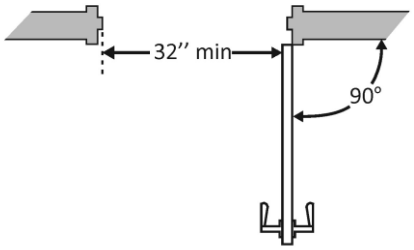
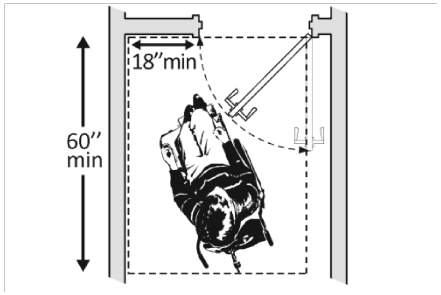
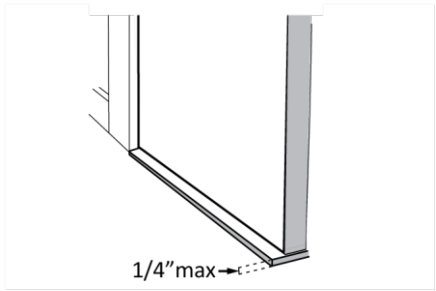
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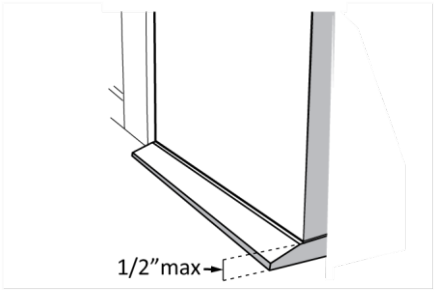
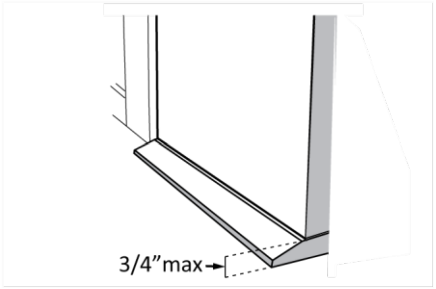
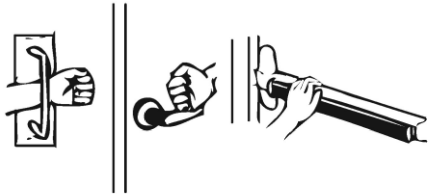
1.31	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface? [505.4]	☐Yes ☐No Measurement:		Photo #:	• Reconfigure or replace handrails • Adjust handrail height •
1.32	Is the handrail gripping surface continuous and not obstructed along the top or sides? [505.3] If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%? [505.6]	☐Yes ☐No ☐Yes ☐No Measurement:		Photo #:	• Reconfigure or replace handrails • •
1.33	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter? [505.7.1]	☐Yes ☐No Measurement:		Photo #:	• Replace handrails • •
1.34	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:			• Replace handrails • •

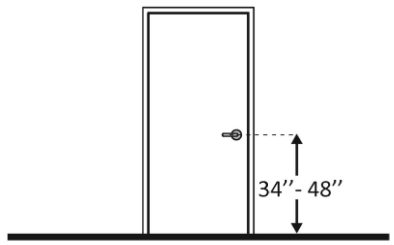
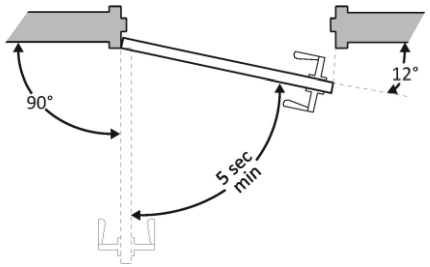
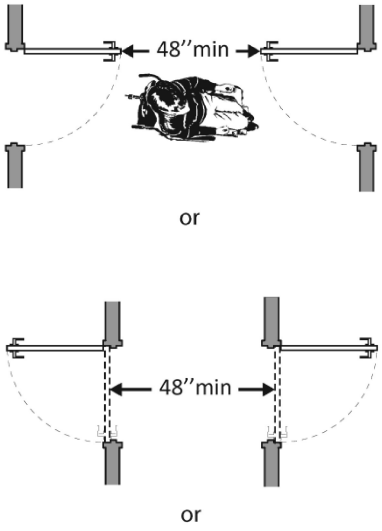
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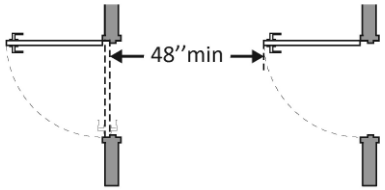
	Is the cross section no greater than 2¼ inches? [505.7.2]	☐Yes ☐No Measurement:		Photo #:	
1.35	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface? [505.10.1] Note: If a 12 inch extension would be a hazard (in circulation path) it is not required.	☐Yes ☐No Measurement: ☐Yes ☐No		Photo #:	• Alter handrails • •
1.36	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere? [405.9.1, 405.9.2]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:		Photo #:	• Add curb • Add barrier • Extend ramp width •

Entrance					
1.37	Is the main entrance accessible?	☐Yes ☐No		Photo #:	• Redesign to make it accessible • •
1.38	If the main entrance is not accessible, is there an alternative accessible entrance? Can the alternative accessible entrance be used independently and during the same hours as the main entrance?	☐Yes ☐No ☐Yes ☐No		Photo #:	• Designate an entrance and make it accessible • Ensure that accessible entrance can be used independently and during the same hours as the main entrance •
1.39	Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance? [216.6]	☐Yes ☐No		Photo #:	• Install signs • Install signs on route before people get to inaccessible entrances so that people do not have to turn around and retrace route •
1.40	If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility? [216.6]	☐Yes ☐No		Photo #:	• Install sign • •

1.41	Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees? [404.2.3]	☐Yes ☐No Measurement:		Photo #:	• Alter door • Install offset hinges •
1.42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door On both sides of the door, is the ground or floor surface of the maneuvering clearance level (no steeper than 1:48)? [404.2.4]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:		Photo #:	• Remove obstructions • Reconfigure walls • Add automatic door opener
1.43	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:			• Remove or replace threshold • •

	after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2] Note: The first ¼ inch of the ½ or ¾ inch threshold may be vertical; the rest must be beveled.	☐Yes ☐No Measurement:	 	Photo #:	
1.44	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)? [404.2.7]	☐Yes ☐No ☐Yes ☐No ☐Yes ☐No		Photo #:	• Replace inaccessible knob with lever, loop or push hardware • Add automatic door opener •

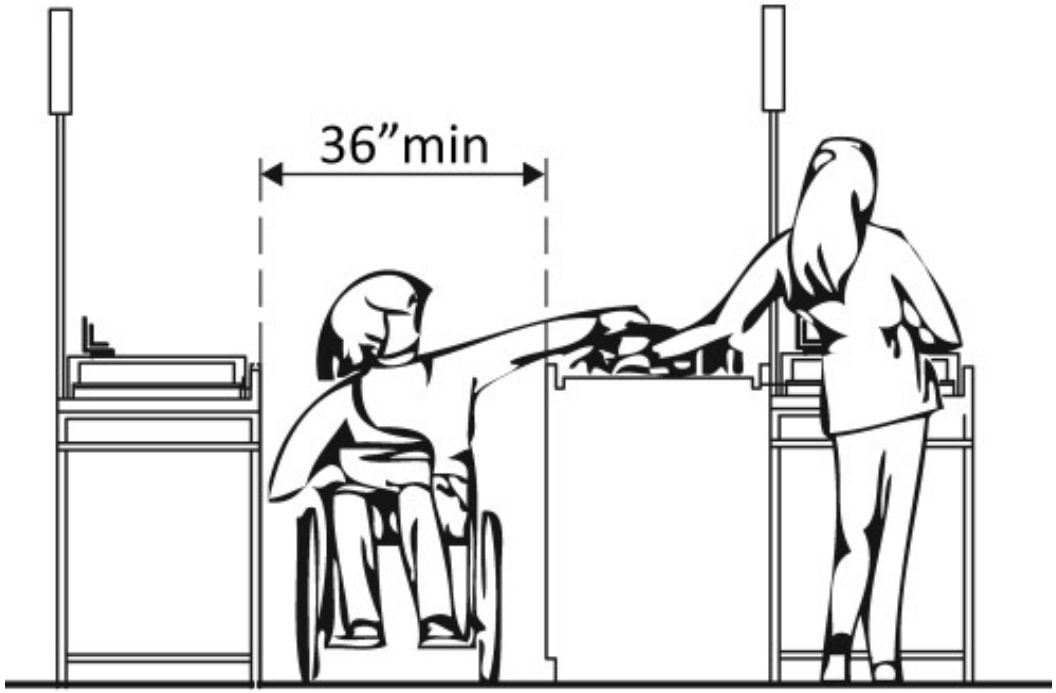
1.45	Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface? [404.2.7]	☐Yes ☐No Measurement:		Photo #:	• Change hardware height • •
1.46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8]	☐Yes ☐No Measurement:		Photo #:	• Adjust closer • •
1.47	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space? [404.2.6]	☐Yes ☐No Measurement:			• Remove inner door • Change door swing •

			Photo #:	
1.48	If provided at the building entrance, are carpets or mats no higher than ½ inch thick? [302.2]	☐Yes ☐No Measurement:	 Photo #:	• Replace or remove mats • •
1.49	Are edges of carpets or mats securely attached to minimize tripping hazards? [302.2]	☐Yes ☐No	Photo #:	• Secure carpeting or mats at edges • •
		☐Yes ☐No	Photo #:	• • •
		☐Yes ☐No	Photo #:	• • •

ADA Checklist for Existing Facilities

Priority 2 – Access to Goods & Services

Based on the 2010 ADA Standards for Accessible Design



Project

Building

Location

Date

Surveyors

Contact Information

The layout of the building should allow people with disabilities to obtain goods and services and to participate in activities without assistance.

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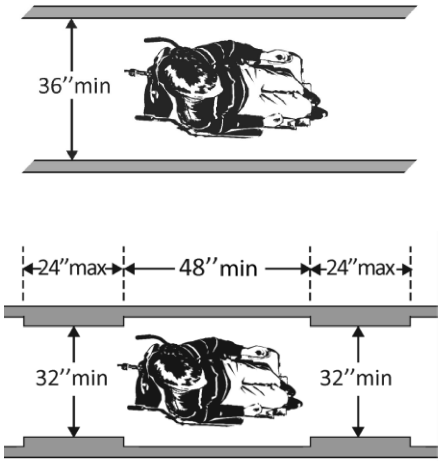
ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

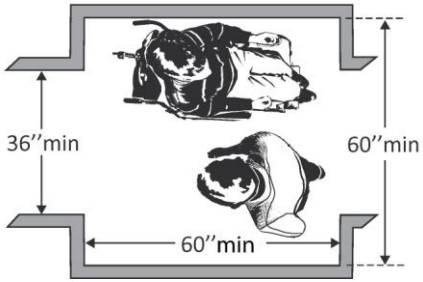
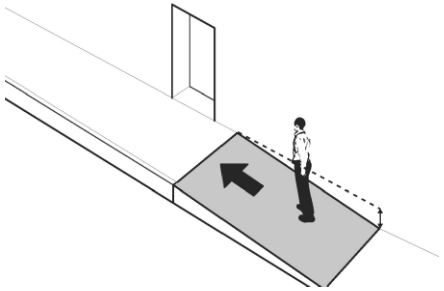
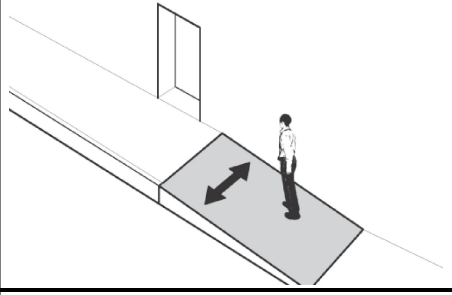
This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

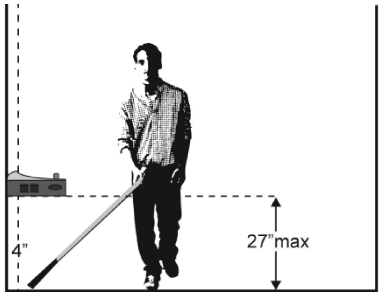
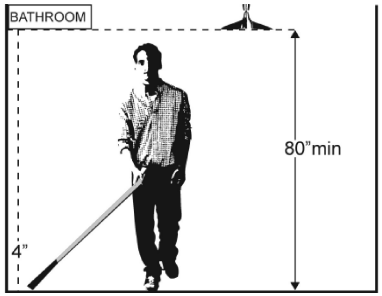
Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

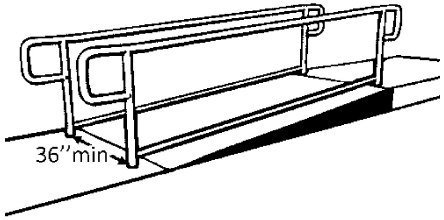
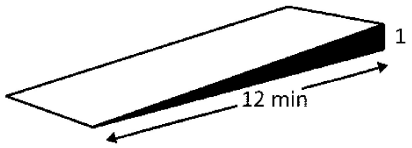
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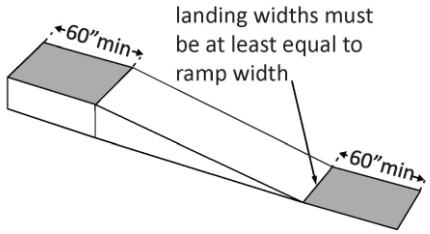
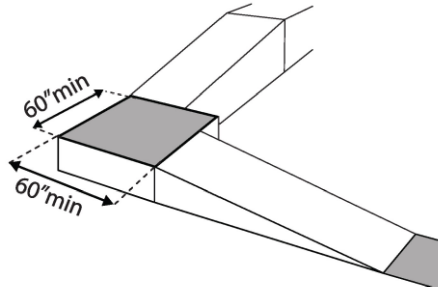
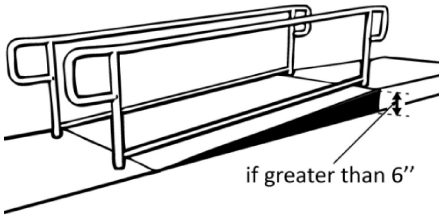
Priority 2 – Access to Goods & Services				Comments	Possible Solutions
2.1	Does the accessible entrance provide direct access to the main floor, lobby and elevator? [See 2010 ADA Standards for Accessible Design – 206.4]	☐Yes ☐No		Photo #:	• Create accessible route • •
Interior Accessible Route					
2.2	Are all public spaces on at least one accessible route? [206.2.4]	☐Yes ☐No		Photo #:	• Create accessible route • •
2.3	Is the route stable, firm and slip-resistant? [40.2, 302.1]	☐Yes ☐No		Photo #:	• Repair uneven surfaces • •
2.4	Is the route at least 36 inches wide? [403.5.1] Note: The accessible route can narrow to 32 inches min. for a max. of 24 inches. These narrower portions of the route must be at least 48 inches from each other.	☐Yes ☐No Measurement:		Photo #:	• Widen route • •

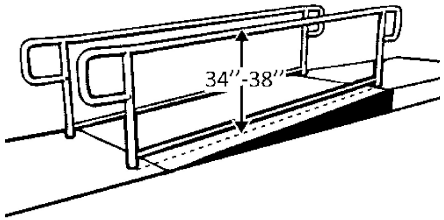
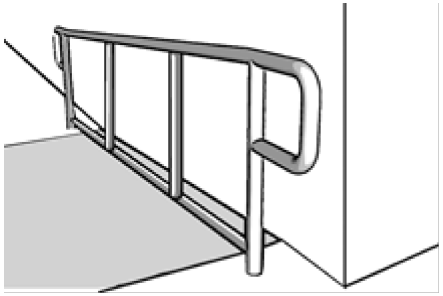
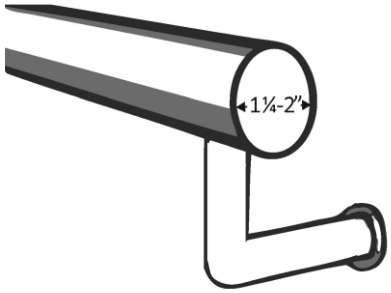
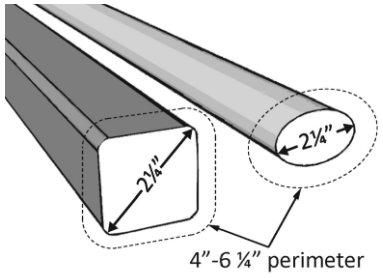
2.5	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches? [403.5.3]	☐Yes ☐No Measurement:		Photo #:	• Widen route for passing space • •
2.6	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run? [403.3] Note: If the running slope is steeper than 1:20, treat as a ramp and add features such as edge protection and handrails.	☐Yes ☐No Measurement:		Photo #:	• Regrade • •
2.7	Is the cross slope no steeper than 1:48? [403.3]	☐Yes ☐No Measurement:		Photo #:	• Regrade • •
2.8	Do all objects on circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path? Or	☐Yes ☐No Measurement:	 Or		• Remove object • Add tactile warning such as permanent planter or partial walls •

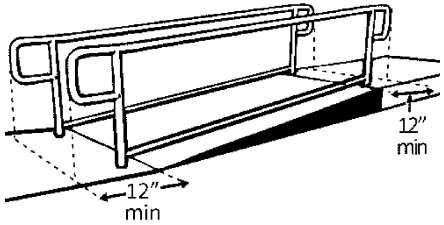
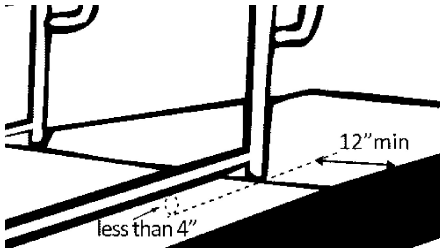
	If an object protrudes more than 4 inches, is the bottom leading edge at 27 inches or lower above the floor? [307.2] Or Is the bottom leading edge at 80 inches or higher above the floor? [307.4]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:	 Or 	Photo #:	
2.9	Are there elevators or platform lifts to all public stories? Note: Vertical access is not required in new construction or alterations if a facility is less than three stories or has less than 3,000 square feet per story, unless the facility is a shopping center, shopping mall, professional office of a health care provider, transportation terminal, state facility or local government facility	☐Yes ☐No		Photo #:	• Install if necessary • Offer goods and services on an accessible story •

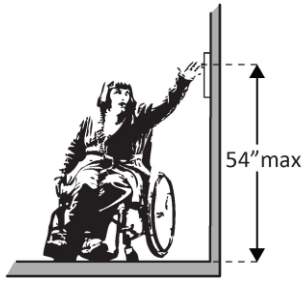
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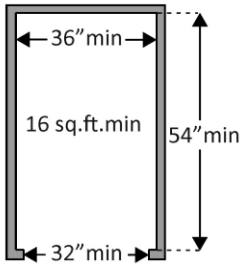
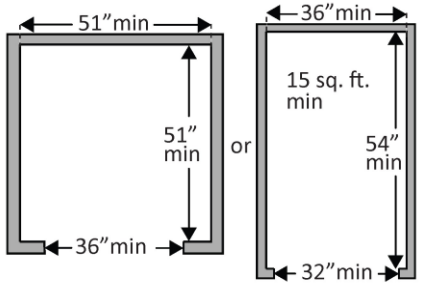
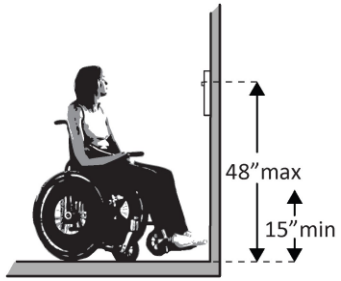
Ramps					
2.10	If there is a ramp, is it at least 36 inches wide? [405.5] Note: If there are handrails, measure between the handrails.	☐Yes ☐No Measurement:		Photo #:	• Alter ramp • •
2.11	Is the surface stable, firm and slip resistant? [405.4]	☐Yes ☐No		Photo #:	• Resurface ramp • •
2.12	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run? [405.2] Note: Rises no greater than 3 inches with a slope no steeper than 1:8 and rises no greater than 6 inches with a slope no steeper than 1:10 are permitted when due to space limitations.	☐Yes ☐No Measurement:		Photo #:	• Lengthen ramp to decrease slope • Relocate ramp •

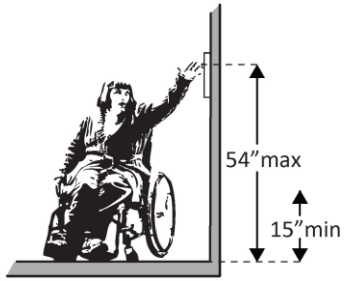
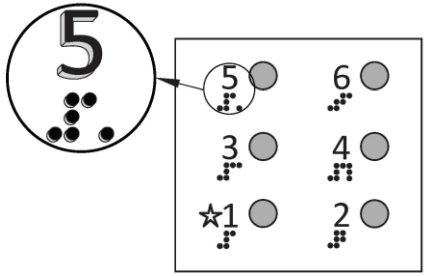
2.13	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp? [405.7.2, 405.7.3]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:		Photo #:	• Alter ramp • Relocate ramp •
2.14	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches? [405.7.4]	☐Yes ☐No Measurement:		Photo #:	• Increase landing size • •
2.15	If the ramp has a rise higher than 6 inches are there handrails on both sides? [405.8]	☐Yes ☐No Measurement:		Photo #:	• Add handrails • •

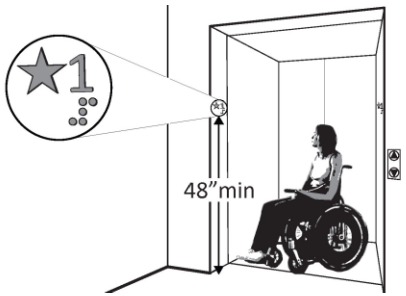
2.16	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface? [505.4]	☐Yes ☐No Measurement:		Photo #:	• Adjust handrail height • •
2.17	Is the handrail gripping surface continuous and not obstructed along the top or sides? [505.3] If there are obstructions, is the bottom of the gripping surface obstructed no more than 20%? [505.6]	☐Yes ☐No ☐Yes ☐No Measurement:		Photo #:	• Reconfigure or replace handrails • •
2.18	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter? [505.7.1]	☐Yes ☐No Measurement:		Photo #:	• Replace handrails • •
2.19	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	☐Yes ☐No Measurement:			• Replace handrails • •

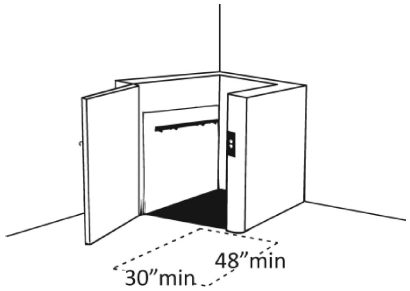
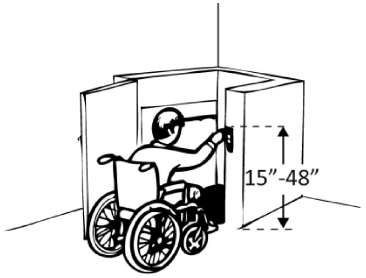
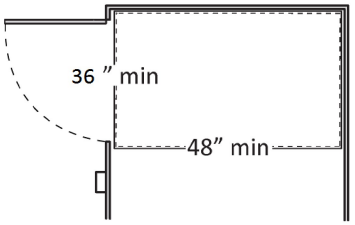
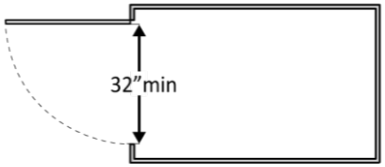
	Is the cross section no greater than 2¼ inches in diameter? [505.7.2]	☐Yes ☐No Measurement:		Photo #:	
2.20	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface? [505.10.1] Note: If a 12" extension would be hazardous (in circulation path), it is not required	☐Yes ☐No Measurement: ☐Yes ☐No		Photo #:	• Alter handrails • •
2.21	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere? [405.9.1, 405.9.2]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:		Photo #:	• Add curb • Add barrier • Extend ramp width • •

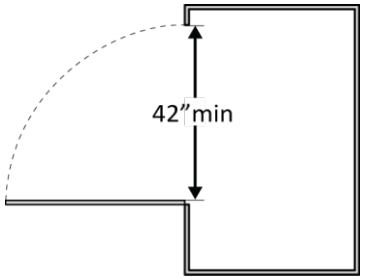
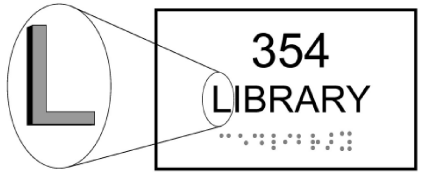
Elevators – Full Size & LULA (limited use, limited application) LULA elevators are often used in alterations.				
2.22 If there is a full size or LULA elevator, are the call buttons no higher than 54 inches above the floor? [407.2.1.1]	☐Yes ☐No Measurement:		Photo #:	• Change call button height • •
2.23 If there is a full size or LULA elevator, does the sliding door reopen automatically when obstructed by an object or person?* [407.3.3]	☐Yes ☐No		Photo #:	* If constructed before 3/15/2012 and manually operated, the door is not required to reopen automatically • Install opener •
2.24 If there is a LULA elevator with a swinging door: Is the door power- operated? Does the door remain open for at least 20 seconds when activated? [403.3.2]	☐Yes ☐No ☐Yes ☐No Time:		Photo #:	• Add power operated door • Adjust opening time •

2.25	If there is a full size elevator: Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 sq. ft. of clear floor area? Is the door opening width at least 32 inches? [407.4.1 Exception]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:		Photo #:	• Replace elevator • •
2.26	If there is a LULA elevator, is the interior: At least 51 inches deep by 51 inches wide with a door opening width of at least 36 inches? Or At least 54 inches deep by at least 36 inches wide with at least 15 sq. ft. of clear floor area and a door opening width of at least 32 inches? [408.4.1 Exceptions 1 and 2]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:		Photo #:	• Replace elevator • •
2.27	If there is a full size or LULA elevator, are the in-car controls: No less than 15 inches and no greater 48 inches above the floor? Or	☐Yes ☐No Measurement:	 Or		• Change control height • •

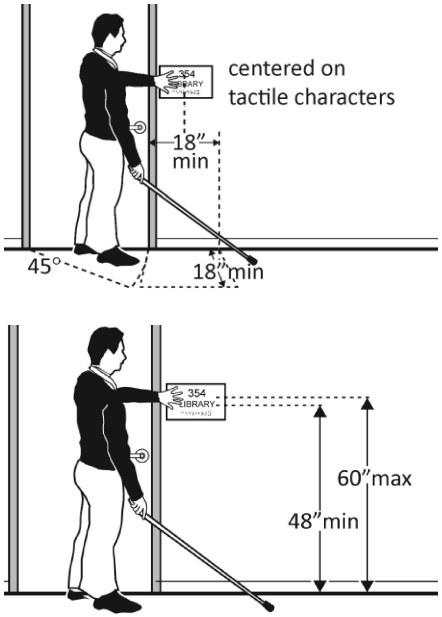
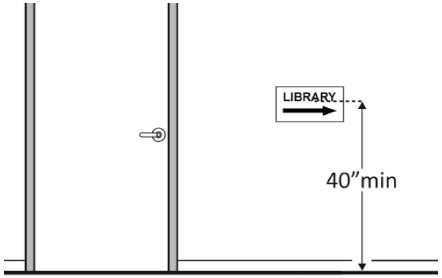
	Up to 54 inches above the floor for a parallel approach? [408.4.6, 407.4.6.1]	☐Yes ☐No Measurement:		Photo #:	
2.28	If there is a LULA elevator, are the in-car controls centered on a side wall? [408.4.6]	☐Yes ☐No Measurement:		Photo #:	• Reconfigure controls • •
2.29	If there is a full size or LULA elevator: Are the car control buttons designated with raised characters? Are the car control buttons designated with Braille? [407.4.7.1, 703.2]	☐Yes ☐No ☐Yes ☐No		Photo #:	• Add raised characters • Add Braille •
2.30	If there is a full size or LULA elevator, are there audible signals which sound as the car passes or is about to stop at a floor? [407.4.8]	☐Yes ☐No		Photo #:	• Install audible signals • •

2.31	If there is a full size or LULA elevator: Is there a sign on both door jambs at every floor identifying the floor? Is there a tactile star on both jambs at the main entry level? Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?* [407.2.3, 408.2.3]	☐Yes ☐No ☐Yes ☐No ☐Yes ☐No ☐Yes ☐No ☐Yes ☐No ☐Yes ☐No Measurement:		Photo #:	• Install signs • Change sign height • • * If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation is not required
Platform Lifts					
2.32	If a lift is provided, can it be used without assistance from others? [410.1]	☐Yes ☐No		Photo #:	• Reconfigure so independently operable • •

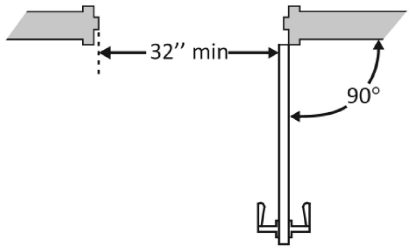
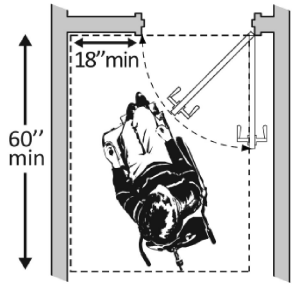
2.33	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach the controls to use the lift? [410.5]	☐Yes ☐No Measurement:		Photo #:	• Remove obstructions • •
2.34	Are the lift controls no less than 15 inches and no greater than 48 inches above the floor? [410.5]	☐Yes ☐No Measurement:		Photo #:	• Change control height • •
2.35	Is there a clear floor space at least 36 inches wide by at least 48 inches long inside the lift? [410.3]	☐Yes ☐No Measurement:		Photo #:	• Replace lift • •
2.36	If there is an end door, is the clear opening width at least 32 inches? [410.6]	☐Yes ☐No Measurement:		Photo #:	• Alter door width • •

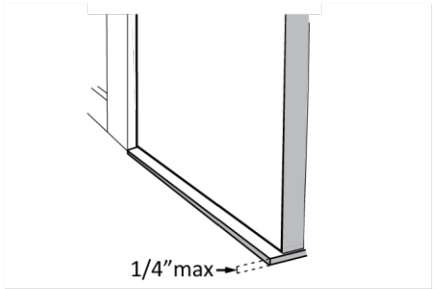
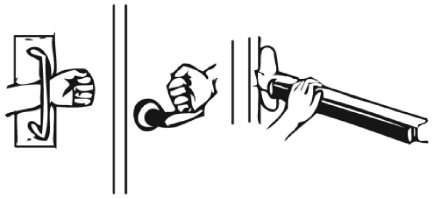
2.37	If there is a side door, is the clear opening width at least 42 inches? [410.6]	☐Yes ☐No Measurement:		Photo #:	• Alter door width • •
Signs "Tactile characters" are read using touch, i.e. raised characters and Braille.					
2.38	If there are signs designating permanent rooms and spaces not likely to change over time, e.g. room numbers and letters, room names, and exit signs: [216.2]				• Install tactile sign • Relocate sign •
	Do text characters contrast with their backgrounds? [703.5]	☐Yes ☐No			
	Are text characters raised? [703.2]	☐Yes ☐No			
	Is there Braille? [703.3]	☐Yes ☐No			
	Is the sign mounted: On the wall on the latch side of the door? [703.4.2]	☐Yes ☐No			
	Note: Signs are permitted on the push side of doors with closers and without hold-open devices.				*If constructed before 3/15/2012 and a person may approach within 3 inches of the sign without

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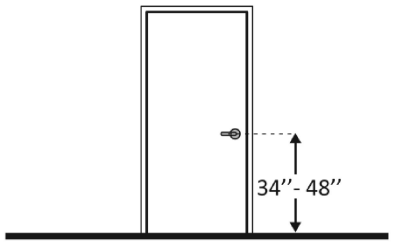
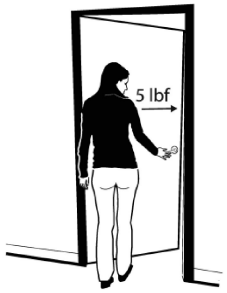
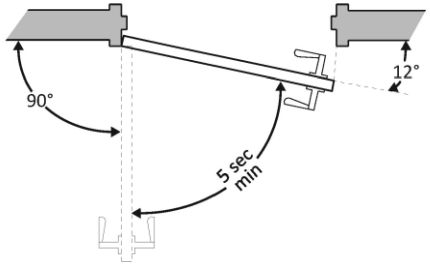
	With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters?* [703.4.2] So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor? * [703.4.1] Note: If the sign is at double doors with one active leaf, the sign should be on the inactive leaf; if both leaves are active, the sign should be on the wall to the right of the right leaf.	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:		Photo #:	encountering protruding objects or standing within the door swing, relocation not required *If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation not required
2.39	If there are signs that provide direction to or information about interior spaces: Do text characters contrast with their backgrounds? [703.5.1] Is the sign mounted so that characters are at least 40 inches above the floor? [703.5.6] Note: Raised characters and Braille are not required.	☐Yes ☐No ☐Yes ☐No Measurement:		Photo #:	• Install signs with contrasting characters • Change sign height •

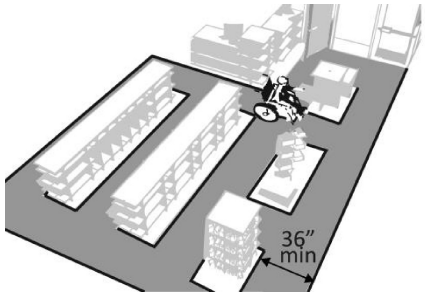
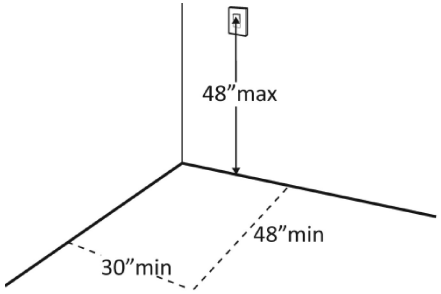
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Interior Doors – to classrooms, medical exam rooms, conference rooms, etc.				
2.40 Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [404.2.3]	☐Yes ☐No Measurement:		Photo #:	• Install offset hinges • Alter the doorway •
2.41 If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door. On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)? [404.2.4]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:		Photo #:	• Remove obstructions • Reconfigure walls • Add automatic door opener

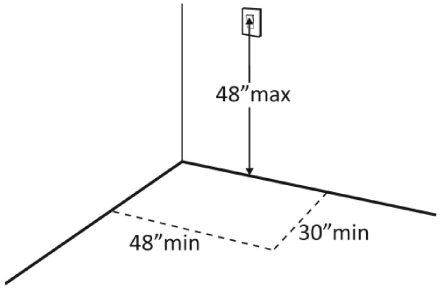
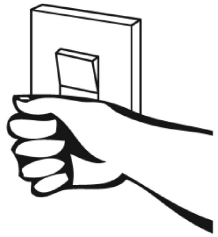
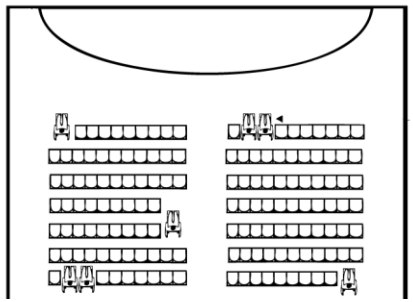
2.42	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2] Note: The first ¼ inch of the ½ or ¾ inch threshold may be vertical; the rest must be beveled.	☐Yes ☐No Measurement: ☐Yes ☐No Measurement: ☐Yes ☐No Measurement:		Photo #:	• Remove or replace threshold • •
2.43	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)? [404.2.7]	☐Yes ☐No ☐Yes ☐No ☐Yes ☐No		Photo #:	• Replace inaccessible knob with lever, loop or push hardware • Add automatic door opener •

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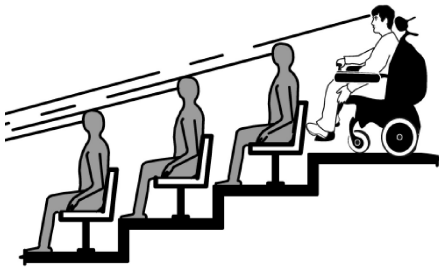
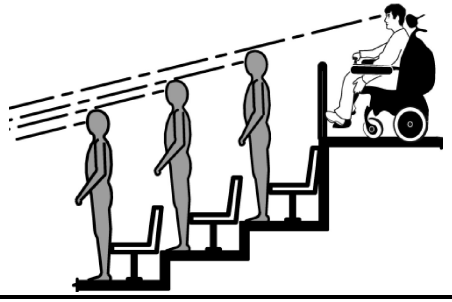
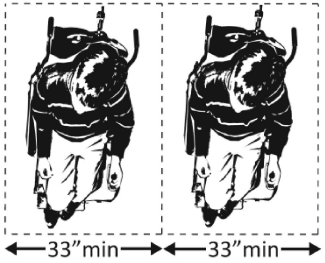
2.44	Are the operable parts of the hardware no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]	☐Yes ☐No Measurement:		Photo #:	• Change hardware height • •
2.45	Can the door be opened easily (5 pounds maximum force)? [404.2.9] Note: You can use a pressure gauge or fish scale to measure force. If you do not have one you will need to judge whether the door is easy to open.	☐Yes ☐No Measurement:		Photo #:	• Adjust or replace closers • Install lighter doors • Install power-assisted or automatic door openers
2.46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8.1]	☐Yes ☐No Measurement:		Photo #:	• Adjust closer • •
Rooms and Spaces – stores, supermarkets, libraries, etc.					

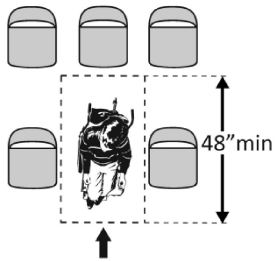
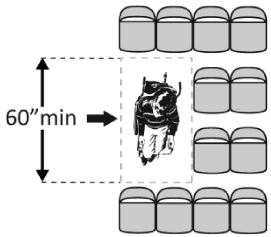
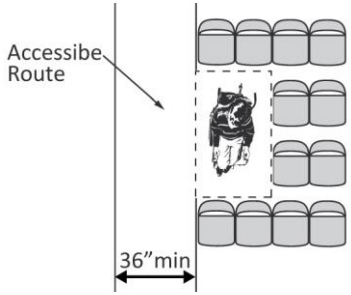
2.47	Are aisles and pathways to goods and services, and to one of each type of sales and service counters, at least 36 inches wide? [403.5.1]	☐Yes ☐No Measurement:		Photo #:	• Rearrange goods, equipment and furniture • •
2.48	Are floor surfaces stable, firm and slip resistant? [302.1]	☐Yes ☐No		Photo #:	• Change floor surface • •
2.49	If there is carpet: Is it no higher than ½ inch? Is it securely attached along the edges? [302.2]	☐Yes ☐No Measurement: ☐Yes ☐No		Photo #:	• Replace carpet • •
Controls – light switches, security and intercom systems, emergency/alarm boxes, etc.					
2.50	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? [305.3] Are the operable parts no higher than 48 inches above the floor?* [309.3, 308]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:			• Change height of control • • *If constructed before 3/15/2012 and a parallel approach is provided, controls can be 54 inches above the floor

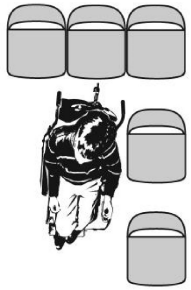
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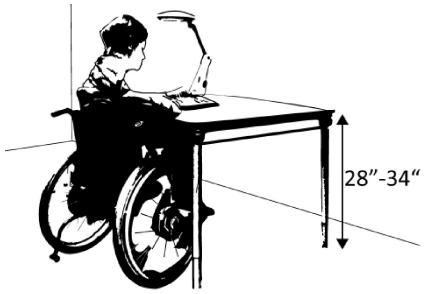
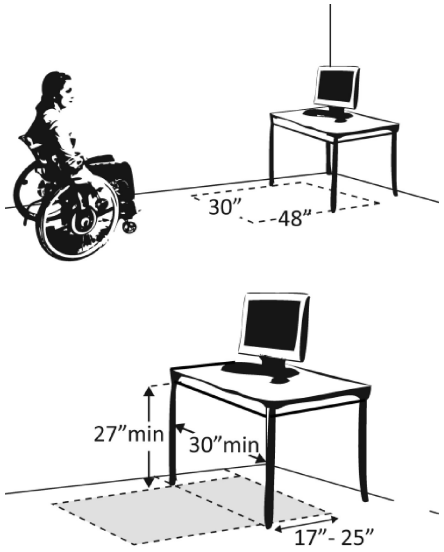
			Photo #:	
2.51 Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist? [309.4]	☐Yes ☐No		Photo #:	• Replace control • •
Seating: Assembly Areas – theaters, auditoriums, stadiums, theater style classrooms, etc.				
2.52 Are an adequate number of wheelchair spaces provided? [221.2.1]	☐Yes ☐No Total #: Wheelchair #:	**# of Seats** / **Wheelchair Spaces** 4 - 25 / 1 26 - 50 / 2 51 - 150 / 4 151 - 300 / 5 300+ see 2010 Standards 221.2.1.	Photo #:	• Reconfigure to add wheelchair spaces • •
2.53 Are wheelchair spaces dispersed to allow location choices and viewing angles equivalent to other seating, including specialty seating areas that provide distinct services and amenities? [221.2.3]	☐Yes ☐No		Photo #:	• Reconfigure to disperse wheelchair spaces • •

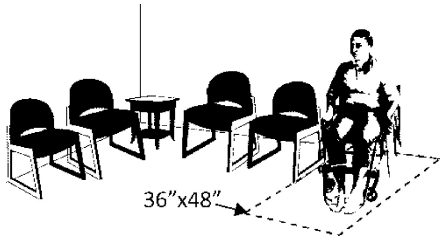
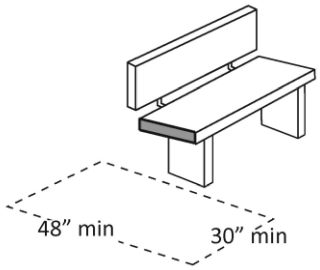
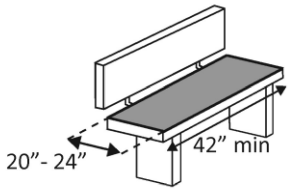
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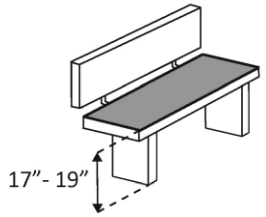
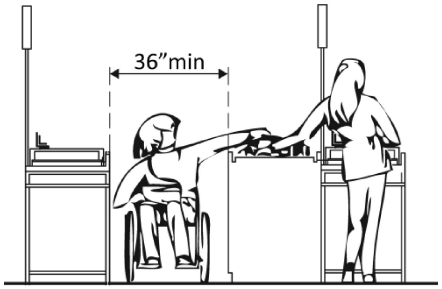
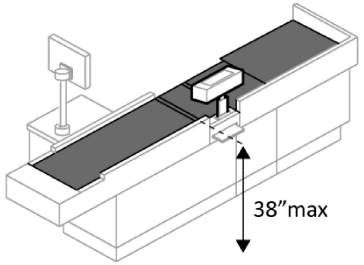
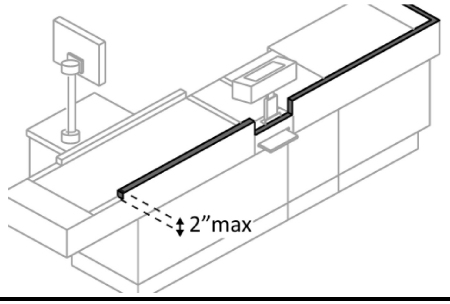
2.54	Where people are expected to remain seated, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them? [802.2.1.1, 802.1.1.2]	☐Yes ☐No		Photo #:	• Alter for line of sight • •
2.55	Where people are expected to stand, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them? [802.2.2.1, 802.1.2.2]	☐Yes ☐No		Photo #:	• Alter for line of sight • •
2.56	If there is a single wheelchair space, is it at least 36 inches wide? [802.1.2]	☐Yes ☐No Measurement:		Photo #:	• Alter space • •
2.57	If there are two adjacent wheelchair spaces, are they each at least 33 inches wide? [802.1.2]	☐Yes ☐No Measurement:		Photo #:	• Alter spaces • •

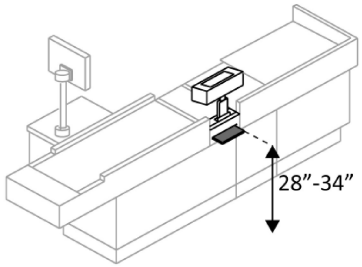
2.58	If the wheelchair space can be entered from the front or rear, is it at least 48 inches deep? [802.1.3]	☐Yes ☐No Measurement:		Photo #:	• Alter space • •
2.59	If the wheelchair space can only be entered from the side, is it at least 60 inches deep? [802.1.3]	☐Yes ☐No Measurement:		Photo #:	• Alter space • •
2.60	Do wheelchair spaces adjoin, but not overlap, accessible routes? [802.1.4]	☐Yes ☐No		Photo #:	• Alter spaces • •
2.61	Is there at least one companion seat for each wheelchair space? [221.3]	☐Yes ☐No		Photo #:	• Add companion seats • •

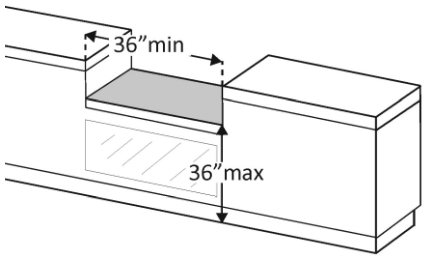
2.62	Is the companion seat located so the companion is shoulder-to-shoulder with the person in a wheelchair? [802.3.1]	☐Yes ☐No		Photo #:	• Alter seating • •
2.63	Is the companion seat equivalent in size, quality, comfort and amenities to seating in the immediate area? [802.3.2]	☐Yes ☐No		Photo #:	• Add equivalent seating • •
Seating: At dining surfaces (restaurants, cafeterias, bars, etc.) and non-employee work surfaces (libraries, conference rooms, etc.)					
2.64	Are at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs? [226.1]	☐Yes ☐No Total #: Wheelchair #:		Photo #:	• Alter to provide accessible spaces • •
2.65	Is there a route at least 36 inches wide to accessible seating? [403.5.1]	☐Yes ☐No Measurement:		Photo #:	• Widen route • •

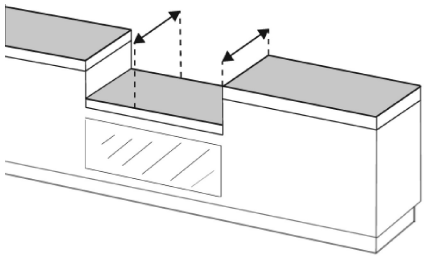
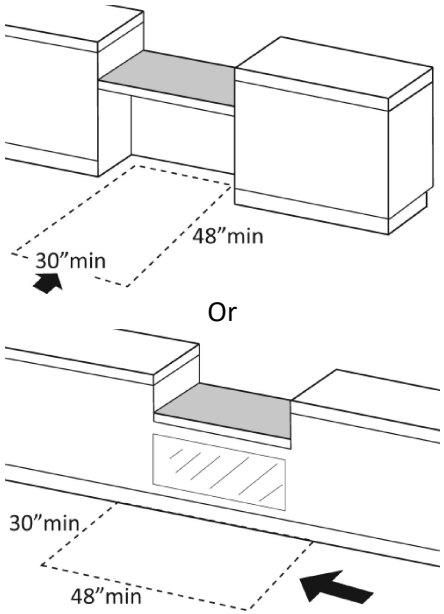
2.66	At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor? [902.3] Note: If for children, the top should be no less than 26 inches and no greater than 30 inches above the floor.	☐Yes ☐No Measurement:		Photo #:	• Alter surface height • •
2.67	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach? [305.3] Does it extend no less than 17 inches and no greater than 25 inches under the surface? Is there knee space at least 27 inches high and at least 30 inches wide? [306.2, 306.3] Note: If for children, the knee space may be 24 inches high.	☐Yes ☐No Measurement: ☐Yes ☐No Measurement: ☐Yes ☐No Measurement:		Photo #:	• Alter table or work surface • Add accessible table or work surface •
Seating: General – reception areas, waiting rooms, etc.					

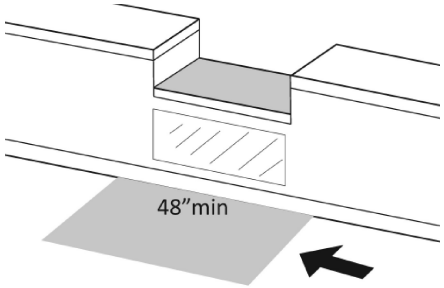
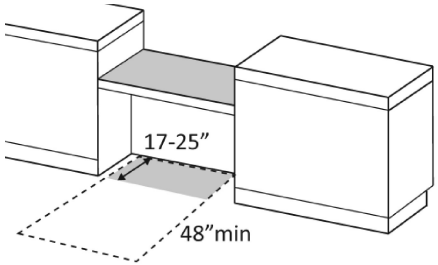
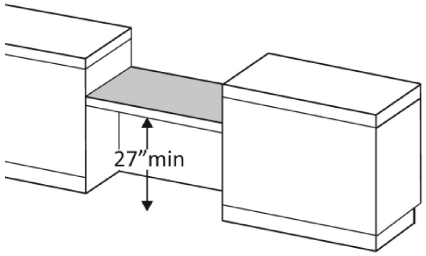
2.68	Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair? [802.1.2, 802.1.3]	☐Yes ☐No Measurement:		Photo #:	• Move furniture and equipment to provide space • •
Benches – In locker rooms, dressing rooms, fitting rooms This section does not apply to any other benches.					
2.69	In locker rooms, dressing rooms and fitting rooms, is there at least one room with a bench? [222.1, 803.4]	☐Yes ☐No		Photo #:	• Add bench • •
2.70	Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench? Is the bench seat at least 42 inches long and no less than 20 inches and no greater than 24 inches deep? Does the bench have back support or is it affixed to a wall? Is the top of the bench seat no less than 17 inches and no greater than 19 inches above the floor? [903]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement: ☐Yes ☐No ☐Yes ☐No Measurement:	 		• Move bench • Replace bench • Affix bench to wall • •

			Photo #:	
Check-Out Aisles – supermarkets, large retail stores, etc.				
2.71 Is the aisle at least 36 inches wide? [904.3.1]	☐Yes ☐No Measurement:		Photo #:	• Widen aisle • •
2.72 Is the counter surface of at least one aisle no higher than 38 inches above the floor? [904.3.2]	☐Yes ☐No Measurement:		Photo #:	• Lower counter • •
2.73 Is the top of the counter edge protection no higher than 2 inches above the counter surface? [904.3.2]	☐Yes ☐No Measurement:		Photo #:	• Lower edge protection • •

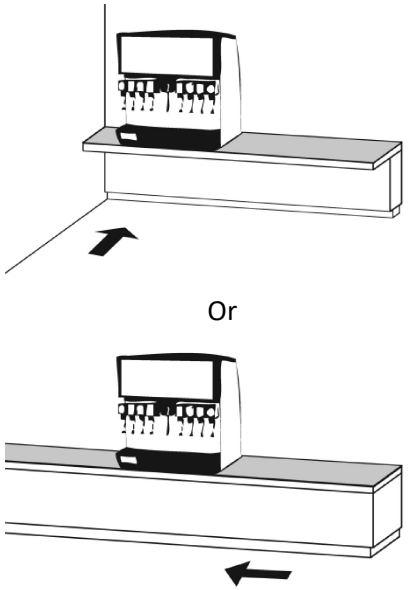
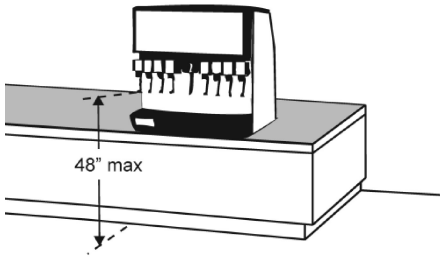
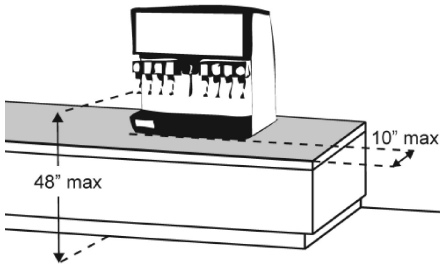
2.74	If there is a check writing surface, is the top no less than 28 inches and no greater than 34 inches above the floor? [904.3.3]	☐Yes ☐No Measurement:		Photo #:	• Alter check writing surface • •
2.75	If there is more than one check-out aisle is there a sign with the International Symbol of Accessibility at the accessible aisle? [216.11]	☐Yes ☐No		Photo #:	• Add sign • •

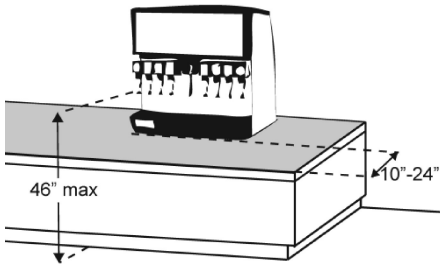
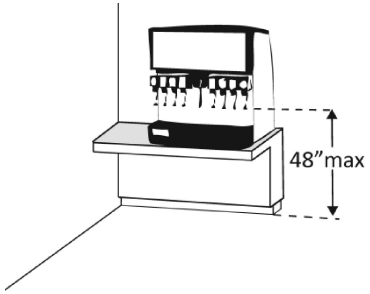
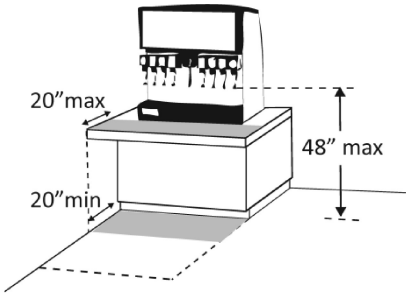
Sales & Service Counters – banks, stores, dry cleaners, auto repair shops, fitness clubs, etc.					
2.76	Is there a portion of at least one of each type of counter that is: No higher than 36 inches above the floor? At least 36 inches long? [904.4.1]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:		Photo #:	• Lower section of counter • Lengthen section of counter •

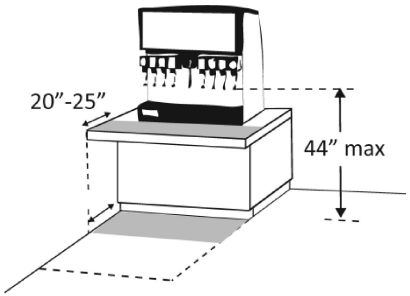
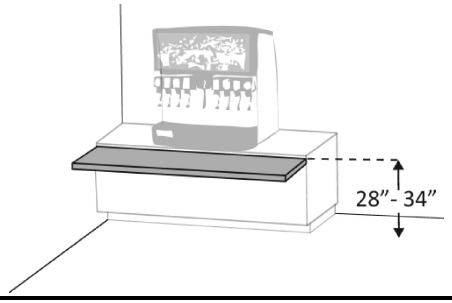
2.77	Does the accessible portion of the counter extend the same depth as the counter top? [904.4]	☐Yes ☐No Measurement:		Photo #:	• Alter accessible portion • •
2.78	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? [904.4]	☐Yes ☐No ☐Parallel Measurement: ☐Forward Measurement:		Photo #:	• Reconfigure to provide a parallel or forward approach • •

2.79	For a parallel approach, is the clear floor space positioned with the 48 inches adjacent to the accessible length of counter? [904.4.1]	☐Yes ☐No Measurement:		Photo #:	• If a parallel approach is not possible, a forward approach is required • •
2.80	For a forward approach: Do no less than 17 and no greater than 25 inches of the clear floor space extend under the accessible length of the counter? [306.2.2, 306.2.3] Is there at least 27 inches clearance from the floor to the bottom of the counter? [306.3.1]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:	 	Photo #:	• Reconfigure to provide knee clearance • •

Food Service Lines – in cafeterias, salad bars, eat-in fast food establishments, etc.

2.81	Does at least one of each type of self-service shelf or dispensing device for tableware, dishware, condiments, food and beverages have a forward or parallel approach? [904.5.1]	☐ Yes ☐ No ☐ Forward ☐ Parallel		Photo #:	• Reconfigure to provide approach • •
2.82	If there is an unobstructed parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.3.1]	☐ Yes ☐ No Measurement:		Photo #:	• Lower shelf and/or dispensing device • •
2.83	If there is a shallow obstruction no deeper than 10 inches with a parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.3.1]	☐ Yes ☐ No Measurement:		Photo #:	• Lower shelf and/or dispensing device • •

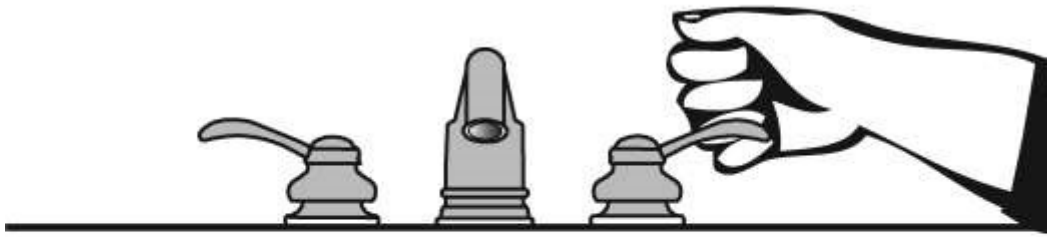
2.84	If there is an obstruction no less than 10 inches and no greater than 24 inches deep with a parallel approach, is the shelf or dispensing device no higher than 46 inches above the floor? [308.3.2]	☐Yes ☐No Measurement:		Photo #:	• Lower shelf and/or dispensing device • •
2.85	If there is an unobstructed forward approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.2.1]	☐Yes ☐No Measurement:		Photo #:	• Lower shelf and/or dispensing device • •
2.86	If there is an obstruction no deeper than 20 inches with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 48 inches above the floor? [904.5.1]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:		Photo #:	• Reconfigure to provide knee space • Lower shelf and/or dispensing device •

2.87	If the obstruction is no less than 20 inches and no greater than 25 inches deep with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 44 inches above the floor? [904.5.1]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:		Photo #:	• Reconfigure to provide knee space • Lower shelf and/or dispensing device •
2.88	If there is a tray slide, is the top no less than 28 inches and no greater than 34 inches above the floor? [904.5.2]	☐Yes ☐No Measurement:		Photo #:	• Reconfigure • •
		☐Yes ☐No		Photo #:	• • •
		☐Yes ☐No		Photo #:	• • •

The ADA Checklist for Existing Facilities

Priority 3 - Toilet Rooms

Based on the 2010 ADA Standards for Accessible Design



Project

Building

Location

Date

Surveyors

Contact Information

When toilet rooms are open to the public they should be accessible to people with disabilities.

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ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

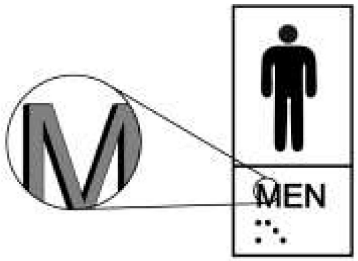
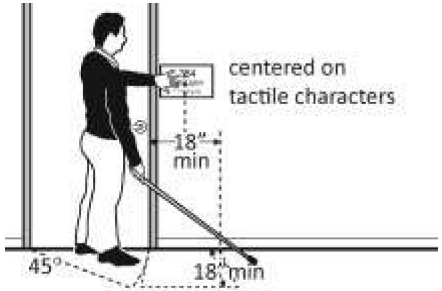
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Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

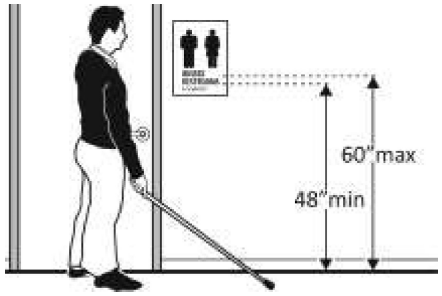
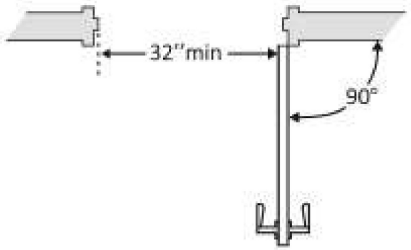
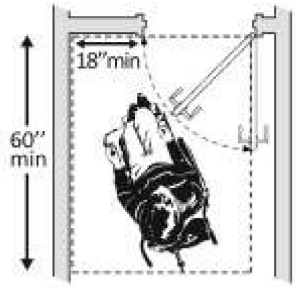
For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

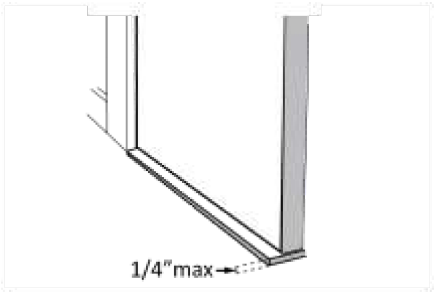
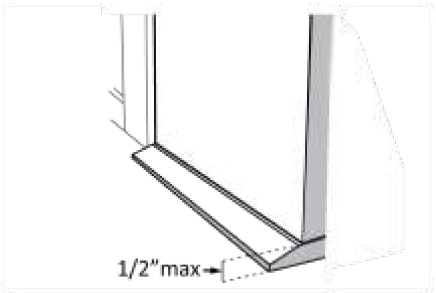
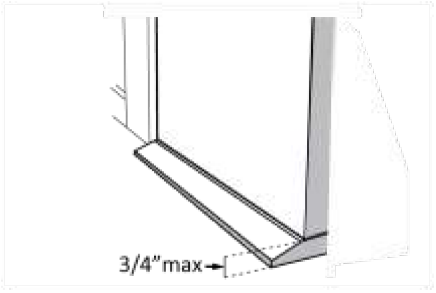
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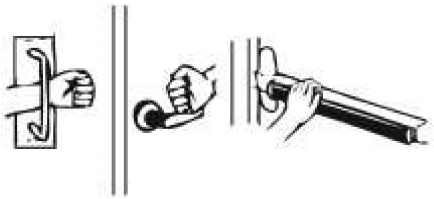
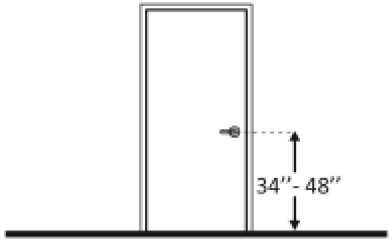
Priority 3 – Toilet Rooms			**Comments**	**Possible Solutions**
3.1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.) Note: If toilet rooms are chiefly for children, e.g., in elementary schools and day care centers, use the children's specifications in Toilets - 604.1, 604.8, 604.9, 609.4 and Lavatories and Sinks – 606.2.	☐ Yes ☐ No	Photo #:	• Reconfigure toilet rooms • Combine toilet rooms to create one unisex accessible toilet room •
3.2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms? [See 2010 ADA Standards for Accessible Design – 216.8]	☐ Yes ☐ No	 Photo #:	• Install signs • •
3.3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility? [216.8]	☐ Yes ☐ No	 Photo #:	• Install sign • •
Accessible Route				

3.4	Is there an accessible route to the accessible toilet room? [206.2.4]	☐ Yes ☐ No		Photo #:	• Alter route • •
Signs at Toilet Rooms					
3.5	Do text characters contrast with their backgrounds? [703.5]	☐ Yes ☐ No			• Install tactile sign • Relocate sign •
	Are text characters raised? [703.2]	☐ Yes ☐ No			
	Is there Braille? [703.3]	☐ Yes ☐ No			
	Is the sign mounted: On the wall on the latch side of the door? [703.4.2]	☐ Yes ☐ No			
	Note: Signs are permitted on the push side of doors with closers and without hold-open devices.				
	With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? * [703.4.2]	☐ Yes ☐ No Measurement:			*If constructed before 3/15/2012 and a person may approach within 3 inches of the sign without encountering protruding objects or standing within the door swing, relocation not required

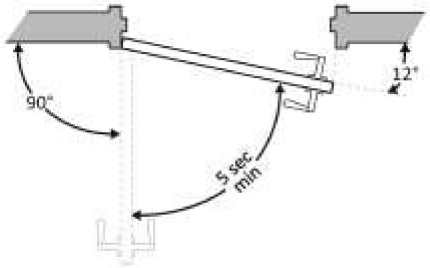
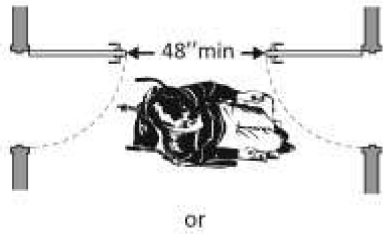
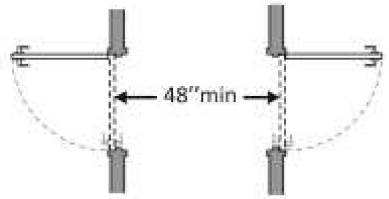
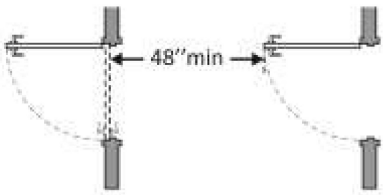
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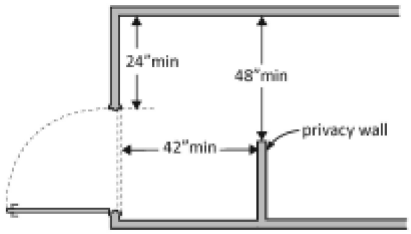
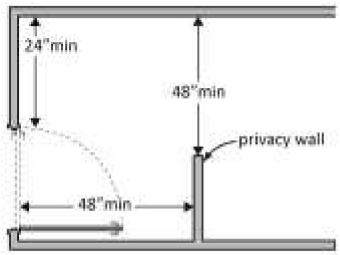
	So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor? * [703.4.1] Note: If the sign is at double doors with one active leaf, the sign should be on the inactive leaf; if both leaves are active, the sign should be on the wall to the right of the right leaf.	☐Yes ☐No Measurement:		Photo #:	*If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation is not required
Entrance					
3.6	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [404.2.3]	☐Yes ☐No Measurement:		Photo #:	• Install offset hinges • Alter the doorway •
3.7	If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door	☐Yes ☐No Measurement:			• Remove obstructions • Reconfigure walls • Add automatic door opener

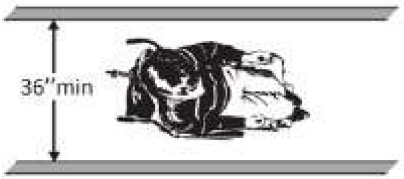
	and side approaches to the pull side of the door On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)? [404.2.4]	☐Yes ☐No Measurement:		Photo #:	
3.8	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2] Note: The first ¼ inch of the ½ or ¾ inch threshold may be vertical; the rest must be beveled.	☐Yes ☐No Measurement: ☐Yes ☐No Measurement: ☐Yes ☐No Measurement:	  	Photo #:	• Remove or replace threshold • •

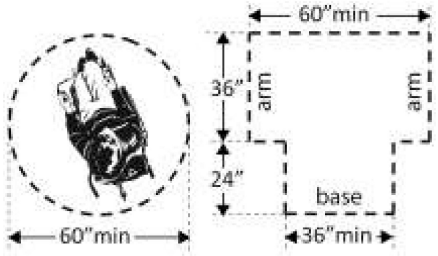
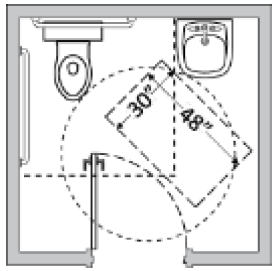
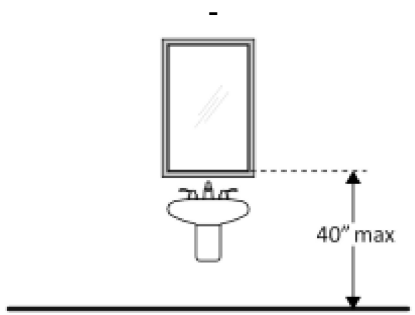
3.9	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)? [404.2.7]	☐Yes ☐No ☐Yes ☐No ☐Yes ☐No		Photo #:	• Replace inaccessible knob with lever, loop or push hardware • Add automatic door opener •
3.10	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]	☐Yes ☐No Measurement:		Photo #:	• Change hardware height • •
3.11	Can the door be opened easily (5 pounds maximum force)? [404.2.9] Note: You can use a pressure gauge or fish scale to measure force. If you do not have one you will need to judge whether the door is easy to open.	☐Yes ☐No Measurement:		Photo #:	• Adjust or replace closers • Install lighter doors • Install power-assisted or automatic door openers

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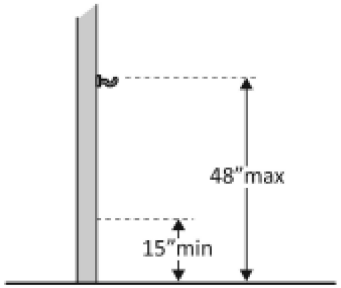
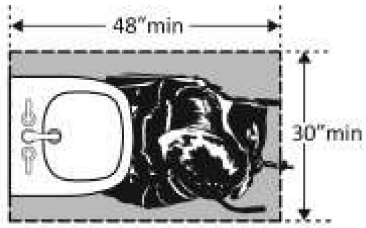
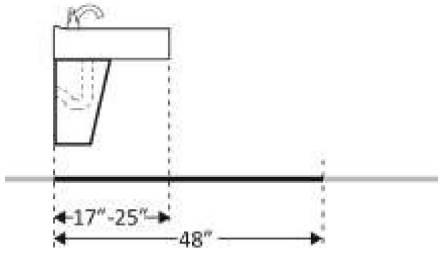
3.12	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8.1]	☐Yes ☐No Measurement:		Photo #:	• Adjust closer • •
3.13	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space? [404.2.6]	☐Yes ☐No Measurement:	 or  or 	Photo #:	• Remove inner door • Change door swing •

3.14	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall? [404.2.4]	☐Yes ☐No Measurement:		Photo #:	• Reconfigure space • •
3.15	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer? [404.2.4]	☐Yes ☐No Measurement:		Photo #:	• Reconfigure space • •

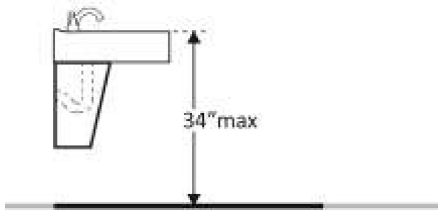
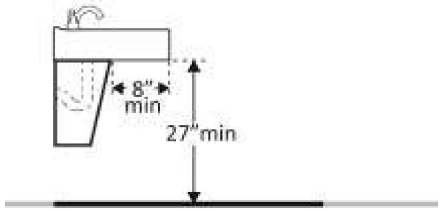
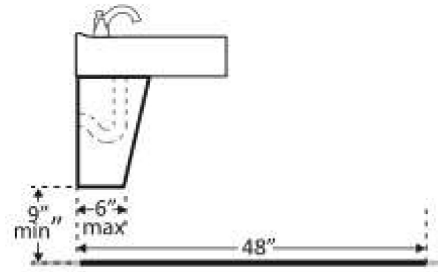
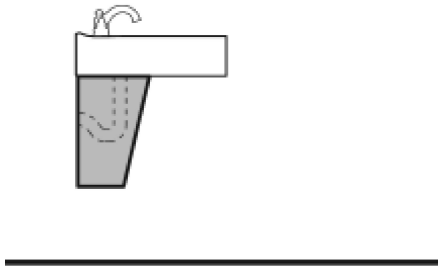
In the Toilet Room					
3.16	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide? [403.5.1]	☐Yes ☐No Measurement:		Photo #:	• Remove obstructions • •

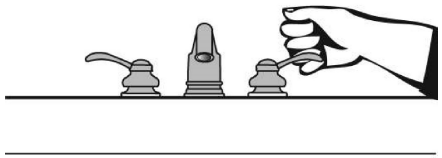
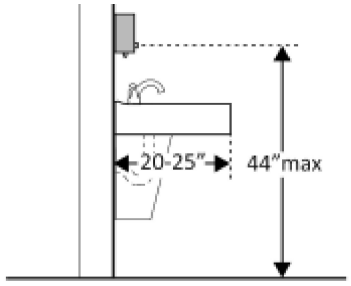
3.17	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square? [603.2.1]	☐Yes ☐No Measurement:		Photo #:	• Move or remove partitions, fixtures or objects such as trash cans • •
3.18	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door? [603.2.3 Exception 2]	☐Yes ☐No Measurement:		Photo #:	• Reverse door swing • Alter toilet room •
3.19	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?* [603.3]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:		Photo #:	* If installed before 3/15/2012 and the bottom edge of the reflecting surface is no higher than 40 inches above the floor, lowering the mirror to 35 inches is not required • Lower the mirror • Add another mirror •

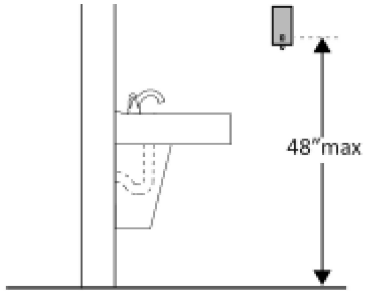
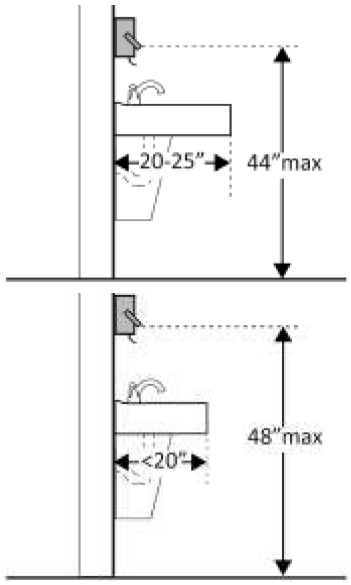
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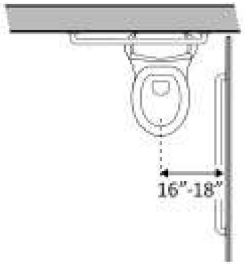
3.20	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?* [603.4]	☐Yes ☐No Measurement:		Photo #:	• Adjust hook • Replace with or provide additional accessible hook • * If installed before 3/15/2010 and the clear floor space allows a parallel approach, the coat hook may be 54 inches above the floor.
Lavatories The 2010 Standards refer to sinks in toilet rooms as lavatories.					
3.21	Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long? [606.2]	☐Yes ☐No Measurement:		Photo #:	• Alter lavatory • Replace lavatory •
3.22	Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet? [306.2]	☐Yes ☐No Measurement:		Photo #:	• Alter lavatory • Replace lavatory •

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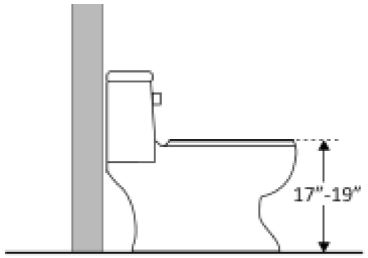
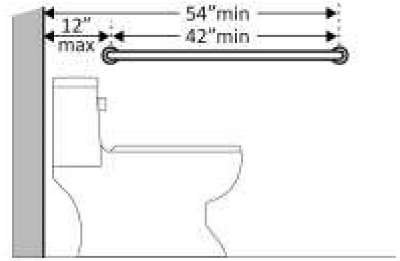
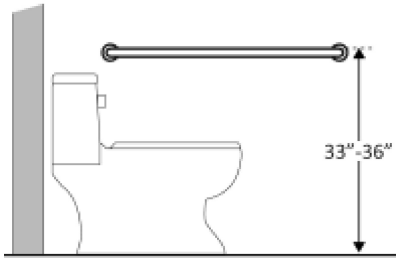
3.23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor? [606.3]	☐Yes ☐No Measurement:		Photo #:	• Alter lavatory • Replace lavatory •
3.24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance? [306.3.3]	☐Yes ☐No Measurement:		Photo #:	• Alter lavatory • Replace lavatory •
3.25	Is there toe clearance at least 9 inches high? [306.3.3] Note: Space extending greater than 6 inches beyond the available toe clearance at 9 inches above the floor is not considered toe clearance.	☐Yes ☐No		Photo #:	• Alter lavatory • Replace lavatory •
3.26	Are pipes below the lavatory insulated or otherwise configured to protect against contact? [606.5]	☐Yes ☐No		Photo #:	• Install insulation • Install cover panel •

3.27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds? [606.4]	☐Yes ☐No ☐Yes ☐No		Photo #:	• Adjust faucet • Replace faucet •
Soap Dispensers and Hand Dryers					
3.28	Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? [308.2.2] Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? [308.2]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement: ☐Yes ☐No Measurement:			• Adjust dispensers • Replace with or provide additional accessible dispensers •

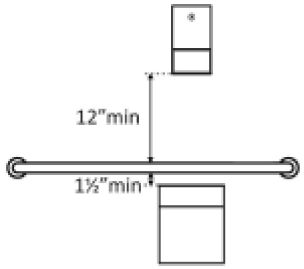
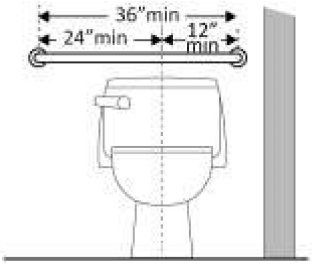
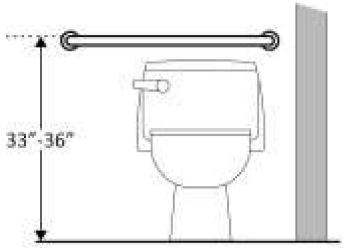
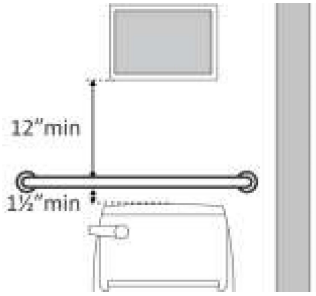
			Photo #:	
3.29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? [308.2] Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist? Is the force required to activate the hand dryer or towel	☐Yes ☐No Measurement: ☐Yes ☐No Measurement: ☐Yes ☐No Measurement: ☐Yes ☐No ☐Yes ☐No			• Adjust dispensers • Replace with or provide additional accessible dispensers •

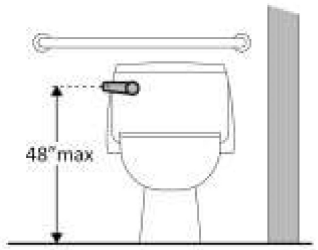
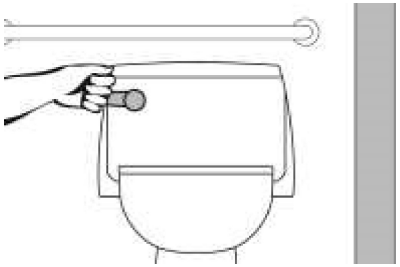
	dispenser no greater than 5 pounds? [309.4]	Measurement:		Photo #:	
Water Closets in Single-User Toilet Rooms and Compartments (Stalls) The 2010 Standards refer to toilets as water closets.					
3.30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition? [604.2]	☐Yes ☐No Measurement:		Photo #:	• Move toilet • Replace toilet • Move partition •
3.31	Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?* [604.3.1]	☐Yes ☐No Measurement:			* If constructed before 3/15/12, clearances around water closets in single user toilet rooms can be 48 inches wide by 66 inches long or 48 inches wide by 56 inches long (depending on the approach to the water closet, see 1991 Standards Figure 28) and the lavatory may overlap that clearance if the door to the room does not swing into the required clearances at fixtures (such as lavatories, water closet and urinals) and the edge of the lavatory is at least 18 inches from the centerline of the water closet

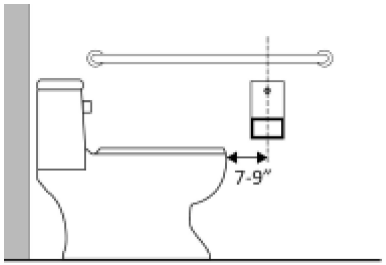
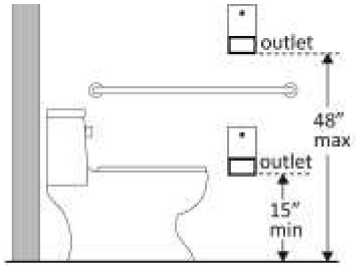
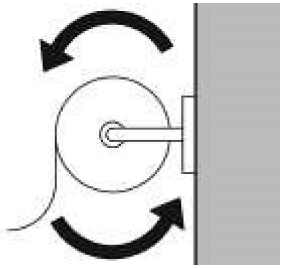
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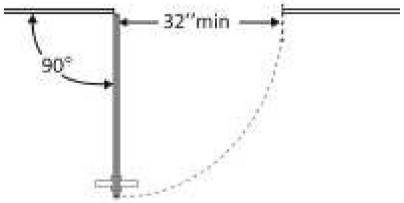
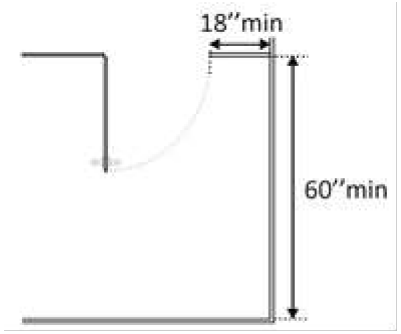
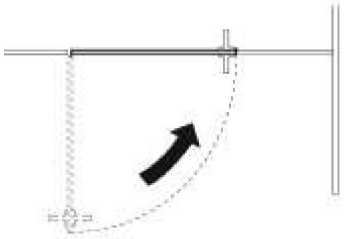
				Photo #:	• Alter room/compartment for clearance • •
3.32	Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat? [604.4]	☐Yes ☐No Measurement:		Photo #:	• Adjust toilet height • Replace toilet •
3.33	Is there a grab bar at least 42 inches long on the side wall? Is it located no more than 12 inches from the rear wall? Does it extend at least 54 inches from the rear wall? [604.5.1] Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [609.4] Is there at least 12 inches clearance between the grab bar and projecting objects above?*	☐Yes ☐No Measurement: ☐Yes ☐No Measurement: ☐Yes ☐No Measurement: ☐Yes ☐No Measurement: ☐Yes ☐No Measurement:	 		• Install grab bar • Relocate grab bar • Relocate objects •

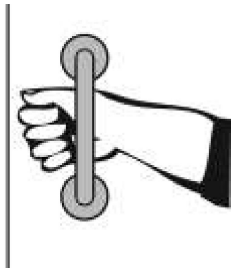
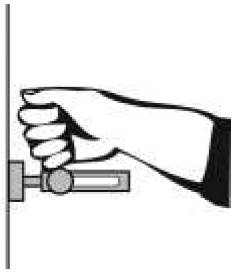
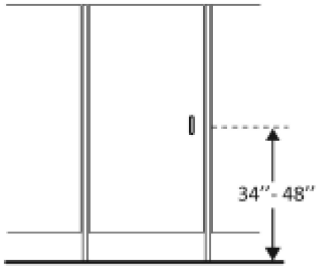
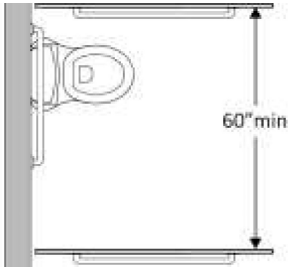
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	Is there at least 1½ inches clearance between the grab bar and projecting objects below?* Is the space between the wall and the grab bar 1 ½ inches? [609.3]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:		Photo #:	* If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards
3.34	Is there a grab bar at least 36 inches long on the rear wall? Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)? Does it extend at least 24 inches on the other (open) side? [604.5.2] Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [609.4] Are there at least 12 inches clearance between the grab bar and protruding objects above?* Are there at least 1½ inches clearance between the grab bar	☐Yes ☐No Measurement: ☐Yes ☐No Measurement: ☐Yes ☐No Measurement: ☐Yes ☐No Measurement: ☐Yes ☐No	  		• Install grab bar • Relocate grab bar • Relocate objects • * If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and

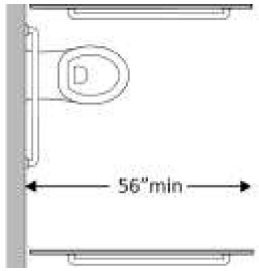
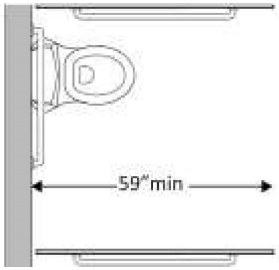
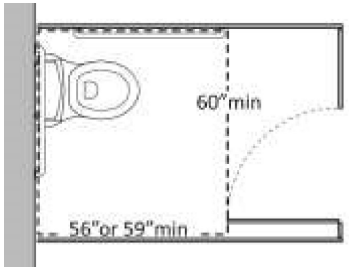
	and projecting objects below?* Is the space between the wall and the grab bar 1½ inches? [609.3]	Measurement: ☐Yes ☐No Measurement:		Photo #:	below grab bars in the 1991 Standards
3.35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor? [604.6]	☐Yes ☐No Measurement:		Photo #:	• Move control • Install sensor with override button no higher than 48 inches •
3.36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the flush control no greater than 5 pounds? [605.4]	☐Yes ☐No ☐Yes ☐No Measurement:		Photo #:	• Change control • Adjust control •
3.37	Is the flush control on the open side of the water closet? [604.6]	☐Yes ☐No		Photo #:	• Move control • •

3.38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?* [604.7]	☐Yes ☐No Measurement:		Photo #:	* If constructed before 3/15/2012 dispenser does not need to be relocated if it is within reach from the water closet seat; the 1991 Standards do not specify distance from the front of the water closet • Relocate dispenser • •
3.39	Is the outlet of the dispenser: Located no less than 15 inches and no greater than 48 inches above the floor? Not located behind grab bars? [604.7]	☐Yes ☐No Measurement: ☐Yes ☐No		Photo #:	• Relocate dispenser • •
3.40	Does the dispenser allow continuous paper flow? [604.7]	☐Yes ☐No		Photo #:	• Adjust dispenser • Replace dispenser •

Toilet Compartments (Stalls)					
3.41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [604.8.1.2]	☐Yes ☐No Measurement:		Photo #:	• Widen door width • •
3.42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? [604.8.1.2] Note: See 2010 Standards 604.8.1.2 Doors for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door	☐Yes ☐No Measurement:		Photo #:	• Remove obstructions • •
3.43	Is the door self-closing? [604.8.1.2]	☐Yes ☐No		Photo #:	• Add closer • Replace door •

3.44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?* [604.8.1.2]	☐Yes ☐No		Photo #:	* If constructed before 3/15/2012 door pulls do not need to be added; door pulls are not required in the 1991 Standards • Replace hardware • •
3.45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist? [309.4]	☐Yes ☐No		Photo #:	• Replace lock • •
3.46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]	☐Yes ☐No Measurement:		Photo #:	• Relocate hardware • •
3.47	Is the compartment at least 60 inches wide? [604.8.1.1]	☐Yes ☐No Measurement:		Photo #:	• Widen compartment • •

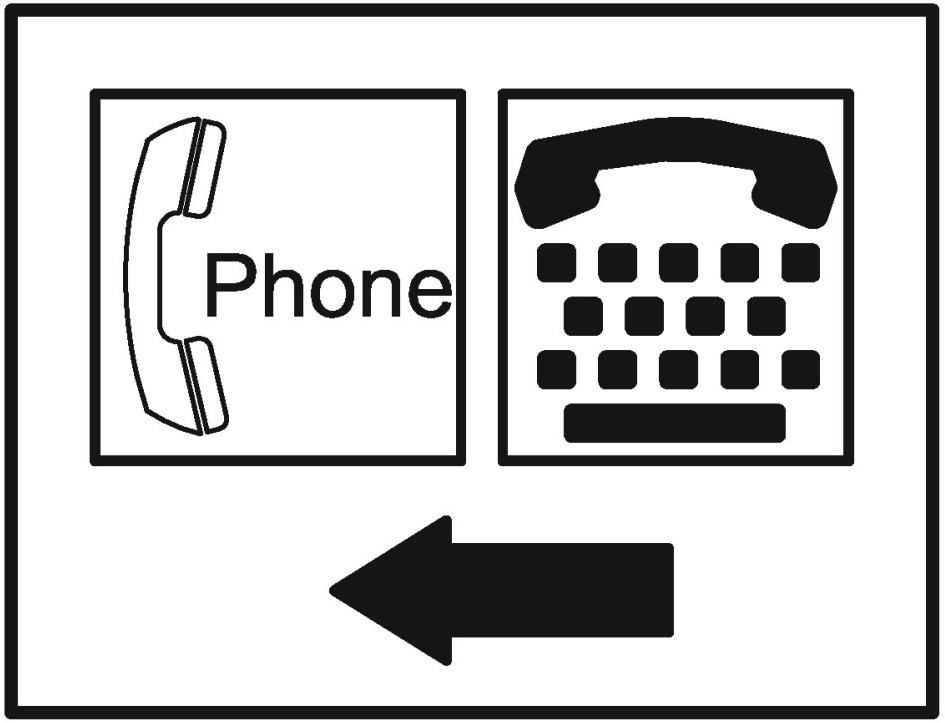
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3.48	If the water closet is wall hung, is the compartment at least 56 inches deep? [604.8.1.1]	☐Yes ☐No Measurement:		Photo #:	• Widen compartment • •
3.49	If the water closet is floor mounted, is the compartment at least 59 inches deep? [604.8.1.1]	☐Yes ☐No Measurement:		Photo #:	• Alter compartment • •
3.50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)? [604.8.1.1]	☐Yes ☐No Measurement:		Photo #:	• Reverse door swing • Alter compartment •
		☐Yes ☐No		Photo #:	• • •

ADA Checklist for Existing Facilities

Priority 4 – Additional Access

Based on the 2010 ADA Standards for Accessible Design



Project

Building

Location

Date

Surveyors

Contact Information

Amenities such as drinking fountains and public telephones should be accessible to people with disabilities.

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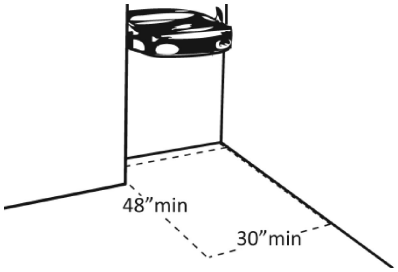
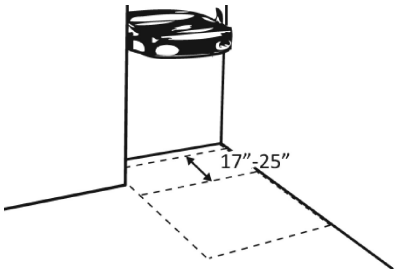
ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

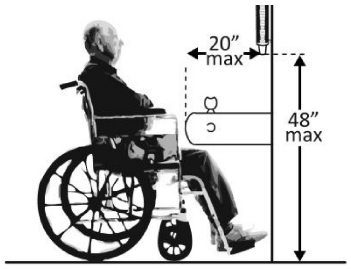
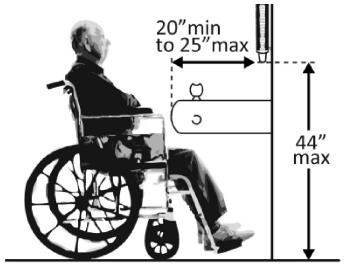
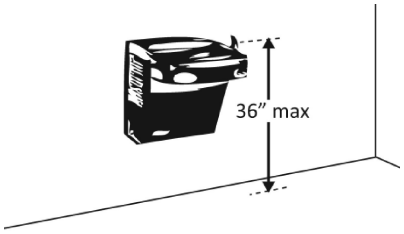
Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

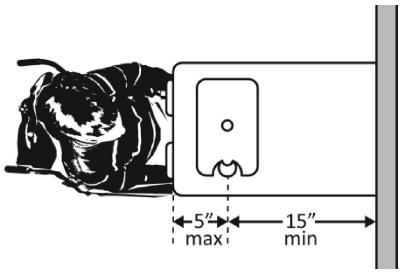
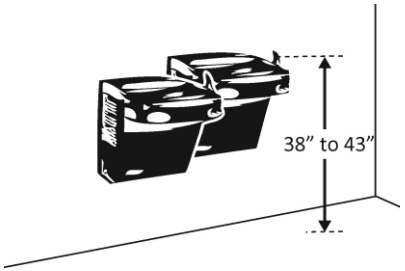
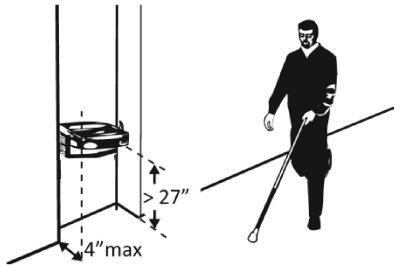
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Priority 4 – Additional Access				Comments	Possible Solutions
Drinking Fountains					
4.1	Does at least one drinking fountain have a clear floor space at least 30 inches wide x at least 48 inches long centered in front of it for a forward approach?* [See 2010 ADA Standards for Accessible Design – 602.2]	☐ Yes ☐ No Measurement:		Photo #:	*If installed before 3/15/2012, a parallel approach is permitted and the clear floor space is not required to be centered • Alter space • Relocate drinking fountain • Install a drinking fountain in another location
4.2	If there is a forward approach, do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the drinking fountain? [306.2.2, 306.2.3] Note: If the drinking fountain is primarily for children's use and the spout is no more than 30 inches above the floor and no more than 3 ½ inches from the edge of the unit, a parallel approach is permitted.	☐ Yes ☐ No Measurement:		Photo #:	• Alter space • Replace drinking fountain •

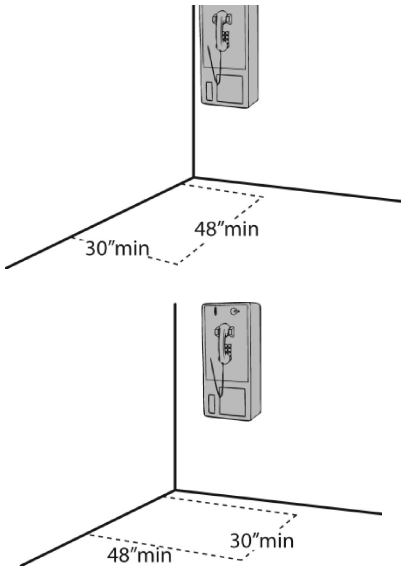
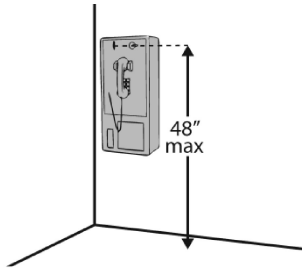
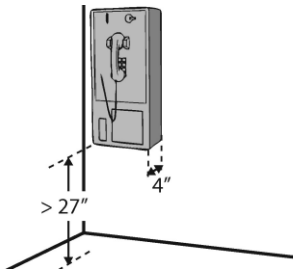
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4.3	If the drinking fountain is no deeper than 20 inches, are the operable parts no higher than 48 inches above the floor? [308.2.2]	☐Yes ☐No Measurement:		Photo #:	• Adjust drinking fountain • Replace drinking fountain •
4.4	If the drinking fountain is no less than 20 inches and no greater than 25 inches deep, are the operable parts no higher than 44 inches above the floor? [308.2.2]	☐Yes ☐No Measurement:		Photo #:	• Adjust drinking fountain • Replace drinking fountain •
4.5	Can the control be operated with one hand and without tight grasping, pinching or twisting of the wrist? Is the force required to activate the control no more than 5 pounds? [309.4]	☐Yes ☐No ☐Yes ☐No Measurement:		Photo #:	• Change control • Adjust control •
4.6	Is the spout outlet no higher than 36 inches above the floor? [602.4]	☐Yes ☐No Measurement:		Photo #:	• Adjust drinking fountain • Replace drinking fountain •

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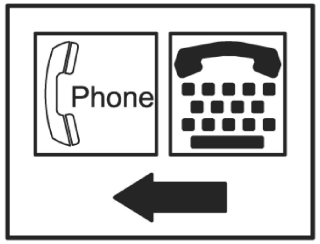
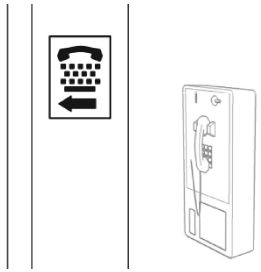
4.7	Is the spout: At least 15 inches from the rear of the drinking fountain? No more than 5 inches from the front of the drinking fountain? [602.5]	☐Yes ☐No Measurement: ☐Yes ☐No Measurement:		Photo #:	• Adjust spout • Replace drinking fountain •
4.8	If there is more than one drinking fountain, is there at least one for standing persons? [211.2] Is the spout outlet no lower than 38 inches and no higher than 43 inches above the floor? [602.7]	☐Yes ☐No ☐Yes ☐No Measurement:		Photo #:	• Adjust drinking fountain • Install new drinking fountain for standing height •
4.9	If the leading (bottom) edge of the fountain is higher than 27 inches above the floor, does the front of the fountain protrude no more than 4 inches into the circulation path? [307.2]	☐Yes ☐No Measurement:		Photo #:	• Adjust drinking fountain • Replace drinking fountain • Add tactile warning such as permanent planter or partial walls

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Public Telephones					
4.10	Does at least one telephone have a clear floor space at least 30 inches wide x at least 48 inches long for a parallel or forward approach? [704.2.1]	☐Yes ☐No		Photo #:	• Move telephone • Install new telephone for clear floor space •
4.11	Is the highest operable part of the telephone no higher than 48 inches above the floor? [704.2.2]	☐Yes ☐No Measurement:		Photo #:	• Adjust telephone • •
4.12	If the leading (bottom) edge of the telephone is higher than 27 inches above the floor, does the front of the telephone protrude no more than 4 inches into the circulation path? [307.2]	☐Yes ☐No Measurement:		Photo #:	• Adjust telephone • •

4.13	Does at least one telephone have a volume control? [704.3]	☐ Yes ☐ No		Photo #:	• Install volume control • Replace telephone with one that has volume control •
4.14	Is the volume control identified by a pictogram of a telephone handset with radiating sound waves? [703.7.2.3]	☐ Yes ☐ No		Photo #:	• Add pictogram • •
4.15	Does at least one telephone have a TTY? [217.4.1] Note: TTY's are devices that employ interactive text-based communication through the transmission of coded signals across the telephone network. They are mainly used by people who are deaf and/or cannot speak.	☐ Yes ☐ No		Photo #:	• Install TTY • •

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4.16	Is the touch surface of the TTY keypad at least 34 inches above the floor? [704.4.1] Note: If a seat is provided, the TTY is not required to be 34 inches minimum above the floor.	☐Yes ☐No Measurement:		Photo #:	• Adjust height of TTY • •
4.17	Is the TTY identified by the International Symbol of TTY? [703.7.2.2]	☐Yes ☐No		Photo #:	• Add symbol • •
4.18	Do signs that provide direction to public telephones also provide direction to the TTY? [216.9.2]	☐Yes ☐No		Photo #:	• Add signs • •
4.19	Do telephones that do not have a TTY provide direction to the TTY? [216.9.2]	☐Yes ☐No		Photo #:	• Add signs • •

Fire Alarm Systems				
4.20 If there are fire alarm systems, do they have both flashing lights and audible signals? [702.1]	☐Yes ☐No		Photo #:	• Install audible and visual alarms • •
	☐Yes ☐No		Photo #:	• • •
	☐Yes ☐No		Photo #:	• • •
	☐Yes ☐No		Photo #:	• • •
	☐Yes ☐No		Photo #:	• • •

APPENDIX H

Completed Inspection Report Forms/Documentation

'See the attached separate file containing Appendix H Completed Inspection Forms/Documentation'

APPENDIX I
Deficiency Summaries

Cannon County - County Wide Summary of All Priorities

Priority	Completion Target Date	Estimated Cost	Source of Funding
Priority 1 - Approach and Entrance		$228,960.00	
Priority 2 - Access to Goods & Services		$887,350.00	
Priority 3 - Toilets		$373,400.00	
Priority 4 - Other Access		$7,500.00	
Total		**$1,497,210.00**	

Cannon County - County Wide Summary Priority 1 Items - Approach and Entrance

Building Name	Completion Target Date	Estimated Cost	Source of Funding
Gassaway Community Center		$1,950.00	
Child Advocacy Center		$17,850.00	
Maintenance		$6,000.00	
4-H / Ag Extension Building		$19,960.00	
Bradyville Post Office		$6,200.00	
Board of Education / Elections Building		$78,500.00	
Senior Center		$28,300.00	
Head Start		$3,200.00	
Court House		$9,850.00	
EMS			
Fair Grounds		$20,400.00	
Health Department		$3,900.00	
New Jail House		$26,950.00	
Rescue Squad		$5,900.00	
Total Priority 1 - Approach and Entrance		**$228,960.00**	

Cannon County - County Wide Summary Priority 2 Items - Access to Goods & Services

Building Name	Completion Target Date	Estimated Cost	Source of Funding
Gassaway Community Center		$1,750.00	
Child Advocacy Center		$21,250.00	
Maintenance		$1,000.00	
4-H / Ag Extension Building		$26,800.00	
Bradyville Post Office		$1,700.00	
Board of Education / Elections Building		$147,550.00	
Senior Center		$2,700.00	
Head Start		$15,900.00	
Court House		$631,200.00	
EMS		$1,800.00	
Fair Grounds		$9,300.00	
Health Department		$1,800.00	
New Jail House		$24,600.00	
Rescue Squad		$0.00	
Total Priority 2 - Access to Goods & Services		**$887,350.00**	

Cannon County - County Wide Summary Priority 3 Items - Toilets

Building Name	Completion Target Date	Estimated Cost	Source of Funding
Gassaway Community Center		$15,000.00	
Child Advocacy Center		$0.00	
Maintenance		$7,500.00	
4-H / Ag Extension Building		$37,500.00	
Bradyville Post Office		$0.00	
Board of Education / Elections Building		$32,500.00	
Senior Center		$11,400.00	
Head Start		$75,850.00	
Court House**		$3,200.00	
EMS		$8,000.00	
Fair Grounds		$150,000.00	
Health Department		$1,950.00	
New Jail House		$30,500.00	
Rescue Squad		$0.00	
Total Priority 3 - Toilets		**$373,400.00**	

**Major toilet room deficiencies in Courthouse are addressed in conjunction with Access to Goods and Services under Priority 2.

Cannon County - County Wide Summary Priority 4 items - Other Access

Building Name	Completion Target Date	Estimated Cost	Source of Funding
Gassaway Community Center			
Child Advocacy Center			
Maintenance			
4-H / Ag Extension Building			
Bradyville Post Office			
Board of Education / Elections Building		$2,000.00	
Senior Center			
Head Start		$4,500.00	
Court House			
EMS			
Fair Grounds			
Health Department			
New Jail House		$1,000.00	
Rescue Squad			
Total Priority 4 - Other Access		**$7,500.00**	

Gassaway Community Center - Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Approach & Entrance	Parking		No van accessible space designated; no access aisles marked; no signage.	Restripe spaces; Provide compliant signage.	1		$350.00	
Approach & Entrance	Entrance		Non-compliant threshold; surface slope greater than 1:48.	Remove & replace concrete at entrance to eliminate threshold and slope.	1		$1,200.00	
Approach & Entrance	Signage		No signage at any entrance.	Provide International Symbol of Accessibility at accessible entrances; Provide directional signage at non-accessible entrances.	1		$200.00	
Approach & Entrance	Entrance		Door has knobs.	Replace knobs with levers.	1		$200.00	
Access to Goods & Services	Signage		No signage.	Provide compliant signage on all permanent spaces.	2		$400.00	
Access to Goods & Services	Interior Doors		Doors have knobs.	Replace knobs with levers.	2		$ 1,000.00	
Access to Goods & Services	Seating at Dining		Clear knee space less than 27"	Replace accessible dining tables.	2		$ 350.00	

Gassaway Community Center - Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Toilet Rooms	Toilet Rooms	Men & Women	No signage; door knobs; inadequate clearance at toilets; toilets not at compliant distance from side wall; toilets not compliant height; vanity instead of knee space at lavs; non-compliant toilet accessories; water heater located in Women's room.	Completely renovate toilet rooms for compliance.	3		$ 15,000.00	
Total Gassaway Community Center							**$ 18,350.00**	

Child Advocacy Center - Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Approach & Entrance	Parking		Parking is on a City sloped city street.	Provide parking and accessible route on a level surface.	1		$7,500.00	
Approach & Entrance	Front Door		Slope too steep at door approach.	Remove and replace concrete to create compliant landing at door.	1		$2,500.00	
Approach & Entrance	Front Door		Dissimilar flooring at interior surface of exterior door creates non-compliant lip to traverse.	Replace flooring for smooth surface.	1		$600.00	
Approach & Entrance	Front Door		Inadequate clearance on interior side of door.	Replace door with outswing door.	1		$1,250.00	
Approach & Entrance	Rear door		Steps; small landing; non compliant railing.	Replace steps with ramp.	1		$6,000.00	
Access to Goods & Services	Interior doors		Inadequate maneuvering clearance at hall; door knobs; doors too small.	Reconfigure interior space for compliant clear widths, compliant maneuvering spaces; replace knobs with lever sets.	2		$ 18,750.00	
Access to Goods & Services	Kitchenette		Work surface too high; no knee space at sink; non-compliant faucet	Remove and replace section of kitchenette for accessibility.	2		$ 2,500.00	
Total Child Advocacy Center							**$39,100.00**	

Maintenance Shop - Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Approach & Entrance	Parking		No designated parking	If building is open to the public, grade, pave, stripe parking, and provide signage.	1	22 Jan. 2022	$ 2,500.00	*
Approach & Entrance	Entrance		Steps up to front.	If building is open to public, provide ramp.	1	22 Jan. 2022	$3,500.00	*
Access to Good & Services	Doors		Non-compliant hardware.	If building is open to public, replace hardware.	2	22 Jan. 2022	$1,000.00	*
Toilet Rooms	Toilet Room		Inadequate clearances.	If building is open to public, renovation of toilet room.	3	22 Jan. 2022	$7,500.00	*
Total Maintenance Shop							**$ 14,500.00**	

* Authorized Personnel Only signs posted
Building not open to the public

4-H Ag Extension Building - Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Approach & Entrance	Parking	Ag	No designated accessible parking or signage.	Mark accessible parking and provide compliant signage including van accessible space.	1		$750.00	
Approach & Entrance	Parking	4-H	No designated accessible parking or signage.	Provide paved Accessible parking and compliant signage	1		$3,600.00	
Approach & Entrance	Entrance	Ag	Step up into entrance.	Provide sloped walk to entrance to eliminate step up.	1		$500.00	
Approach & Entrance	Entrance	4-H	Non-compliant threshold.	Provide compliant threshold.	1		$110.00	
Approach & Entrance	Accessible Route	4-H	No accessible Route to primary door.	Provide accessible route from new accessible parking.	1		$1,500.00	
Approach & Entrance	Entrance	4-H	Step up into secondary spaces accessed from the exterior; doors also serve as secondary exit from primary space.	Remove and replace concrete walk to create accessible exterior route.	1		$1,500.00	
Approach & Entrance	Accessible Route	Exterior Stairs	Steps falling apart; railing non-compliant.	Replace stairs and railing.	1		$12,000.00	
Access to Goods & Services	Reception Counter	Ag	Counter too high.	Remove & replace section of counter.	2		$1,800.00	
Access to Goods & Services	Kitchenette	Ag	Worksurface too high; no knee space; non-compliant faucet.	Remove and replace section of kitchenette for accessibility.	2		$2,500.00	

4-H Ag Extension Building - Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Access to Goods & Services	Kitchen	4-H	Worksurface too high; no knee space; non-compliant faucet.	Remove and replace section of kitchen for accessibility.	2		$2,500.00	
Access to Goods & Services	Interior accessible route	4-H	Step down at access to secondary exit.	Provide ramp.	2		$2,500.00	
Access to Goods & Services	Doors	Ag	Inadequate clearance at some doors.	Reconfigure space to provide adequate maneuvering space.	2		$4,800.00	
Access to Goods & Services	Doors	Ag	Doors have knobs.	Replace all knobs with levers.	2	Aug. 1 2022	$2,500.00	Fund 171
Access to Goods & Services	Doors	4-H	Inadequate clearance at some doors.	Reconfigure space to provide adequate maneuvering space.	2		$4,800.00	
Access to Goods & Services	Drinking fountain	4-H	Non-compliant drinking fountain.	Replace drinking fountain.	2	May 1 2022	$1,000.00	Fund 171
Access to Goods & Services	Signage	Ag	No signage.	Provide compliant signage at all permanent spaces.	2		$1,200.00	
Access to Goods & Services	Signage	4-H	No signage.	Provide compliant signage at all permanent spaces.	2		$1,200.00	
Toilet Rooms	Toilet Rooms	Ag	Doors too small, multiple areas of inadequate clearance.	Completely renovate toilet rooms for compliance; may require addition to get adequate space.	3		$30,000.00	
Toilet Rooms	Toilet Rooms	4-H	Non-compliant clearances.	Completely renovate toilet room for compliance.	3		$7,500.00	
Total 4-H / Ag Extension							**$84,260.00**	

Post Office - Bradyville, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Approach & Entrance	Accessible Route		Non-compliant slope	Remove and replace section of concrete including curb ramp.	1	**sold 10/18/2021**	$2,500.00	
Approach & Entrance	Rear Entry		Raised dock serves as second exit/entrance.	Provide ramp.	1	**sold 10/18/2021**	$2,500.00	
Approach & Entrance	Rear Entry		Inadequate clearance on push side.	Reconfigure walls to provide adequate clear maneuvering space.	1	**sold 10/18/2021**	$1,200.00	
Access to Goods & Services	Interior Doors	Lobby	Inadequate clearance on pull side.	Reconfigure walls to provide adequate clear maneuvering space.	2	**sold 10/18/2021**	$1,200.00	
Access to Goods & Services	Interior Doors		Doors have knobs.	Replace knobs with lever sets.	2	**sold 10/18/2021**	$500.00	
Total Bradyville Post Office							**$7,900.00**	

Board of Education / Elections Building - 301 W. Main St., Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Approach & Entrance	Parking	Board of Education	Slope exceeds 1:48; no accessible aisles provided; noncompliant signage; no van space; spaces not closest available	Relocate parking to closer location within allowable slopes; provide access aisles and compliant signage; include van space.	1	**Sep-21**	$25,000.00	**grant from TNRMT**
Approach & Entrance	Parking	Elections Office	Parking is on City street with slope of approx. 1:12; no accessible aisles provided; noncompliant signage; no van space	Provide compliant parking off-street at rear of building graded to allowable slopes; provide access aisles and compliant signage; include van space.	1	**Sep-21**	$8,500.00	**grant from TNRMT**
Approach & Entrance	Parking	UCHRA	Non-compliant slope and lack of ramp	Regrade, repave, and mark compliant spaces.	1		$8,500.00	
Approach & Entrance	Exterior Accessible Route	Board of Education	Cross slope is greater than 1:48.	Provide new accessible route from new parking.	1	**Sep-21**	$3,500.00	**grant from TNRMT**
Approach & Entrance	Exterior Accessible Route	Elections Office	Cross slope is greater than 1:48.	Provide new accessible route from new parking.	1		$5,000.00	
Approach & Entrance	Exterior Accessible Route	UCHRA	Non-compliant slope, lack of ramp, and step at door.	Provide new accessible route from new parking.	1		$3,500.00	
Approach & Entrance	Entrance	Board of Education	No signage at accessible or inaccessible entrances.	Provide International Symbol of Accessibility at all accessible entrances. Provide directional signage at non-accessible entrance; provide directional signage indicating BOE only accessible from 1 level.	1		$500.00	

Approach & Entrance	Entrance	Board of Education	Neither door leaf provides 32" clearance.	Replace doors or provide automatic door operator.	1	Sep. 1, 2021	$7,500.00	grant from TNRMT
Approach & Entrance	Entrance	Elections Office	No signage at accessible or inaccessible entrances.	Provide International Symbol of Accessibility at all accessible entrances. Provide directional signage at non-accessible entrance (i.e., Adult Education door)	1		$500.00	
Approach & Entrance	Entrance	Elections Office	No area of refuge at inaccessible exits	Provide area of refuge at exits that cannot otherwise be made accessible	1		$16,000.00	
Access to Goods & Services	Elevator	Elections Office	Elevator is non-functional	If third floor is open to public, then replace elevator.	2		$75,000.00	
Access to Goods & Services	Signage	Board of Education	No signage	Provide compliant signage at all permanent spaces (approx. 30 doors).	2		$3,000.00	
Access to Goods & Services	Signage	Elections Office	No signage	Provide compliant signage at all permanent spaces.	2		$3,000.00	
Access to Goods & Services	Interior Doors	Board of Education	Some of the doors provide less than 32" clear passage.	Where walls are structural and structurally infeasible to alter, provide services open to the public only in spaces with the larger doors. Change doors where structurally feasible.	2		$9,750.00	
Access to Goods & Services	Interior Doors	Board of Education	Some of the doors provide inadequate maneuvering space.	Reconfigure space for better access.	2		$15,600.00	
Access to Goods & Services	Interior Doors	Board of Education	Doors have knobs or other non-compliant hardware.	Replace knobs with lever sets (approx. 16)	2	Feb. 1, 2022	$4,000.00	Fund 171

Access to Goods & Services	Interior Doors	Board of Education (class room and board room)	Door opening force greater than 5 lbs.	Adjust or replace closer.	2		$450.00	
Access to Goods & Services	Interior Doors	Elections Office	Some of the doors provide less than 32" clear passage; most provide adequate clear passage.	Where walls are structural and structurally infeasible to alter, Provide services open to the public only in spaces with the larger doors. Change doors where structurally feasible.	2		$9,750.00	
Access to Goods & Services	Interior Doors	Elections Office	Some of the doors provide inadequate maneuvering space.	Reconfigure space for better access.	2		$15,600.00	
Access to Goods & Services	Interior Doors	Elections Office	Some doors have non-compliant thresholds.	Remove non-compliant thresholds; replace with compliant threshold if required to bridge dissimilar floor surfaces.	2		$500.00	
Access to Goods & Services	counters	Elections Office	Counters too high.	Remove high counters that are not used; remove & replace section of counters for accessibility where in use.	2		$3,600.00	
Access to Goods & Services	Counter	Board of Education	Counters too high.	Remove & Replace section of counter for accessibility.	2	Sep. 1 2022	$1,800.00	Fund 171
Access to Goods & Services	Break Room	Board of Education	Sink not accessible; inadequate turning space.	Provide work surface and sink at compliant height; Provide turning space; Provide compliant faucet and plumbing shield.	2		$5,500.00	
Toilet Rooms	Toilet Room	Board of Education	Multiple areas of inadequate clearances.	Fully renovation both toilet rooms.	3	**Oct-21**	$25,000.00	**County Fund 171**

Toilet Rooms	Toilet Room	Elections Office	Signage does not include tactile letters or braille; inadequate clearance at door; door has knob; noncompliant toilet accessories; flush controls not on open side.	Renovation toilet room to provide proper signage, remove obstructions at door, provide compliant door hardware and toilet accessories; replace toilet.	3		$7,500.00	
Additional Access	Drinking Fountain	Board of Education	Non-compliant drinking fountain.	Replace drinking fountain.	4	**Oct-21**	$1,000.00	**County Fund 171**
Additional Access	Drinking Fountain	Elections Office	Non working/non-compliant drinking fountain.	Replace drinking fountain.	4	**Oct-21**	$1,000.00	**County Fund 171**
Total Board of Education/Elections Building							**$260,550.00**	

Board of Education / Elections Building - 301 W. Main St., Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Approach & Entrance	Parking	Board of Education	Slope exceeds 1:48; no accessible aisles provided; noncompliant signage; no van space; spaces not closest available	Relocate parking to closer location within allowable slopes; provide access aisles and compliant signage; include van space.	1		$25,000.00	
Approach & Entrance	Parking	Elections Office	Parking is on City street with slope of approx. 1:12; no accessible aisles provided; noncompliant signage; no van space	Provide compliant parking off-street at rear of building graded to allowable slopes; provide access aisles and compliant signage; include van space.	1		$8,500.00	
Approach & Entrance	Parking	UCHRA	Non-compliant slope and lack of ramp	Regrade, repave, and mark compliant spaces.	1		$8,500.00	
Approach & Entrance	Exterior Accessible Route	Board of Education	Cross slope is greater than 1:48.	Provide new accessible route from new parking.	1		$3,500.00	
Approach & Entrance	Exterior Accessible Route	Elections Office	Cross slope is greater than 1:48.	Provide new accessible route from new parking.	1		$5,000.00	
Approach & Entrance	Exterior Accessible Route	UCHRA	Non-compliant slope, lack of ramp, and step at door.	Provide new accessible route from new parking.	1		$3,500.00	

Board of Education / Elections Building - 301 W. Main St., Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Approach & Entrance	Entrance	Board of Education	No signage at accessible or inaccessible entrances.	Provide International Symbol of Accessibility at all accessible entrances. Provide directional signage at non-accessible entrance; provide directional signage indicating BOE only accessible from 1 level.	1		$500.00	
Approach & Entrance	Entrance	Board of Education	Neither door leaf provides 32" clearance.	Replace doors or provide automatic door operator.	1		$7,500.00	
Approach & Entrance	Entrance	Elections Office	No signage at accessible or inaccessible entrances.	Provide International Symbol of Accessibility at all accessible entrances. Provide directional signage at non-accessible entrance (i.e., Adult Education door)	1		$500.00	
Approach & Entrance	Entrance	Elections Office	No area of refuge at inaccessible exits	Provide area of refuge at exits that cannot otherwise be made accessible	1		$16,000.00	
Access to Goods & Services	Elevator	Elections Office	Elevator is non-functional	If third floor is open to public, then replace elevator.	2		$75,000.00	
Access to Goods & Services	Signage	Board of Education	No signage	Provide compliant signage at all permanent spaces (approx. 30 doors).	2		$3,000.00	

Board of Education / Elections Building - 301 W. Main St., Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Access to Goods & Services	Signage	Elections Office	No signage	Provide compliant signage at all permanent spaces.	2		$3,000.00	
Access to Goods & Services	Interior Doors	Board of Education	Some of the doors provide less than 32" clear passage.	Where walls are structural and structurally infeasible to alter, provide services open to the public only in spaces with the larger doors. Change doors where structurally feasible.	2		$9,750.00	
Access to Goods & Services	Interior Doors	Board of Education	Some of the doors provide inadequate maneuvering space.	Reconfigure space for better access.	2		$15,600.00	
Access to Goods & Services	Interior Doors	Board of Education	Doors have knobs or other non-compliant hardware.	Replace knobs with lever sets (approx. 16)	2		$4,000.00	
Access to Goods & Services	Interior Doors	Board of Education (class room and board room)	Door opening force greater than 5 lbs.	Adjust or replace closer.	2		$450.00	
Access to Goods & Services	Interior Doors	Elections Office	Some of the doors provide less than 32" clear passage; most provide adequate clear passage.	Where walls are structural and structurally infeasible to alter, Provide services open to the public only in spaces with the larger doors. Change doors where structurally feasible.	2		$9,750.00	
Access to Goods & Services	Interior Doors	Elections Office	Some of the doors provide inadequate maneuvering space.	Reconfigure space for better access.	2		$15,600.00	

Senior Center - Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Approach & Entrance	Parking	Front Parking	Excessive slope on marked HC spaces	Construct accessible parking spaces at new pavement area at front, left side of building.	1		$10,000.00	
Approach & Entrance	Parking	Front Parking	No van space designated	Stripe new parking area as required for van accessible space; provide compliant signage	1		$300.00	
Approach & Entrance	Exterior Accessible Route	Rear door	Slope exceeds 1:20; inadequate landing area; inadequate access aisle from van accessible space.	Remove and replace concrete to provide accessible landing; Provide rails where slope is greater than 1:20 but less than or equal to 1:12. Provide new curb ramp with sidewalk at front of spaces.	1		$4,000.00	
Approach & Entrance	Exterior Accessible Route	Main Entrance	No level landing at top of entrance ramp. Automatic door operator button is midramp.	Relocate button to bottom of ramp.	1		$1,500.00	
Approach & Entrance	Exterior Accessible Route	Secondary Entrance	No level landing at top of entrance ramp.	Provide Automatic door operator system.	1		$7,500.00	
Approach & Entrance	Exterior Accessible Route	Ramp (similar conditions at both front ramps)	Ramp does not have railings on both sides; post protrudes above top of railing. Railing does not extend past top & bottom of ramp; no curb or barrier at bottom of rail..	Replace railings; provide additional railings where required.	1		$2,500.00	

Senior Center - Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Approach & Entrance	Entrance	ball room	Clear opening of either door of the pair does not provide adequate clearance.	Replace door with set that do not require astragal (in conjunction with automatic opener noted above.)	1		$2,500.00	
Access to Goods & Services	Kitchen		Inadequate clearances.	Rearrange items for accessible path.	2		$0.00	
Access to Goods & Services	Kitchen	Serving line			2			
Access to Goods & Services	Signage		Signage on toilet rooms improperly mounted; no signage on other rooms.	Provide compliant signage on all permanent spaces.	2		$1,500.00	
Access to Goods & Services	Light switches	ballroom, hallway, gym	Inadequate clearance.	Move light switch or upgrade to automatic/smart lights.	2		$1,200.00	
Toilet Rooms	Misc.	Women's Room	Mirror too high, Pipes uninsulated, no closers on stalls.	Relocate mirror, insulated pipes, provide closers on stalls.	3	Started Nov. 1 2022	$500.00	Fund 171
Toilet Rooms	Toilet	Women's Room	Flush not on open side.	Replace toilet.	3	Started Nov. 1 2022	$500.00	Fund 171
Toilet Rooms	Maneuvering space	Women's Room	Inadequate turning space.	Remove one of the stalls in its entirety (including fixtures and accessories)	3	Started Nov. 1 2022	$400.00	Fund 171
Toilet Rooms	Misc.	Men's Rooms	Noncompliant stall, inadequate clearances, noncompliant accessories, noncompliant door hardware.	Renovated men's rooms.	3	Dec. 1 2022	$7,500.00	Fund 171

Senior Center - Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Other Access	Smoke Detectors		Smoke detectors do not have strobe lights.	Upgrade smoke detection to ADA compliant units.	3	Started Nov. 1 2022	$2,500.00	Fund 171
Total Senior Center							**$42,400.00**	

Community Center / Head Start - Lehman Street, Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Approach and Entrance	Parking		No van space provided; access aisles not clearly marked; non-compliant signage	Restripe spaces to include van space and provide compliant signage.	1		$500.00	
Approach and Entrance	Curb ramp		Curb ramp at accessible parking is accessed from driving aisle rather than parking stall.	Replace curb ramp.	1		$1,600.00	
Approach and Entrance	Entrance	Front Entrance	Front entrance is accessible but does not include International Symbol of Accessibility.	Provide signage with International Symbol of Accessibility.	1		$100.00	
Approach and Entrance	Entrance	Back Exits	Back doors are not accessible.	Provide accessible path out of building.	1		$1,000.00	
Access to Goods & Services	Signage		Signage does not include tactile letter or Braille. Mounting positions of signage is non-compliant.	Provide compliant signage at all permanent spaces. Mount per ADA.	2		$3,500.00	
Access to Goods & Services	Door hardware		Some doors have knobs.	Replace all knobs with compliant levers.	2		$6,250.00	
Access to Goods & Services	Door closer		Door closes in less than 5 seconds.	Adjust closer or replace,	2		$150.00	

Community Center / Head Start - Lehman Street, Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Access to Goods & Services	Interior doors		Some doors have inadequate clear space.	Reconfigure space to provide required clearances at all doors.	2		$6,000.00	
Toilet rooms	Signage		No directional signage at non-accessible toilet rooms.	Provide directional signage at all non-accessible toilet rooms.	3		$500.00	
Toilet Rooms	Signage		Signage does not include tactile letter or Braille. Mounting positions of signage is non-compliant.	Provide compliant signage at all permanent spaces. Mount per ADA.	3		$200.00	
Toilet Rooms	Door closer		Door requires 6 lbs. of force to open.	Adjust closer or replace,	3		$150.00	
Toilet Rooms	Toilet Rooms		Toilet rooms are neither fully accessible to young children nor adults.	Renovate existing toilet rooms and provide additional to provide separate accessible toilet rooms for adults and young children.	3		$75,000.00	
Toilet Rooms	Pool Locker Rooms			Evaluation if/when pool opens.				
Other Access	Drinking Fountains		Drinking fountain is not accessible for children nor adults.	Provide two new drinking fountains in accessible location.	4		$2,000.00	
Other Access	Pool			Evaluation if/when pool opens.				

Community Center / Head Start - Lehman Street, Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Other Access	Washer/Dryer		Door to room too small; no turning space; appliance not compliant.	Relocate washer and dryer to accessible room; replace appliances.	4		$2,500.00	
Total Community Center / Head Start							**$99,450.00**	

Courthouse - Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Approach & Entrance	Parking		Non-compliant signage	Provide compliant signage.	1		$800.00	
Approach & Entrance	Parking		7 spaces indicated by paint markings; only 5 required based on space count. 2 of the 7 are too steep and too narrow.	Remove markings from two non-compliant spots. Delete 1 accessible space near exterior ramp with four remaining.	1		$750.00	
Approach & Entrance	Parking		Lack of accessible space near basement entrance	Provide striping and signage for new space near basement entrance. Pavement added to achieve 2% max slope.	1		$3,500.00	
Approach & Entrance	Exterior Ramp		Handrail extensions too short on basement entrance railing.	Extend handrails where not otherwise prohibited by other site constraints.	1	**21-Sep**	$800.00	**County Fund 171**
Approach & Entrance	Entrance		Accessible Entrance not marked by International Symbol of Accessibility.	Provide International Symbol of Accessibility at Accessible Entrance	1	**21-Sep**	$200.00	**County Fund 171**
Approach & Entrance	Entrance		Non-accessible Entrances do not have directional signage to accessible entrance.	Provide directional signage to accessible entrance.	1		$300.00	
Approach & Entrance	Entrance	Basement Entrance	Slope of interior floor at exterior door greater than 1: 48	Provide interior landing at door prior to sloping down.	1		$3,500.00	

Access to Goods & Services	Interior Accessible Route		A non-compliant lift is the only interior access to third floor. No interior access to basement. No accessible route to toilet rooms.	Provide addition with elevator and accessible toilet rooms at each floor.	2		$600,000.00	
Access to Goods & Services	Metal Detector	Third floor	30" passage through metal detector.	Use wand metal detector on people in wheelchair if possible; Replace walk-through metal detector if required.	2		$8,000.00	
Access to Goods & Services	Fire Extinguisher	Third floor	Protrudes more than 4" at 33" high.	Lower height of fire extinguisher; patch wall.			$100.00	
Access to Goods & Services	Signage		Signage is non-compliant..	Provide compliant signage at all doors of permanent spaces	2		$4,500.00	
Access to Goods & Services	Interior Doors (maneuvering space)		Inadequate clearance at some doors.	Current Policy is to leave doors opens during public business hours. Maintain policy.	2		$0.00	
Access to Goods & Services	Interior Doors (maneuvering space)	Third floor	Inadequate clearance at jury room door.	Reconfigure space to provide adequate clearance at door.	2		$1,200.00	
Access to Goods & Services	Interior Doors (threshold)		High threshold at one office	Remove / replace threshold.	2		$250.00	
Access to Goods & Services	Interior Doors	Judge's office	Door too narrow.	Relocate judge's office. (Walls are loading-bearing.)	2		$0.00	
Access to Goods & Services	Interior Doors (hardware)		All doors have knobs.	Replace knobs with levers.	2		$11,250.00	
Access to Goods & Services	Interior Doors (opening force)	Third Floor	Jury Room door requires 6 lb force to open.	Adjust closer.	2		$0.00	
Access to Goods & Services	Rooms & Spaces (aisles)	County Clerk's office	Access aisle too narrow.	Move desk.	2		$0.00	
Access to Goods & Services	Seating Areas	2 waiting areas & youth services	No designated wheelchair space.	Move obstructions and leave space for wheelchair.	2		$0.00	

Access to Goods & Services	Work Surface	County Clerk's office; Trustee; Registrar	Desk worksurface too high.	Replace section of desk for public use.	2		$5,400.00	
Access to Goods & Services	Seating Areas	Courtroom	No wheelchair spaces	Rearrange/removing seating as required to provide for 4 wheelchair spaces	2		$500.00	
Toilet Rooms	Toilet Room	Non Accessible Toilet Rooms	No directional signage to accessible toilet room.	Provide directional signage to accessible toilet rooms.	3		$300.00	
Toilet Rooms	Toilet Room	Basement Toilet room	Non-compliant signage	Provide compliant signage.	3		$200.00	
Toilet Rooms	Toilet Room	Basement Toilet room	Slope of floor exceeds 1:48	Level floor.	3		$2,000.00	
Toilet Rooms	Toilet Room	Basement Toilet room	Exposed piping.	Insulate or cover pipes.	3		$100.00	
Toilet Rooms	Toilet Room	Basement Toilet room	Non-compliant Faucet	Replace faucet	3		$250.00	
Toilet Rooms	Toilet Room	Basement Toilet room	Door is not self-closing.	Add Closer	3		$150.00	
Toilet Rooms	Toilet Room	Third floor toilet room.	Door opening force is 7lb. Door closes in 3.5 seconds.	Adjust or replace closer.	3		$150.00	
Toilet Rooms	Toilet Room	Third floor toilet room.	Coat hook is mounted 72" high.	Relocate coat hook.	3		$50.00	
Toilet Rooms	Toilet Room	2nd floor landing	Multiple deficiencies including steps to approach.	Leave as is; provide new toilet rooms in addition as noted above	3			

Additional Access	Drinking Fountain	Basement	Non-compliant drinking fountain.	Replace drinking fountain.	4		$1,000.00	
Total Court House							**$645,250.00**	

EMS - Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Access to Goods & Services	Service Counter		Service counter is too high.	If / when service area is open to public, replace portion of service desk.	2		$1,800.00	
Toilet Rooms	Shower		Curb	Replace shower unit; reconfigure room as required.	3		$7,500.00	
Toilet Rooms	Paper Towel Dispenser	Employee toilet room	No longer used paper towel dispenser blocks required clearance at lav.	Remove dispenser if / when it becomes an obstruction for someone; patch wall as required.	3		$500.00	
Total EMS							**$9,800.00**	

Fairgrounds and Park, Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Approach and Entrance	Parking spaces		Parking spaces not striped; non compliant signage.	Stripe parking spaces and aisles, including van accessible space; provide signage	1		$1,200.00	
Approach and Entrance	Parking spaces		Accessible spaces not dispersed throughout area.	Pave additional areas for accessible parking near arena and Fields 3 & 4.	1		$8,000.00	
Approach and Entrance	Entrance		No sidewalk from proposed new accessible parking spaces.	Provide ramps and sidewalks from new accessible parking to arena and fields.	1		$6,000.00	
Approach and Entrance	Exterior Door	Concession Stand	Inadequate clearance	Reconfigure interior walls to provide adequate clearance at door.	1		$1,200.00	
Approach and Entrance	Stair rail	Concession Stand/Call box	Non-compliant railing	Replace stair/railing.	1		$4,000.00	
Access to Goods and Services	Bleachers		Not enough paved area to accommodate wheelchair.	Adjust locations of bleachers to extent possible; add min. 30" x48" wheelchair space plus paving for accessible route to wheelchair space; striping and signage.	2		$5,000.00	
Access to Goods and Services	Concessions Stand	Service Counter	Counters too high.	Remove and replace at least one section of counter. Provide International Symbol of Accessibility if all counters are not accessible.	2	**21-Sep**	$1,800.00	**County Fund 171**
Access to Goods and Services	Concessions Stand	Work surface	Counters too high, no knee space at sink; non-compliant faucet.	Renovate work surface area to include a wheelchair accessible space, including sink.	2		$2,500.00	

Toilet Rooms	Toilet Rooms	Men's and Women's at Concession Stand	Improper signage; noncompliant door hardware; inadequate clearance at privacy wall; inadequate turning radius; no wheelchair stall; non-compliant faucets; piping not insulated	Completely renovate both toilet rooms or build new centrally located fully compliant toilet room facility (combine with item below)	3	**21-Sep**		**County Fund 171**
Toilet Rooms	Toilet rooms	Men's and Women's at ball field.	Inadequate space.	Completely renovate both toilet rooms or build new centrally located fully compliant toilet room facility (combine with item above)	3	**21-Sep**	$150,000.00	**County Fund 171**
Total Fairgrounds							**$179,700.00**	

Health Department - Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Approach & Entrance	Parking lot		Noncompliant signage; no van space marked.	Provide proper signage.	1		$400.00	
Approach & Entrance	Exterior door		Slight ramp up	Remove and Replace portion of concrete to reduce slope or provide automatic door operator.	1		$3,500.00	
Access to Goods & Services	Desk	Hall	Desk too high.	Replace portion of desk.	2		$1,800.00	
Toilet Rooms	Toilet	Lobby	Toilet located too far from side wall.	Furr out at existing wall to reduce distance to toilet; reinstall grab bar and toilet paper at compliant height.	3		$800.00	
Toilet Rooms	Toilet	Hall	Toilet located too far from side wall.	Furr out at existing wall to reduce distance to toilet; reinstall grab bar and toilet paper at compliant height.	3		$800.00	
Toilet Rooms	Toilet	Hall	Mirror and sink too high.	Lower mirror and sink; patch surfaces as/if required.	3		$350.00	
Total Health Department							**$7,650.00**	

New Jail House - Alexander Drive, Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Approach & Entrance	Parking Lot		No van-accessible space designated.	Stripe lot	1		$750.00	
Approach & Entrance	Parking Lot		Slope of parking space exceeds 1:48.	Remove & replace section of pavement and curb.	1		$20,000.00	
Approach & Entrance	Parking Lot		Improperly mounted signage at accessible space; no signage for van-accessible space	Provide signage.	1		$300.00	
Approach & Entrance	Sidewalk		Cross-slope of sidewalk exceeds 1:48.	Replace section of sidewalk.	1		$2,000.00	
Approach & Entrance	Curb		No curb ramp	Provide curb ramp.	1		$1,600.00	
Approach & Entrance	Exterior Accessible Route	Kitchen Entrance	Step up into doorway.	Provide ramp or sloped walk with landing up to entrance	1		$1,000.00	
Approach & Entrance	Exterior Accessible Route	Side Entrance	Step up into doorway.	Provide ramp or sloped walk with landing up to entrance	1		$1,000.00	
Approach & Entrance	Exterior doors	Side Entrance	Inadequate clearances	Remove second door	1		$250.00	
Approach & Entrance	Closers		Takes doors less than 5 seconds to close.	Adjust closers on non-security doors.	1		$50.00	
Access to Goods & Services	Corridor		No passing space.	Adjust wall locations to provide min. 60"x60 turning space.	2		$1,200.00	
Access to Goods & Services	Signage		Improper signage	Replace signage (40+ signs; Signs should be made and installed to minimize possibility of removing to use as weapon.)	2		$4,000.00	

New Jail House - Alexander Drive, Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Access to Goods & Services	Front Reception Desk		Inadequate knee clearance.	Remove and replace section of Reception desk.	2		$1,800.00	
Access to Goods & Services	Service Desk	Booking	Desk too high.	Remove and replace section of booking desk.	2		$1,800.00	
Access to Goods & Services	Service Desk		Both sides of desk are 48" high.	Remove and replace portion of service desk.	2		$1,800.00	
Access to Goods & Services	Doors	Reception Area; Reception Office; Evidence Office;	Inadequate clearances	Reconfigure walls for clearance	2		$3,600.00	
Access to Goods & Services	Doors	Holding Cells D38, D29, D41	Too narrow	Designate a different cells with a larger door opening accessible holding cell; make other adjustments if required for further compliance.	2		$500.00	
Access to Goods & Services	Doors	Reception; Dining; Sheriff's Office; Ethernet Room; Bookkeeping; 1st Deputy; Investigator; Deputy's Room	Doors not equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting.	Replace hardware	2		$2,000.00	

New Jail House - Alexander Drive, Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Access to Goods & Services	Doors	3 Visitation Rooms, Filing Room	Operable parts of door hardware greater than 48" above floor.	Replace hardware	2		$1,000.00	
Access to Goods & Services	Doors	misc	Doors require more than 15 lbs. force to open.	Confirm that doors in question are security doors to which this regulation would not apply. Adjust only as/if required.	2			
Access to Goods & Services	Aisles/paths	Reception; Utility Room; Book Keeping	Pathway less than 36".	Rearrange furnishings to extent possible; Replace fixtures as/if required.	2			
Access to Goods & Services	Light Switches	Small Visitation Rm; Utility Room; Library; Evidence Office	Inadequate clear floor space.	Rearrange items if possible; consider automatic lights where adequate space cannot be otherwise achieved.	2		$1,200.00	
Access to Goods & Services	Light Switches	misc. (approx. 19 units)	Switch greater than 48" above floor.	Adjust switch location if possible; provide automatic lights if necessary	2		$5,700.00	
Access to Goods & Services	Seating	Bookkeeping	Inadequate room to accommodate wheelchair.	Rearrange furnishings and equipment as required to allow wheelchair access.	2			

New Jail House - Alexander Drive, Woodbury, TN

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Toilet Rooms	Toilet Room	Lobby Toilet Rooms	Signage does not contain International Symbol of Accessibility	Provide signage including International Symbol of Accessibility. (Coordinate with Signage under Access to Goods & Services above.)	3		$200.00	
Toilet Rooms	Toilet Room	Lobby Toilet Rooms	Inadequate door clearances on pull side; non-compliant door knobs, faucets, pipe insulation, and grab bars.	Renovate toilet room.	3		$15,000.00	
Toilet Rooms	Toilet Room	Booking	Inadequate space and clearances.	Renovate toilet room.	3		$7,500.00	
Toilet Rooms	Shower	Booking	Ramp up to shower; non-compliant configuration.	Replace shower/renovate space.	3		$7,500.00	
Toilet Rooms	Toilet Rooms	Office Area	Inadequate space and clearances (men and women)	Provide directional signage to accessible toilet rooms.	3		$200.00	
Toilet Rooms	Toilet Room	Kitchen Entrance	Inadequate space and clearances (single unisex)	Provide directional signage to accessible toilet rooms.	3		$100.00	
Additional Access	Drinking Fountain		Non-compliant	Replace drinking fountain.	4		$1,000.00	
Total New Jail House							**$83,050.00**	

Cannon County Rescue Squad

Accessibility Category	Noncompliant Feature	Location	Reason for noncompliance	Solution	Priority	Completion Target Date	Estimated Cost	Source of Funding
Approach & Entrance	Parking		Gravel parking lot - non-accessible surface.	Pave Section of parking lot.	1		$3,600.00	
Approach & Entrance	Parking		No designated parking spaces indicated.	Stripe parking lot & provide signage.	1		$300.00	
Approach & Entrance	Curb		No curb ramp	Provide curb ramp and sidewalk	1		$2,000.00	
Access to Goods & Services					2			not evaluated?
Toilet Rooms					3			not evaluated?
Total Rescue Squad							**$5,900.00**	

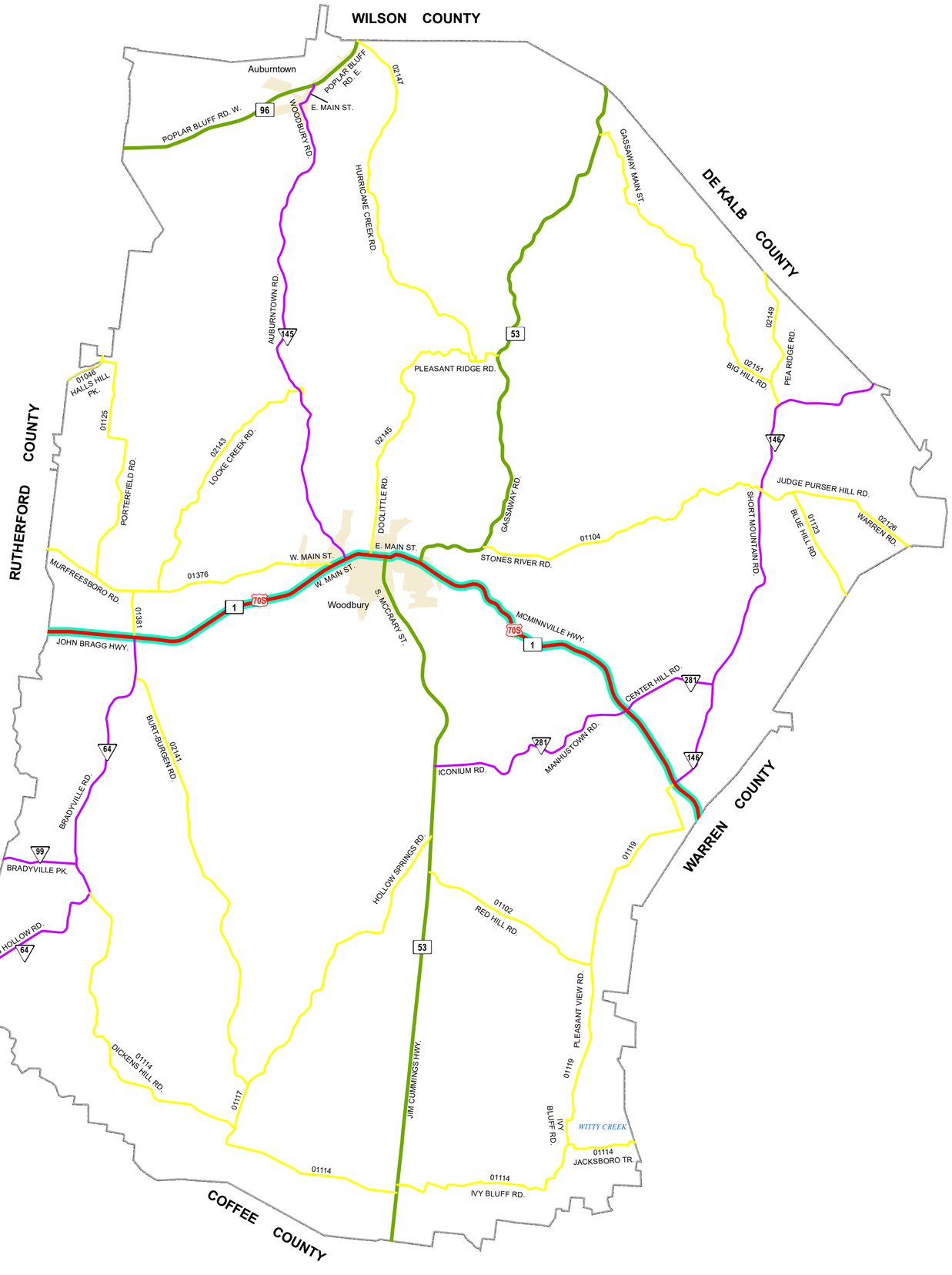
APPENDIX J
Public Meeting Sign-In List & Comments

Access the public comments from the December 15, 2020 meeting at the following link
https://www.cannoncountytn.gov/ada/meetings-minutes-and-audio/

December 15, 2020 Cannon County, TN ADA Public Interest/Input Meeting

Name	Contact Information	Building/Place of Concern	Concern
David J. Faulkner	615-427-3674		Access for Disabled Veterans
Corey Davenport	615-848-5478		Committee Member
Tracy Neal	615-653-6444		Committee Member
Tony Neal	615-904-5104		Committee Member
Carrie Feil	615-838-6633		Committee Member
Allie Howell	615-563-2330		AAA Coordinator
Brent D. Bush	615 563 2320		County Executive

APPENDIX K
Master Plan Documents



- Interstate Highway
- State Highway
- U.S. Numbered Highway
- Interstate
- Freeway and Expressway
- Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- National Highway System
- Major Waterways
- Park Boundary
- City Boundary
- Urban Boundary
- County Boundary

TDOT Department of Transportation
Long Range Planning Division
Data Visualization Office

CANNON COUNTY
TENNESSEE
FUNCTIONAL CLASSIFICATION SYSTEM

1 0.5 0 1 2 3 4 Miles

Date: 8/3/2018

Cannon County Parks & Recreation Strategic Plan

CANNON COUNTY

Prepared by Upper Cumberland Development District



Introduction

In 2019, the Cannon County Parks and Recreation Board commissioned the Upper Cumberland Development District (UCDD) to provide an overview and offer recommendations to improve the community's parks and recreation system. The preparation of this plan required research and collaboration with multiple local entities as well as federal, state and regional partners. UCDD staff conducted field research and talked to locals to gain an accurate perspective on the assets available and the potential they hold.

The purpose of this plan is to formulate a coordinated, long-term effort to improve Cannon County's parks and recreation system. The plan is not intended to supersede the responsibility or authority of local officials and department heads. This strategic plan establishes a vision for enhancing the local parks and recreation system and provides direction for community-wide collaboration. Though this plan presents a twenty-year vision, it is a living document that should be regularly adjusted based upon the current needs of the community.

Parks and Recreation System Overview

Cannon County's parks and recreation system encompasses two city parks, the county's fairgrounds and three state protected areas. Woodbury currently has two public parks: Dillon Park and Brown Spurlock Park. Dillon Park, an 18.23-acre city park located at the corner of Doolittle Road and Alexander Drive, is in the heart of downtown Woodbury and offers an amphitheater and walking track, as well as access to East Fork Stones River. The park is centrally located near Saint Thomas Stones River Hospital, the Sheriff's Department, and Crane Interiors, the largest industrial employer in the county. Brown Spurlock Park is a 13.64-acre city park located on South McCrary Street in Woodbury and is surrounded by residential areas. The park has playground equipment and basketball and tennis courts. The Cannon County Fairgrounds, also located in Woodbury, offers baseball fields, a horse arena and pavilion, East Fork Stones River access, a public swimming pool, and an area designated for the county's fair and other similar events. The three state protected lands are Headwaters Wildlife Management Area, Pea Ridge Wildlife Management Area, and Short Mountain State Natural Area. With these public areas, Cannon County has great potential to offer inviting and diverse spaces to be enjoyed by all ages. Enhancing the community's parks and recreation system could positively influence other areas of life including residential development, tourism and economic development, and public health.

Residential Development

Cannon County offers residents a low cost of living[2] and close proximity to the city amenities and employment opportunities offered in Murfreesboro, the sixth most populous city in Tennessee. Because of the county's high population of commuters, enhancing the community's quality of life aspects in order to recruit and retain residents should be one of Cannon County's top priorities. One method to increase the appeal of the community and spur population growth is to enhance and expand the county's parks and recreation assets. With a majority of citizens working in Rutherford, Coffee and Warren counties, a healthy parks and recreation system would make the community more attractive in regard to residential development. By having amenities for young families such as attractive green spaces, areas for children to play, and land to explore, Cannon County could encourage young families to stay in the area. Investments made in current parks and recreation areas in the community may also spur investments in surrounding residential areas, inspiring citizens to enhance their own properties.

Economic Development

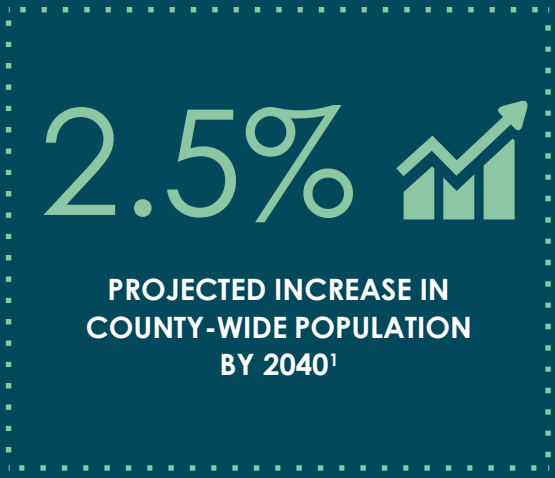
A fully developed parks and recreation system plays a supporting role in economic development. Placing a priority on enhancing the quality of life, which includes improving the community's parks and recreation system, attracts a stronger workforce and could positively influence the decision of an industry to locate in the community.[3] Not only would a fully developed parks and recreation system enhance economic development, it could also enhance workforce retention and recruitment. For example, by adding picnic tables at Dillon Park, employees at Crane Interiors, Cannon County Sheriff's Department, Cannon County Health Department, Saint Thomas Stones River Hospital, and other nearby businesses would have the option of enjoying lunch or breaks in an attractive green space with shaded seating. Simple changes like this can positively impact an employee's work experience. Attractive enhancements to local parks could also be a workforce recruitment tool for all current and future industries.

SNAP-SHOT OF CANNON COUNTY DEMOGRAPHICS & CONNECTIVITY

Cannon County, Tennessee lies approximately halfway between Murfreesboro and McMinnville. It is comprised of two municipalities, Woodbury and Auburntown, and eight unincorporated communities.

The county seat is Woodbury, which has a population of 2,712. The county has a population of approximately 13,855 and is projected to grow to around 14,200 by the year 2040.[1]

Highway 70-S runs through the center of the county and connects Woodbury to both McMinnville and Murfreesboro. Highway 64 passes through the southwest corner of the county through unincorporated Bradyville; highways 53, 145, 281 and 146 also serve as important corridors of Cannon County.



PROJECTED INCREASE IN COUNTY-WIDE POPULATION BY 2040[1]

1. Stefanini, Melissa. "The University of Tennessee, Knoxville." TN SDC. Accessed April 11, 2019. http://tndata.utk.edu/sdcpopulationprojections.htm.
2. Average home sale price in Cannon County $144,300 compared to the average home sale price of Murfreesboro of $233,000 - zillow.com, April 2019.
3. Geraldine Gambale, A. (2019). 33rd Annual Corporate Survey & the 15th Annual Consultants Survey - Area Development. [online] Area Development. Available at: https://www.areadevelopment.com/Corporate-Consultants-Survey-Results/Q1-2019/33nd-annual-corporate-survey-15th-annual-consultants-survey.shtml.







Tourism

By providing locations for recreation, local leaders welcome outdoor enthusiasts into their community and increase the opportunity to boost the local economy through tourism dollars. Outdoor recreation produces over $20 billion annually in expenditures state-wide, and generates over $1 billion in state and local tax revenue.[4] State parks and other public lands are premier destinations for leisure trips, and the estimated length of an average leisure trip in Tennessee is 2.33 days, with a daily expenditure of $116.00.[5] Cannon County has several assets in their parks and recreation system with great potential of attracting additional tourists. By implementing some or all of the suggestions noted in this plan, the county could improve the parks' usage for locals and visitors.

Public Health

A strong parks and recreation system is a key component of any healthy, attractive community and has the capability to positively influence citizens' quality of life. Proximity to public lands means they are more likely to be used, and with an increase in frequency of use, an individual's health improves. Public parks are a potential public health resource for increasing levels of physical activity. According to the Tennessee Department of Health, Cannon County's overall health ranking is 58th out of 95 counties. Almost 45% of public school children in the county are overweight or obese, and 34% of adults are overweight or obese. With an increase in or update of public parks in Cannon County, the community could expect to see health rankings improve and the level of diabetes decrease. As updates to existing parks and recreation areas are considered, the county should explore ways to include outdoor exercise equipment into the parks. The installation of equipment could motivate individuals to lead healthy lifestyles, as well as encourage the creation of outdoor group fitness classes, which would help offset the lack of public fitness centers available in the county. Cannon County should explore grant opportunities for updating and maintaining public parks through the State of Tennessee Health Department, and other relevant entities.

Suggestions

Dillon Park has 18.23 acres of green space, which presents a significant area of potential. The park's attractions include an amphitheater and a walking track, but the space lacks playground equipment. By including additional features, Dillon Park could be transformed into an attractive and useful public park for the citizens of Cannon County that would appeal to all ages. Some suggestions include the addition of playground equipment, outdoor workout equipment, benches, picnic tables, drinking fountain, water feature such as a splash pad or fountain, and multipurpose athletic fields or paved basketball courts and the complete paving of the walking track. Cannon County should also prioritize making Dillon Park ADA accessible which should include handicap parking and ADA compliant sidewalks and restroom facilities.[6] Potential funding sources for these projects include the Tennessee Department of Health's Project Diabetes and Healthy Built Environment grant programs and Tennessee Department of Environment & Conservation's (TDEC) Local Parks and Recreation Fund and Recreational Trails Program grants.

In addition to including more park amenities, the community should consider enhancing the natural beauty and useability of the riverbank of the East Fork Stones River at Dillon Park. The addition of native trees planted in the space between the track and the river[7] would provide additional shading, encouraging additional visitors to the area and native species to flourish. This riparian buffer would aid in shading the river and protect it from potential negative impacts of adjacent land uses, while also beautifying the landscape, mitigating flood waters and providing a sound buffer between the city and the park's summer concerts held at the pavilion. A potential funding source for trees includes the Tennessee Environmental Council, the Tennessee Agricultural Enhancement Program by the Tennessee Urban Forestry Council, or the United States Fish and Wildlife Service.

Brown Spurlock Park is a 13.64-acre city park located on South McCrary Street in Woodbury. The park has playground equipment, a walking trail, and basketball and tennis courts. Several of Spurlock Park's amenities are in need of updates, including: repainting playground equipment, resurfacing the tennis and basketball courts, updating or repairing signage for the entrance of the park, adding signage at the beginning of the walking trail to include the trail's distance, updating the parking area near the basketball courts to include a paved lot and entrance signage, and painting the Woodbury Lions Club pavilion. These repairs could potentially be funded through the TDEC Local Parks and Recreation Fund grant or the Tennessee Department of Health's Project Diabetes or Healthy Built Environment grants. In addition to these suggestions, the community should consider working with an arborist to label the trees in the park. Labeling the trees is a fairly simple way to add interest to the park, provide information about the original trees to the area, and create learning opportunities for students. The City of Woodbury should also work toward becoming a Tree City USA community, as designated by the Arbor Day Foundation.

The Cannon County Fairgrounds attracts visitors from Cannon and surrounding counties to enjoy its annual county fair, attend the multiple community events, and utilize the baseball fields during peak seasons. The fairgrounds has the potential to be transformed into a hub of recreation, attracting more visitors. As identified by the Cannon County Parks and Recreation Board, several projects would need to be completed in order to transform the area. These projects include: renovating the public swimming pool and gymnasium, updating baseball fences, paving the main parking area, installing playground equipment, adding two crosswalks, adding entrance signage, constructing a walking trail around the perimeter of the fairgrounds, and adding adequate, ADA compliant bathroom facilities.[8] With the East Fork Stones River running through the north section of the fairgrounds, the county should continue to maintain the existing river access points, as well as add directional signage to increase river usage and visitation. The funding for these projects could potentially be supported by TDEC's Local Parks and Recreation Fund or Recreational Trails Program grants.

In addition to these enhancements, the county should explore methods to generate additional revenue by utilizing venue space offered through the fairgrounds. The horse arena and pavilion provide an excellent

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4. Outdoor Industry Association. Accessed September 17, 2019. https://outdoorindustry.org/state/tennessee/.
5. Tennessee Vacation Industry. Accessed September 17, 2019. https://industry.tnvacation.com/.
6-8. See included maps for conceptual drawings.

location for many events that could generate revenue for Cannon County. It is the recommendation of the Upper Cumberland Development District to consider charging for the use of the facility. Revenue could be generated from events if vendors were charged to use the horse arena which would help boost the local economy and could generate additional funding for the parks and recreation system.

There are general suggestions that apply to all public parks within a county. Beautification of a park enhances the overall appeal and draw of the area. Some projects to include in the beautification of Cannon County parks are landscaping, murals, benches, trash and recycling receptacles, and adequate and aesthetically pleasing entryway and general park signage. Seasonal flowers or decorations should be added at all of the parks. Art installations featuring local artists add flare that is unique to the area. Providing spaces that are dog-friendly is a progressive way to increase park visitation. Another way to increase visitation is by providing free public wi-fi within parks. By incorporating a few of these ideas, Cannon County could increase the appeal and usage of the existing parks.

Connectivity

With a walking distance of one mile between each of the three city parks in Woodbury, Cannon County has the opportunity to increase the connectivity and walkability of its community. A potential project that would enhance connectivity and increase accessibility to physical activity is the construction of sidewalks along Adams Street. This would connect Brown Spurlock Park, residential areas on Adams Street, Woodbury Grammar School and the Cannon County Fairgrounds, providing a safe way for students and residents to walk home or walk to the parks. Funding for this sidewalk project could be aided by the TN Department of Health Project Diabetes grant program, Tennessee Department of Transportation's (TDOT) Safe Routes to School grant program or the TDOT Multimodal Access Grant. Future projects could include the construction of sidewalks to connect Dillon Park to the other city parks.

Another attractive parks and recreation asset that would enhance connectivity in Cannon County is the construction of a greenway. One ideal location for the construction of a proposed East Fork Stones Greenway[10] is adjacent to East Fork Stones River, providing citizens the opportunity to enjoy physical activity next to the water. By adding a trail system to follow the river, residents would be able to access additional areas for fishing, swimming and recreational activities, while enjoying walking, biking or running on the proposed greenway. Other opportunities to provide connectivity would be found in connecting the core properties of the Headwaters WMA and Pea Ridge WMA via additional public lands.

Public Lands

There are no state parks in Cannon County, but there are three state protected areas: the Headwaters Wildlife Management Area, Pea Ridge Wildlife Management Area, and Short Mountain State Natural Area. Headwaters Wildlife Management Area and Pea Ridge Wildlife Management Area both offer hundreds of acres of land frequently used for hiking, fishing and hunting. Despite this land having hundreds of acres, Cannon County has a considerable lack of public land for year-round recreational use, with only 1.07% of the county being owned or managed by either the Tennessee Department of Environment and Conservation or the Tennessee Wildlife Resources Agency (TWRA).[9]

Additional recreational opportunities could include hiking, backpacking, walking, swimming, camping including primitive and RV usage, stargazing, mountain biking, canoeing, kayaking, fishing, running, bird watching and more.

Compared to the other thirteen counties in the Upper Cumberland, Cannon County ranks ninth out of fourteen in available public land. The county should assist land managers with expansion and acquisition of additional public lands. Cannon County should continue to develop relationships with TDEC, TWRA, Tennessee Parks and Greenways Foundation, Land Trust of Tennessee, and The Nature Conservancy to grow available public lands.

9. Sutherland, Chuck. "Cannon County Parks Analysis" digital (mxd). Cookeville, Upper Cumberland Development District. Using: ArcGIS [GIS software]. Version 10.7. Redlands, CA: Environmental Systems Research Institute, Inc., 2019.
10. See included East Fork Stones Greenway Conceptual.

Implementation

"It is the successful transformation of the community that is ultimately important; not the successful implementation of the plan."

- Dr. Dave Kolzow

Next Steps

The goals, objectives and action items included in this plan provide a basis to guide future decision-making. It is important for Cannon County governing bodies, regional partners and citizens to realize the role each plays in the implementation and success of this plan.

This plan should be as much an education piece as it is a call to action for different bodies in the community. Cannon County leadership should make the plan accessible and encourage regular public input and involvement. Securing community-wide support is the only way to move the plan from paper to action.

Starting Point

Each goal includes one to two suggested objectives or action items that should be accomplished first to lay the foundation for implementation. The suggested objectives or action items are identified throughout the next two pages with asterisks (*) and should serve as a starting point for the community.

GOAL ONE

Cannon County has a well-functioning parks and recreation system.

- Objective: Cannon County supports the needed updates and improvements of the parks and recreation system.
- » Action Item: Maintain the Cannon County Parks & Recreation board.
- » Action Item: Create a list of priority parks and recreation projects.
- » Action Item: Create and submit a budget for future parks and recreation projects, annually.
- » Action Item: Explore funding opportunities including grants as listed throughout the plan.

Objective: The parks and recreation system is well-connected and accessible.

- » Action Item: Construct ADA compliant sidewalks along the northside of Adams Street to connect Brown Spurlock Park, the fairgrounds, and Woodbury Grammar School.
- » Action Item: Construct the proposed East Fork Stones Greenway adjacent to East Fork Stones River.
- » Action Item: Explore opportunities to connect the core properties of the Headwaters. WMA and Pea Ridge WMA via additional public lands.
- » Action Item: Ensure each public park is ADA accessible.

Objective: Cannon County's parks and recreation grounds and facilities are in optimal condition.

- » Action Item: Prioritize beautification of parks through the addition of landscaping, murals, benches, trash and recycling receptacles, and entryway signage.
- » Dillon Park Action Items:
  - » Finish paving of walking track.
  - » Consider the addition of playground and outdoor workout equipment, water features, and a riparian buffer.
- » Brown Spurlock Park Action Items:
  - » Resurface tennis courts.
  - » Update playground equipment including paint.
  - » Add directional signage for walking trail to include trail distance.
  - » Update the parking area near the basketball court and addentrance signage.
  - » Work with arborist to label trees in the park.
  - » Consider becoming a Tree City USA community.
- » Fairgrounds Action Items:
  - » Renovate the public swimming pool and gymnasium.
  - » Update baseball fences.
  - » Pave the main parking area.
  - » Add entrance signage.
  - » Add playground equipment.
  - » Add crosswalks in designated areas.
  - » Construct a walking trail around the perimeter.
  - » Add adequate ADA compliant bathroom facilities.
  - » Maintain existing river access points and add directional signage.

Objective: Cannon County continues the improvement of their parks and recreation system with the addition of public lands.

- » Action Item: Create list of priority lands.
- » Action item: Work with local, state and federal entities to acquire contiguous green space with the goal of creating larger green spaces.

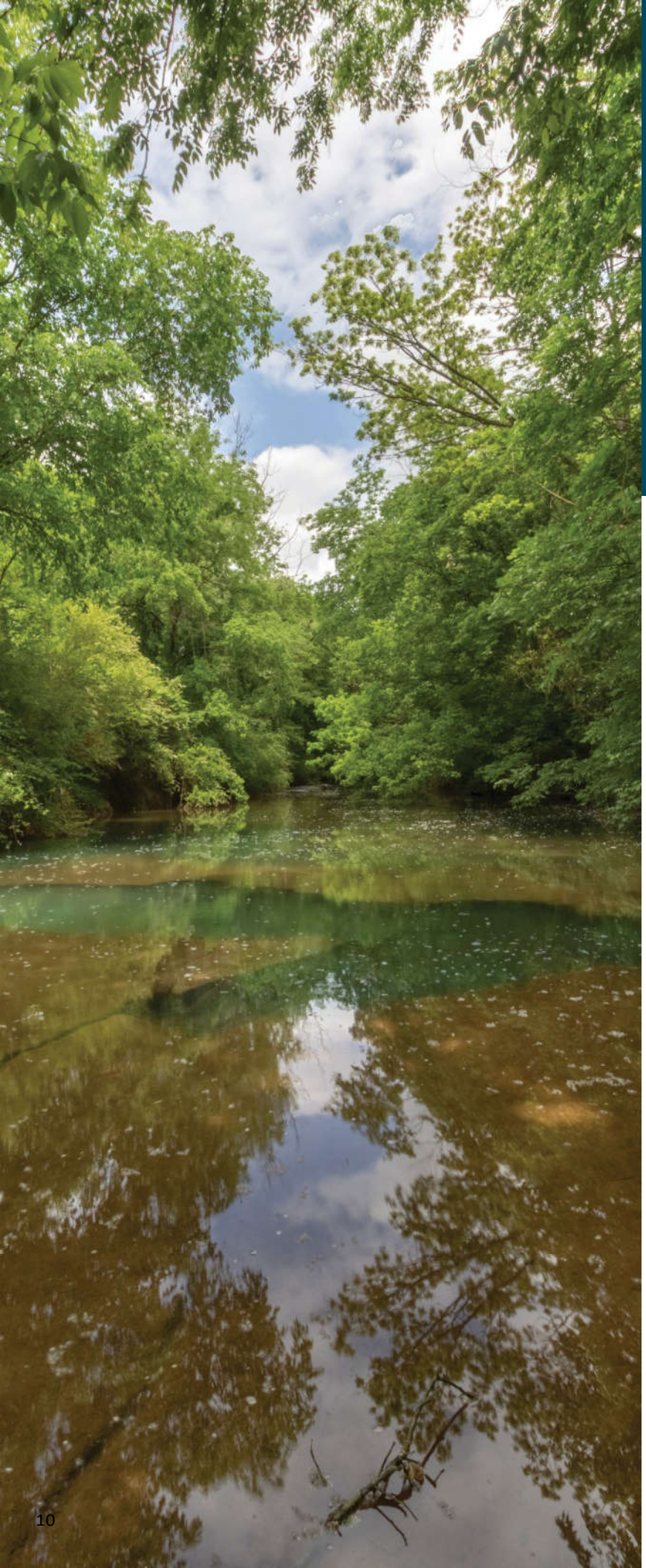
GOAL TWO

Cannon County maximizes their tourism potential within the parks and recreation system.

Objective: Cannon County promotes the most efficient and comprehensive use of its green spaces to attract additional visitors.

- ✱ ›› Action Item: Enhance marketing efforts of current parks and recreation inventory.
- ✱ ›› Action Item: Explore additional opportunities to increase the number of visitors in the parks such as weekly events during the summer, seasonal decor, art installation from local artists, and outdoor productions.
- ✱ ›› Action Item: Charge for the use of the horse arena and pavilion at the fairgrounds.
- ›› Action Item: Provide free public Wi-Fi within the parks.
- ›› Action Item: Provide spaces that are dog-friendly.
- ›› Action Item: Actively work to improve the county's state health ranking by encouraging the creation of group fitness classes that utilize the outdoor space available through the parks and recreation system.





Maps

The maps contained on the following pages include:

- Dillon Park Conceptual
- Cannon County Fairgrounds Conceptual
- East Fork Stones Greenway Conceptual
- Cannon County Public Lands

Dillon Park Conceptual

Dillon Park (18.23 Ac)

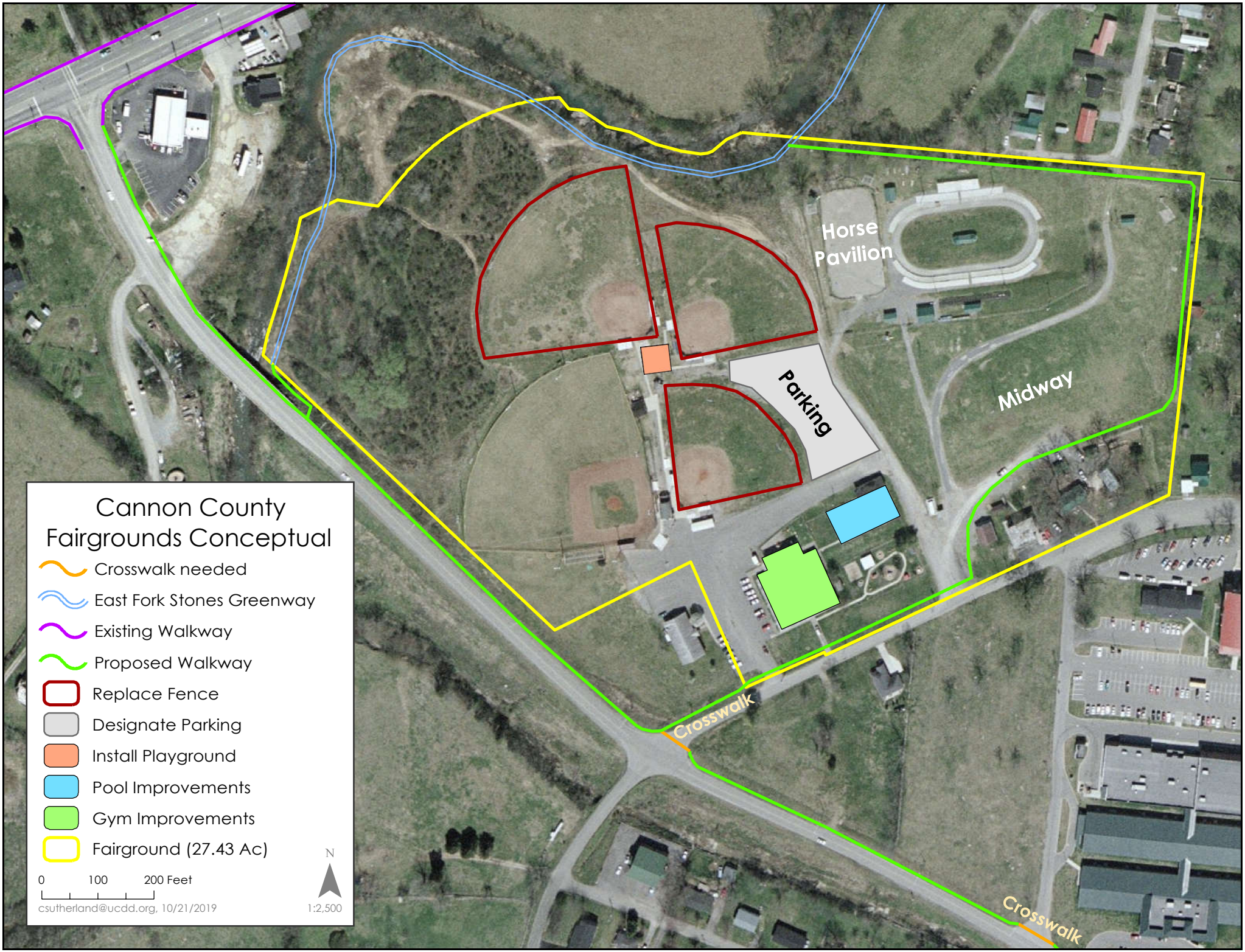
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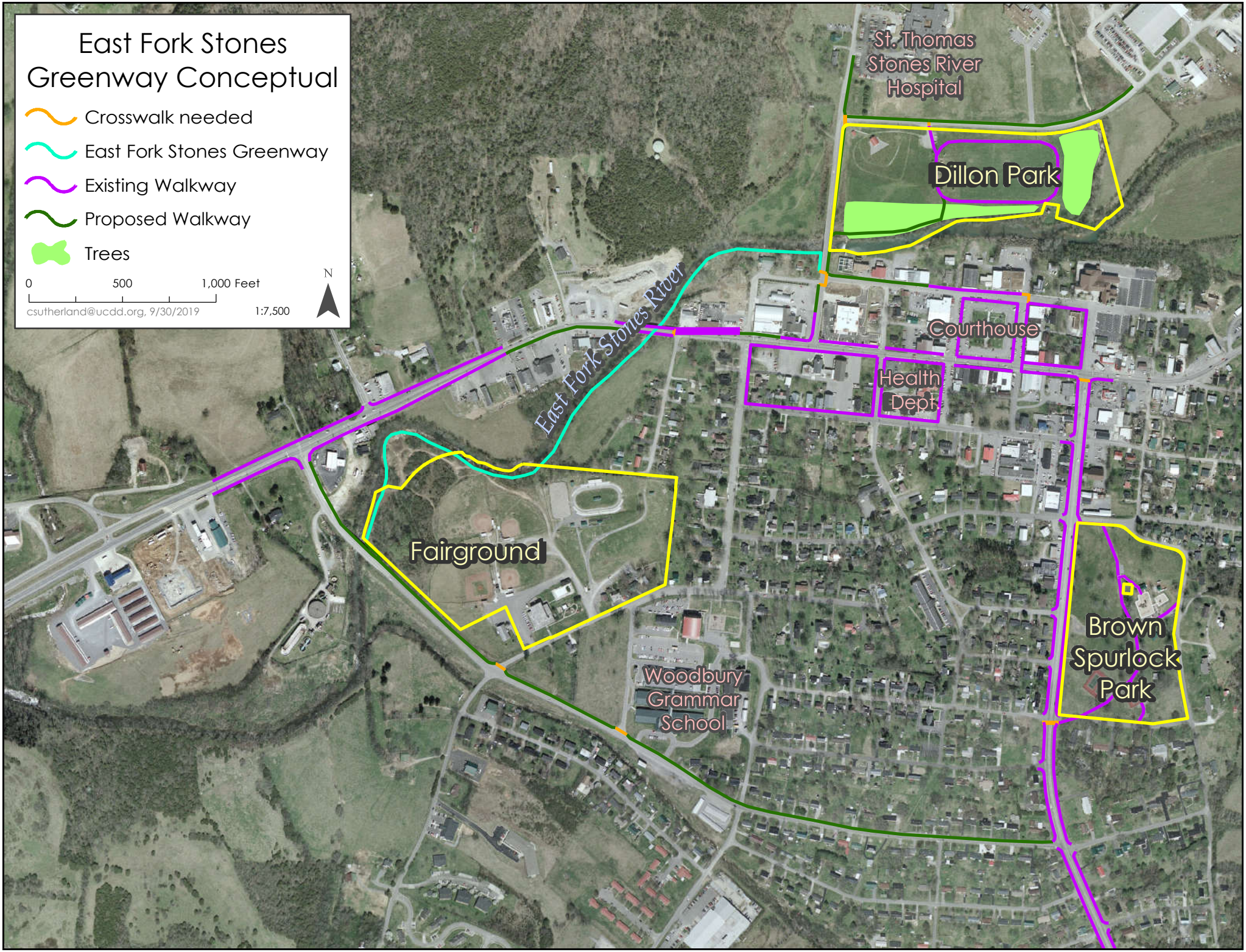
csutherland@ucdd.org, 5/23/2019

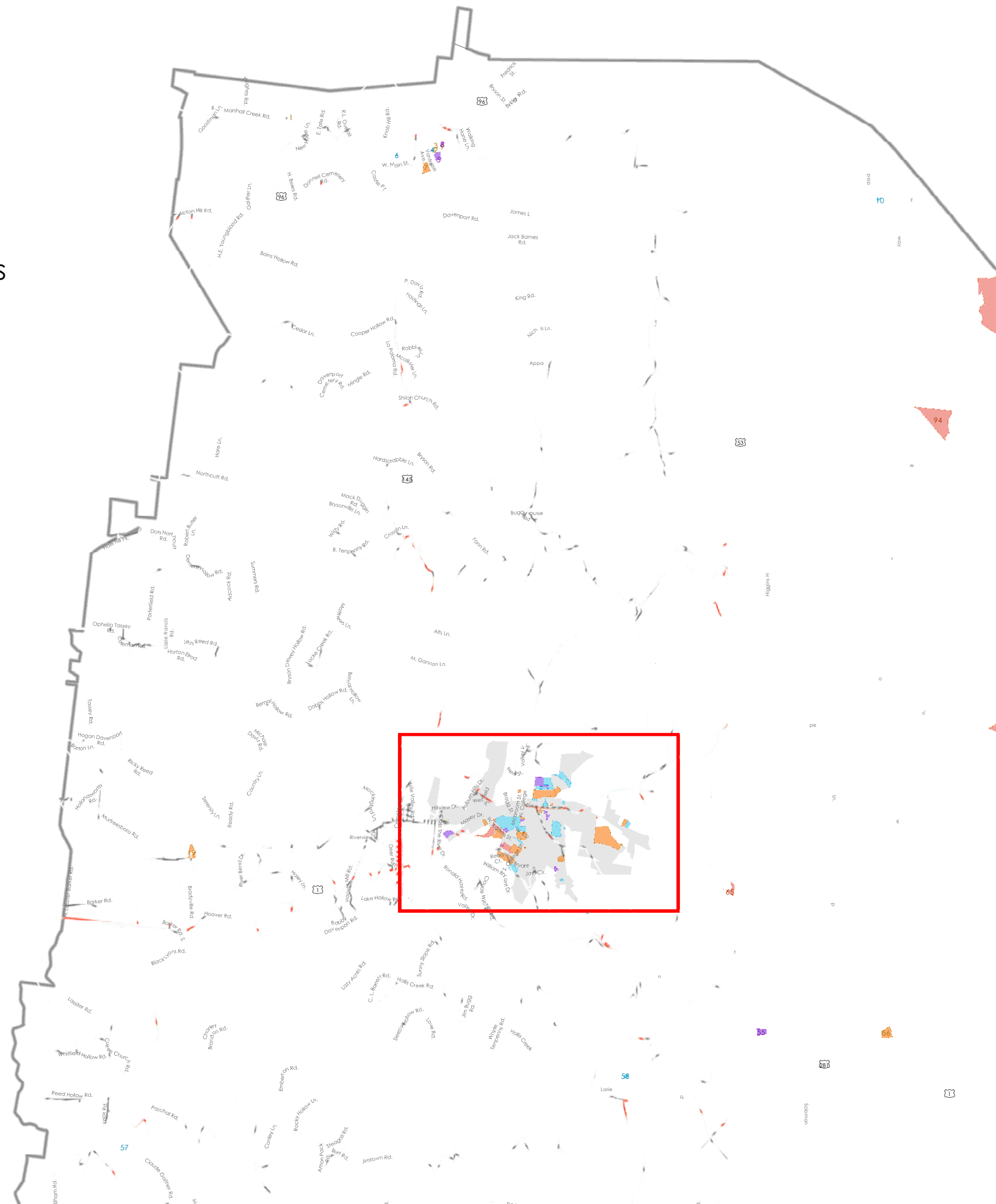
1:2,000

N




Horse Pavilion
Parking
Midway
Crosswalk
Crosswalk
Cannon County Fairgrounds Conceptual
Crosswalk needed
East Fork Stones Greenway
Existing Walkway
Proposed Walkway
Replace Fence
Designate Parking
Install Playground
Pool Improvements
Gym Improvements
Fairground (27.43 Ac)
N
0 100 200 Feet
csutherland@ucdd.org, 10/21/2019
1:2,500


East Fork Stones Greenway Conceptual
Crosswalk needed
East Fork Stones Greenway
Existing Walkway
Proposed Walkway
Trees
0
500
1,000 Feet
csutherland@ucdd.org, 9/30/2019
1:7,500
N
St. Thomas Stones River Hospital
Dillon Park
East Fork Stones River
Courthouse
Health Dept.
Fairground
Woodbury Grammar School
Brown Spurlock Park


Marshall Creek Rd.
W. Main St.
Davenport Rd.
Bains Hollow Rd.
King Rd.
Cooper Hollow Rd.
Shiloh Church Rd.
Northcutt Rd.
Brysan Rd.
Buggy House Rd.
Fann Rd.
Alfs Ln.
M. Gannon Ln.
Dogan Hollow Rd.
Hogan Davenport Rd.
Murfreesboro Rd.
Barker Rd.
Hoover Rd.
Lake Hollow Rd.
Hollis Creek Rd.
Reed Hollow Rd.
Paschal Rd.
Jimtown Rd.
Lorie
Solomon
Higgins H
Broad St
Hillview Dr.
Maxey Dr.
Ronald Honeycutt Dr.
William Bryant Dr.
Jay Cir.
Valley Dr.
Deer Run
Riverview Dr.
Dave The River Dr.
Mountain View Dr.
Mountain View Ln.
Willie Ln.
Holland Hill Rd.
Mountain Dr.
Mountain Ln.
Mountain Rd.
Mountain Pl.
Mountain Ave.
Mountain Cir.
Mountain Ct.
Mountain Trl.
Mountain Way
Mountain Blvd.
Mountain Pkwy
Mountain Hwy
Mountain Expy
Mountain Tpke
Mountain Fwy
Mountain Trwy
Mountain Xing
Mountain Aly
Mountain Path
Mountain Trail
Mountain Sq.
Mountain Loop
Mountain Mall
Mountain Plz.
Mountain Grn.
Mountain Pt.
Mountain Rdg.
Mountain Spg.
Mountain Hbr.
Mountain Clf.
Mountain Vw.
Mountain Shr.
Mountain Wds.
Mountain Cswy
Mountain Un.
Mountain Ests.
Mountain Gdns.
Mountain Lndg.
Mountain Mdws.
Mountain Orch.
Mountain Pkwy.
Mountain Plns.
Mountain Rdgs.
Mountain Spgs.
Mountain Trce.
Mountain Vws.
Mountain Xrds.
Mountain Aly.
Mountain Arc.
Mountain Bnd.
Mountain Byp.
Mountain Cir.
Mountain Ct.
Mountain Dr.
Mountain Fld.
Mountain Frk.
Mountain Grv.
Mountain Hts.
Mountain Hvn.
Mountain Inl.
Mountain Isl.
Mountain Jct.
Mountain Knl.
Mountain Lgt.
Mountain Mnr.
Mountain Mtn.
Mountain Orch.
Mountain Pass
Mountain Path
Mountain Pike
Mountain Pl.
Mountain Rd.
Mountain Row
Mountain Run
Mountain Shl.
Mountain Shr.
Mountain Spg.
Mountain Sq.
Mountain Sta.
Mountain Strm
Mountain Trce
Mountain Trl.
Mountain Vly.
Mountain Vw.
Mountain Wds.
Mountain Xrd.
Mountain Yd.
Mountain Zn.
Mountain Aly.
Mountain Arc.
Mountain Bnd.
Mountain Byp.
Mountain Cir.
Mountain Ct.
Mountain Dr.
Mountain Fld.
Mountain Frk.
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Mountain Trl.
Mountain Vly.
Mountain Vw.
Mountain Wds.
Mountain Xrd.
Mountain Yd.
Mountain Zn.

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UC DD Upper Cumberland Development District

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APPENDIX L

Resolution #_____Dated_____, 202___– ADA Transition Plan Adoption