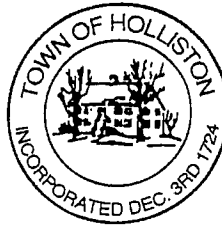


## APPENDIX C - ADA ACCESS SELF-EVALUATION



**Town of Holliston  
Notice Under the Americans  
With Disabilities Act**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Holliston has appointed Town Administrator Paul D. Le Beau as ADA Coordinator effective July 1, 1994. He may be reached at the following:

**Paul D. Le Beau**  
ADA Coordinator,  
Town Hall, Room 103  
703 Washington Street  
Holliston MA 01746

**Phone:** 508.429.0608  
**Fax:** 508.429.0684

**Email:** [lebeaup@holliston.k12.ma.us](mailto:lebeaup@holliston.k12.ma.us)

---

Andrew M. Porter  
Chairman, Holliston Board of Selectmen

July 20, 2007

**TOWN OF HOLLISTON**  
**Grievance Procedure under**  
**The Americans with Disabilities Act**

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 Town of Holliston. The Town's Consolidated Personnel By-law 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:

**Paul D. Le Beau, ADA Coordinator, Town Hall, Room 103, 703  
Washington Street, Holliston, MA 01746, telephone 508.429.0608,  
facsimile 508.429.0684, e-mail [lebeaup@holliston.k12.ma.us](mailto:lebeaup@holliston.k12.ma.us)**

Within fifteen (15) calendar days after receipt of the complaint, Paul Le Beau or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within fifteen (15) calendar days of the meeting, Paul Le Beau or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Town of Holliston and offer options for substantive resolution of the complaint.

If the response by Paul Le Beau or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within fifteen (15) calendar days after receipt of the response to the Board of Selectmen or their designee.

Within fifteen (15) calendar days after receipt of the appeal, the Board of Selectmen or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the Board of Selectmen 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 written complaints received by Paul Le Beau or his designee, appeals to the Board of Selectmen or their designee, and responses from these two offices will be retained by the Town of Holliston for at least three years.

# TOWN OF HOLLISTON

## NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Holliston will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** the Town of Holliston does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

**Effective Communication:** the Town of Holliston will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Town of Holliston's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** the Town of Holliston will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the Town of Holliston's offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town of Holliston, should contact the office of **Paul D. Le Beau, ADA Coordinator, Town Hall, Room 103, 703 Washington Street, Holliston, MA 01746, telephone 508.429.0608, facsimile 508.429.0684, e-mail [lebeaup@holliston.k12.ma.us](mailto:lebeaup@holliston.k12.ma.us)**, as soon as possible but no later than forty-eight (48) hours before the scheduled event.

The ADA does not require the Town of Holliston to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the Town of Holliston is not accessible to persons with disabilities should be directed to: **Paul D. Le Beau, ADA Coordinator, Town Hall, Room 103, 703 Washington Street, Holliston, MA 01746, telephone 508.429.0608, facsimile 508.429.0684, e-mail [lebeaup@holliston.k12.ma.us](mailto:lebeaup@holliston.k12.ma.us)**.

The Town of Holliston will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Town of Holliston

community and to offer as wide a variety of opinion and expression as is practicable. In no case should books or other library materials be excluded because of the race or nationality or the social, political or religious views of the authors, and no books or other library materials should be proscribed or removed from the Town library only because of partisan or doctrinal disapproval.

### ARTICLE XXI EQUAL OPPORTUNITY

**Section 1.** It shall be the policy of the Town of Holliston to provide equal opportunity to all persons without discrimination because of race, color, religious creed, national origin, sex, age or ancestry of any individual.

**Section 2.** No Town agency shall knowingly enter into any contract for the purchase of goods or services or for the construction, maintenance, renovation or repair of any building, structure, street, way, utility or other public work with any contractor, sub-contractor or supplier which does not provide equal employment opportunity for all qualified persons without regard to race, color, religious creed, national origin, sex, age or ancestry, unless based upon a bonafide occupational qualification.

**Section 3.** All contracts for goods and services made with the Town in excess of ten thousand dollars (\$10,000) shall include provisions designed to insure compliance with this by-law and Chapter 151B of the General Laws, as amended.

### ARTICLE XXII REMOVAL OF EARTH PRODUCTS

**Section 1.** The removal from any premises of more than ten (10) cubic yards of earth products, including sod, loam, sand or gravel, in any one year shall be prohibited except when incidental to and in connection with the construction of a building or street or other activity authorized in the zoning by-law.

**Section 2.** Removal of earth products prohibited by Section 1 of Article XXII may be authorized by the Board of Appeals by Special Permit provided it determines that the activities involved are not harmful or detrimental to the present or future character of the neighborhood or the Town. Before issuing such a special permit the petitioner shall file a bond or other security satisfactory to the board to guarantee performance of the conditions of the special permit. Such conditions shall require, as a minimum, the Operation and Restoration Standards recommended by the Middlesex Conservation District and on file with the Board of Appeals at the time the petition is filed. The permit issued shall be granted only to the petitioner as a personal right and shall not be transferable. (Approved 8/24/90)

**Section 3.** With the exception of work done by or for an owner-occupant of an individual single-family or two-family dwelling for home improvement purposes, in all areas which are disturbed, topsoil removed therefrom shall be stockpiled on site until completion of operations and promptly thereafter each disturbed area, on which structures, parking lots or ways are not in place, shall be recovered with topsoil to a depth of at least that which previously existed, but, in any event, with no less than four inches (4) of compacted topsoil in the uppermost layer.

**ADMINISTRATIVE ORDER NUMBER 7  
EQUAL EMPLOYMENT OPPORTUNITY**

The Town of Holliston is committed to the principles of Equal Employment Opportunity and Affirmative Action. This commitment requires that the Town comply with all applicable statutes, regulations and government orders pertaining to non-discriminating employment practices, and also that an atmosphere be provided within Town government that will assure all persons the opportunity to succeed on merit, without regard to race, color, religion, national origin, sex, age, handicap or veteran status.

This statement of policy is to ensure that all Holliston employees, in every department and at every level, are aware that the Equal Employment and Affirmative Action commitments are to be given priority in all aspects of the daily operation of Town government. Decisions in recruiting, hiring, training, promotions, transfers, and terminations must be based on job-related qualifications and not irrelevant personal characteristics such as gender, color, or ancestry. The principle of Equal Opportunity must also be reflected in all Town programs and benefits for employees.

**TOWN OF HOLLISTON  
PERSONNEL ADMINISTRATIVE ORDER NUMBER 21  
DRUG FREE WORKPLACE**

**1. PURPOSE:** To outline the Town's policy on drugs in the workplace and to ensure compliance with applicable federal and state laws and Town by-laws.

**2. APPLICATION:** This Order applies to all employees of the Town excluding those employees under the supervision and control of the School Committee. Employees subject to the Massachusetts Civil Service laws and/or collective bargaining agreements are subject only to those provisions of this order which are not specifically regulated by law or agreement.

**3. DEFINITIONS:** workplace - the location to which an employee reports to perform his or her duties in Town service.

Controlled substance - those substances listed in the federal Controlled Substance Act (21 U.S.C. 812), including, but not limited to, marijuana, cocaine, morphine, heroin, amphetamines and barbiturates. For the purpose of this order, "drugs" shall refer to controlled substances, and not alcohol or those substances issued in accordance with a valid prescription.

Conviction - having been found guilty in a court of law.

**4. POLICY:** to provide employees of the Town of Holliston with a working environment that is free of the problems associated with the use and abuse of controlled substances. The use of controlled substances is inconsistent with the behavior expected of employees and subjects the Town to unacceptable risk of workplace accidents or other failures that would undermine the Town's ability to operate effectively and efficiently.

**5. PROCEDURES:** the non-prescriptive use, sale, possession, distribution, manufacture or transfer of controlled substances on Town property, or at any other work site where employees may be assigned, or elsewhere during work hours, is strictly prohibited.

Further prohibited is the use, sale, possession, distribution, dispensation, manufacture or transfer of controlled substances on non-working time to the extent that such use impairs an employee's ability to perform his or her job or where such use, sale, possession, distribution, dispensation, manufacture or transfer affects the reputation of the Town to the general public or otherwise threatens its integrity.

Employees who are convicted of controlled substance related violations in the workplace under state or federal law, or who plead guilty or nolo contendere to such charges, must inform their department head or appointing authority within five (5) days of such conviction or plea. Department heads or appointing authorities shall notify the Town Administrator immediately.

Employees who are convicted, or who plead guilty or nolo contendere to such drug related violations may be required to successfully complete a drug abuse or similar programs a condition of continued employment or re-employment.

TOWN OF HOLLISTON  
PERSONNEL ADMINISTRATIVE ORDER NUMBER 21  
DRUG FREE WORKPLACE

All employees must sign a statement (Attachment A) indicating that they have been informed of the rules and requirements of the this order.

6. **EMPLOYEE ASSISTANCE:** the Town recognizes drug dependency as an illness and a major public health problem. The Town's objective is to prevent conviction for drug related offenses. Employees who wish to obtain help in dealing with such problems are encouraged to contact their department head or appointing authority, the Town Administrator or their health insurance provider for assistance. Conscientious efforts to seek such help will not jeopardize an employee's job and will not be noted in any personnel record.

7. **SANCTIONS:** violations of any provision of this policy may result in disciplinary action up to and including termination from Town service.

8. **EFFECTIVE DATE:** This Administrative Order shall take effect immediately.

9. **REFERENCE:** Federal Drug Free Workplace Act of 1988.

Approved: December 14, 1994

Town Administrator

ATTACHMENT A

Date \_\_\_\_\_

Town Administrator  
Town hall  
Holliston, MA 01746

Dear Town Administrator:

I certify that I have been given the opportunity to review the Drug Free Workplace order and that I have been granted the opportunity to ask my supervisor questions about this policy.

Employee's Name \_\_\_\_\_

Department Head's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Department Head's Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Department \_\_\_\_\_

**TOWN OF HOLLISTON  
PERSONNEL ADMINISTRATIVE ORDER NUMBER 22  
GRIEVANCE PROCEDURE**

1. **PURPOSE:** To outline the Town's policy for resolving employee grievances.
2. **APPLICATION:** This Order applies to all employees of the Town excluding those employees under the supervision and control of the School Committee, those employees covered by a collective bargaining agreement between the Town and the Holliston Police Association and those employees having separate employment agreements with the Town.
3. **POLICY:** The employee who feels that he has received inequitable treatment because of some condition of his employment may personally, or through his representative, appeal for relief from that condition. It is understood that issues involving the increase or decrease of general wage rates or salaries and issues not having to do directly and primarily with the day-to-day working life of the employee and relationships with his supervisor shall not be considered the subject of a grievance and consequently shall not be the subject of any grievance procedure.
4. **PROCEDURE:** All grievances shall be handled in accordance with the grievance procedure set forth herein. The procedure to settle grievances shall be as follows:

*Step 1* - The employee shall present his grievance to his supervisor or department head, as the case may be. If the supervisor or department head cannot make immediate solution satisfactory to both parties, the employee shall resume his regular duties. If the dispute involves the employee's work load, duties or schedule, he shall continue to perform his work as assigned until the dispute shall be resolved. The employee shall then prepare a *written* statement of the grievance which shall be submitted to the department head. The department head shall, within forty-eight (48) hours of the receipt thereof, attempt to negotiate a settlement or adjustment of the grievance with the employee. If a satisfactory settlement cannot be reached within said forty-eight (48) hours, the department head shall render a written decision within two (2) working days after the end of said forty-eight (48) hours and forward a copy of his decision and the grievance to all parties, the Town Administrator and the Board of Selectmen.

*Step 2* - The Town Administrator shall then attempt to negotiate a settlement or adjustment of the grievance with the employee, during a period of seven (7) working days after receipt of the decision of the department head or during such longer period as the parties may agree upon but not to exceed thirty (30) days. If a satisfactory settlement cannot be reached within said period, the Town Administrator shall render a written decision within seven (7) working days after the end of the said period and deliver a copy thereof to the employee and the Board of Selectmen.

*Step 3* - If the grievance is not resolved as a result of the written decision of the Town Administrator, then the employee may submit his case to the Personnel Board within ten (10) working days after receipt of the Town Administrator's decision. The Board will review all facts pertinent to the case; provide the employee and other interested parties an opportunity to be heard and recommend remedial action to the Town Administrator. Any hearing before the Personnel Board shall be in accordance with the provisions of the Open Meeting Law and shall include an opportunity for the employee to have a representative of his or her choosing present on his or her behalf and an opportunity for the employee to speak in his or her behalf. The Board will take no more than thirty (30) days to

**PERSONNEL ADMINISTRATIVE ORDER NUMBER 22 - PAGE 2**

make its review and render a final decision.

5. **EFFECTIVE DATE:** This Administrative Order shall take effect immediately.
6. **REFERENCE:** Section 20 of the By-Law.

Approved: December 14, 1994

---

Town Administrator

C:\win\wpwin60\wpdocs\pblmast.wpd disk 5

ADA ACCESS SELF-EVALUATION FACILITY INVENTORY			Patoma-Norfolk St.	Flagg Field-Linden St.	Goodwill Park	High School	Mission Springs	Weston Pond
Facility Inventory	Location							
ACTIVITY	EQUIPMENT	NOTES						
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths	No	No	Yes	No	No	No
		Access to Open Spaces	No	No	Yes	No	No	No
		Back and Arm Rests	No	No	No	No	N/A	N/A
		Adequate number	No	No	5 Tables	No	N/A	N/A
	Grills	Height of Cooking Surface	N/A	N/A	No	No	N/A	N/A
		Located adjacent to accessible paths	No	No		No	No	No
	Trash Cans	Located adjacent to accessible paths	No	No	Yes (4)	Yes	No	No
	Picnic Shelters	Located adjacent to accessible paths	No	No	Yes		No	No
		Located near accessible water fountains, trash can, restroom, parking, etc.	N/A	N/A	No	N/A	No	No
Trails		Surface material	No	No	No	No	No	No
		Dimensions	No	No	No	No	No	No
		Rails	No	No	No	No	No	No
		Signage (for visually impaired)	No	No	No	No	No	No
Swimming Facilities	Pools	Entrance	No	No	No	No	N/A	N/A
		Location from accessible parking	No	No	No	No	N/A	N/A
		Safety features i.e. warning for visually impaired	No	No	No	No	N/A	N/A
	Beaches	Location from accessible path into water	No	No	No	No	N/A	N/A
		Handrails	No	No	No	No	N/A	N/A
		Location from accessible parking	No	No	No	No	N/A	N/A
		Shade provided	No	No	No	No	N/A	N/A
Play Areas(tot lots)	All Play Equipment i.e. swings, slides	Same experience provided to all	No	No	Yes	No	N/A	
		Located adjacent to accessible paths	No	No	Yes	No	N/A	
	Access Routes	Enough space between equipment for wheelchair	No	No	Yes		N/A	
Game Areas: *ballfield *basketball *tennis		Located adjacent to accessible paths	No	No	Yes	Yes	N/A	
	Access Routes	Berm cuts onto courts	No	No	No	N/A	N/A	
		Height	No	No	10 ft. bball nets	No	N/A	
	Equipment	Dimensions	No	No	Yes	No	N/A	
		Spectator Seating	No	No	Yes	Yes	N/A	
Boat Docks	Access Routes	Located adjacent to accessible paths	N/A	N/A		N/A	N/A	
		Handrails				N/A	N/A	
Fishing Facilities	Access Routes	Located adjacent to accessible paths				N/A	N/A	N/A
		Handrails	N/A	N/A		N/A	N/A	N/A
	Equipment	Arm Rests				N/A	N/A	N/A
		Bait Shelves				N/A	N/A	N/A
		Handrails				N/A	N/A	N/A
Programming		Fish Cleaning Tables				N/A	N/A	N/A
	Are special programs facilities accessible?	Learn-to-Swim	N/A	N/A	N/A	N/A	N/A	N/A
		Guided Hikes			N/A	N/A	N/A	N/A
		Interpretive Programs			N/A	N/A	N/A	N/A
Services and Technical Assistance	Information available in alternative formats i.e., for visually impaired		No	No	Braille signs on playground	N/A	N/A	N/A
	Process to request interpretive services (i.e., sign language interpreter) for meetings							N/A

Facility Inventory	Location	Patoma-Norfolk St.	Flagg Field-Linden St.	Goodwill Park	High School	Mission Springs	Weston Pond
ACTIVITY	EQUIPMENT	NOTES					
LOCATION							
PARKING							
Total Spaces	Required Accessible Spaces						
Up to 25	1 space	No	No	w/2 handicap			
26-50	2 spaces				2 spaces by the field	26-50	26-50
51-75	3 spaces					3 handicap	4 handicap
76-100	4 spaces						
101-150	5 spaces						
151-200	6 spaces						
201-300	7 spaces						
301-400	8 spaces						
401-500	9 spaces						
Specification for Accessible Spaces		Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
Accessible space located closest to access entrance			x	x	x	x	x
Where spaces cannot be located within 200 ft. of accessible entrance, drop-off area is provided within 100 ft.				x 2 drop off areas		N/A	N/A
Minimum width of 13 ft. includes 8 ft. space plus 5 ft. aisle				x		x	x
Van space - minimum of one van space for every accessible space, 8 ft. wide plus 8 ft. aisle.				x		x-1	x - 1
Alternative is to make all accessible spaces 11 ft. wide with 5 ft. aisle				x			
Sign with international symbol of accessibility at each space or pair of spaces				x		x	x
Sign minimum 5 ft. maximum 8 ft. to top of sign				x			
Surface evenly paved or hard-packed (no cracks)				x	x	x	x
Surface slope less than 1:20, 5%				x	x		
Curbcut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present				x	N/A		
Curbcut is a minimum width of 3 ft., excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow				x			
RAMPS							
Specification		Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
Slope Maximum 1:12		x	x			x	x
Minimum width 4 ft. between handrails				N/A		x	x
Handrails on both sides if ramp is longer than 6 ft.						x	x
Handrails at 34" and 19" from ramp surface						x	x
Handrails extend 12" beyond top and bottom						x	x
Handgrip oval or round						x	x
Handgrip smooth surface						x	x
Handgrip diameter between 1 1/4" and 2"						x	x
Clearance of 1 1/2" between wall and wall rail						x	x



Facility Inventory	Location	Patoma-Norfolk St.	Flagg Field-Linden St.	Goodwill Park	High School	Mission Springs	Weston Pond
ACTIVITY	EQUIPMENT	NOTES					
Non-slip surface						x	x
Level platforms (4 ft x 4 ft) at every 30 ft., at top, at bottom, at change of direction						x	x
<b>SITE ACCESS, PATH OF TRAVEL, ENTRANCES</b>							
Specification		Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
<b>Site Access</b>							
Accessible path of travel from passenger disembarking area and parking area to accessible entrance		x	x	x	x		
Disembarking area at accessible entrance				x	x		
Surface evenly paved or hard-packed				x	x		
No ponding of water				x	x		
<b>Path of Travel</b>							
Path does not require the use of stairs		x	x	x			
Path is stable, firm and slip resistant				x			
3 ft. wide minimum							
Slope maximum 1:20 (5%) and maximum cross pitch is 2% (1:50)				x			
Continuous common surface, no changes in level greater than 1/2 inch				x			
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane				x			
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"				N/A			
Curb on the pathway must have curb cuts at drives, parking and drop-offs				N/A			
<b>Entrances</b>							
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and not be the service entrance		x	x	x			
Level space extending 5 ft. from the door, interior and exterior of entrance doors				x			
Minimum 32" clear width opening (i.e., 36" door with standard hinge)				N/A			
At least 18" clear floor area on latch, pull side of door				N/A			
Door handle no higher than 48" and operable with a closed fist				N/A			
Vestibule is 4ft plus the width of the door swinging into the space				N/A			
Entrance(s) on a level that makes elevators accessible				N/A			
Door mats less than 1/2 " thick are securely fastened				N/A			
Door mats more than 1/2" thick are recessed				N/A			
Grates in path of travel have openings of 1/2" maximum							
Signs at non-accessible entrance(s) indicate direction to accessible entrance				N/A			
Emergency egress - alarm with flashing lights and audible signals, lighted				N/A Garage			

Facility Inventory		Location	Patoma-Norfolk St.		Flagg Field-Linden St.		Goodwill Park		High School		Mission Springs		Weston Pond	
ACTIVITY	EQUIPMENT	NOTES												
STAIRS AND DOORS														
Specification			Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Stairs														
No open risers			N/A		N/A		N/A				N/A		N/A	
Nosings not projecting														
Treads no less than 11" wide														
Handrail on both sides														
Handrail 34"-38" above tread														
Handrail extends a minimum of 1 ft. beyond top and bottom riser (if no safety hazard and space permits)														
Handgrip oval or round														
Handgrip has a smooth surface														
Handgrip diameter between 1 1/4" and 1 1/2"														
1 1/2" clearance between wall and handrail														
Doors														
Minimum 32" clear opening			N/A		N/A		x Garage doors							
At least 18" clear floor space on pull side of door							x Garage doors							
Closing speed minimum 3 seconds to within 3" of the latch							x Garage doors							
Maximum pressure 5 pounds interior doors							x							
Threshold maximum 1/2" high, beveled on both sides							x							
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)							x							
Hardware minimum 36", maximum 48" above the floor							x							
Clear, level floor space extends out 5 ft. from both side of the door							x							
Door adjacent to revolving door is accessible and unlocked							x							
Doors opening into hazardous area have hardware that is knurled or roughened							x							
RESTROOMS - also see Doors and Vestibules														
Specification			Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
5 ft turning space measured 12" from the floor			N/A		N/A		N/A				N/A		N/A	
At least one Sink:														
Clear floor space of 30" by 48" to allow a forward approach														
Mounted without pedestal or legs, height 34" to top of rim														
Extends at least 22" from the wall														
Open knee space a minimum 19" deep, 30" width, and 27" high														
Cover exposed pipes with insulation														
Faucets operable with closed fist (lever or spring activated handle)														
At least one Stall:														
Accessible to person using wheelchair at 60" wide by 72" deep			N/A		N/A		N/A							
Stall door is 36" wide														

Facility Inventory		Location	Patoma-Norfolk St.		Flagg Field-Linden St.		Goodwill Park		High School		Mission Springs		Weston Pond	
ACTIVITY	EQUIPMENT	NOTES												
Stall door swings out														
Stall door is self closing														
Stall door has a pull latch														
Lock on stall door is operable with a closed fist, and														
32" above the floor														
Coat hook is 54" high														
Toilet														
18" from center to nearest side wall			N/A		N/A		N/A							
42" minimum clear space from center to farthest wall														
or fixture														
Top of seat 17"-19" above the floor														
Grab Bars														
On back and side wall closest to toilet			N/A		N/A		N/A							
1 1/4" diameter														
1 1/2" clearance to wall														
Located 30" above and parallel to the floor														
Acid-etched or roughened surface														
42" long														
Fixtures														
Toilet paper dispenser is 24" above floor														
One mirror set a maximum 38" to bottom (if tilted, 42")														
Dispensers (towel, soap, etc.) at least one of each a maximum 42" above the floor														
FLOORS, DRINKING FOUNTAINS, TELEPHONES														
Specification			Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Floors			N/A		N/A				N/A		N/A		N/A	
Non-slip surface														
Carpeting is high-density, low pile, non-absorbent stretched taut, securely anchored														
Corridor width minimum is 3 ft.														
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor														
Drinking Fountains														
Spouts no higher than 36" from floor to outlet			N/A		N/A		fountain installed in spring							
Hand operated push button or level controls														
Spouts located near front with stream of water as parallel to front as possible														
If recessed, recess a minimum 30" width, and no deeper than depth of fountain														
If no clear knee space underneath, clear floor space 30"x48" to allow parallel approach														
Telephones														
Highest operating part a maximum 54" above the floor														
Access within 12" of phone, 30" high x 30" wide														
Adjustable volume control on headset so identified														

Facility Inventory		Location	Patoma-Norfolk St.	Flagg Field-Linden St.	Goodwill Park	High School	Mission Springs	Weston Pond
ACTIVITY	EQUIPMENT	NOTES						
<b>SIGNS, SIGNALS AND SWITCHES</b>								
<i>Specification</i>			Yes	No	Yes	No	Yes	No
<b>Switches, Controls and Signs</b>								
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc., must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			N/A	N/A	N/A	N/A	N/A	N/A
Electrical outlets centered no lower than 18" above the floor								
Warning signals must be visual as well as audible								
<b>Signs</b>								
Mounting height must be 60" to centerline of the sign								
Within 18" of door jamb or recessed								
Letters and numbers at least 1 1/4" high								
Letters and numbers raised .03"								
Letters and numbers contrast with the background color								
<b>SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area</b>								
<i>Specification</i>			Yes	No	Yes	No	Yes	No
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			N/A	N/A	N/A	N/A	N/A	N/A
Lifting device								
Transfer area 18" above the path of travel and a minimum of 18" wide								
Unobstructed path of travel not less than 48" wide around pool								
Non-slip surface								
<b>SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use</b>								
<i>Specification</i>			Yes	No	Yes	No	Yes	No
Stalls 36" by 60" minimum, with a 36" door opening			N/A	N/A	N/A	N/A	N/A	N/A
Floors are pitched to drain the stall at the corner farthest from entrance								
Floors are non-slip surface								
Controls operate by a single lever with a pressure balance mixing valve								
Controls are located on the center wall adjacent to the hinged seat								
Shower heads attached to a flexible metal hose								
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor								
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long								
Soap trays without handhold features unless they can support 250 pounds								
2 grab bars are provided, one 30" and one 48" long,								

Facility Inventory		Location	Patoma-Norfolk St.		Flagg Field-Linden St.		Goodwill Park		High School		Mission Springs		Weston Pond	
ACTIVITY	EQUIPMENT	NOTES												
or one continuous L shaped bar														
Grab bars are placed horizontally at 36" above the floor line														
PICNICKING														
Specification			Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
A minimum of 5% of the total tables must be accessible with clear space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access				x		x	x		N/A		N/A		N/A	
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide and 24" deep							x							
Top of table no higher than 32" above ground							x							
Surface of the clear ground space under and around the table must be stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions							x							
Accessible tables, grills and fire rings must have clear ground space of at least 36" around the perimeter							N/A							

ADA ACCESS SELF-EVALUATION FACILITY INVENTORY			Stoddard Park	Flagg Building	Senior Center
Facility Inventory	Location				
ACTIVITY	EQUIPMENT	NOTES			
Picnic Facilities		Located adjacent to accessible paths	No	N/A	Yes
	Tables & Benches	Access to Open Spaces			
		Back and Arm Rests	No		No
		Adequate number	x		
	Grills	Height of Cooking Surface		N/A	
		Located adjacent to accessible paths			
	Trash Cans	Located adjacent to accessible paths	x	x	
	Picnic Shelters	Located adjacent to accessible paths	No	N/A	
		Located near accessible water fountains, trash can, restroom, parking, etc.	x		
Trails		Surface material	No	N/A	N/A
		Dimensions	No		
		Rails	No		
		Signage (for visually impaired)	No		
Swimming Facilities	Pools	Entrance	N/A	N/A	N/A
		Location from accessible parking	N/A		
		Safety features i.e. warning for visually impaired	N/A		
	Beaches	Location from accessible path into water	No	N/A	N/A
		Handrails	No		
		Location from accessible parking	No		
		Shade provided			
	All Play Equipment i.e. swings, slides	Same experience provided to all	No	N/A	N/A
Play Areas(tot lots)		Located adjacent to accessible paths	No		
	Access Routes	Enough space between equipment for wheelchair	No	N/A	
Game Areas:		Located adjacent to accessible paths	x		
*ballfield	Access Routes	Berm cuts onto courts	N/A	N/A	N/A
*basketball		Height	N/A		
*tennis	Equipment	Dimensions	N/A	N/A	N/A
		Spectator Seating	N/A		
Boat Docks	Access Routes	Located adjacent to accessible paths	N/A	N/A	N/A
		Handrails	N/A		
Fishing Facilities	Access Routes	Located adjacent to accessible paths	x	N/A	N/A
		Handrails	No		
	Equipment	Arm Rests	N/A	N/A	N/A

ADA ACCESS SELF-EVALUATION FACILITY INVENTORY			Stoddard Park		Flagg Building		Senior Center	
Facility Inventory	Location							
		Bait Shelves	N/A					
		Handrails	N/A					
		Fish Cleaning Tables	N/A					
Programming	Are special programs facilities accessible?	Learn-to-Swim	N/A		N/A		N/A	
		Guided Hikes	N/A		N/A		N/A	
		Interpretive Programs	N/A		x		N	
Services and	Information available in alternative formats i.e., for visually impaired		N/A		No			
Technical Assistance	Process to request interpretive services (i.e., sign language interpreter) for meetings		N/A		x			
<b>LOCATION</b>								
<b>PARKING</b>								
Total Spaces	Required Accessible Spaces							
Up to 25	1 space							
26-50	2 spaces				2			
51-75	3 spaces							
76-100	4 spaces						4	
101-150	5 spaces							
151-200	6 spaces							
201-300	7 spaces							
301-400	8 spaces							
401-500	9 spaces							
Specification for Accessible Spaces			Yes	No	Yes	No	Yes	No
Accessible space located closest to accessible entrance			x		x		X	
Where spaces cannot be located within 200 ft. of accessible entrance, drop-off area is provided within 100 ft.			N/A		N/A		N/A	
Minimum width of 13 ft. includes 8 ft. space plus 5 ft. aisle			x		x		x	
Van space - minimum of one van space for every accessible space, 8 ft. wide plus 8 ft. aisle. Alternative is to make all accessible spaces 11 ft. wide with 5 ft. aisle			x		x		x	
Sign with international symbol of accessibility at each space or pair of spaces			x		x		x	
Sign minimum 5 ft. maximum 8 ft. to top of sign			x		x		x	
Surface evenly paved or hard-packed (no cracks)			x		x		x	
Surface slope less than 1:20, 5%			x				x	
Curbcut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present			x		N/A		x	
Curbcut is a minimum width of 3 ft., excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow			x		N/A		N/A	
<b>RAMPS</b>								
Specification			Yes	No	Yes	No	Yes	No
Slope Maximum 1:12			N/A		x		x	

ADA ACCESS SELF-EVALUATION FACILITY INVENTORY			Stoddard Park	Flagg Building	Senior Center
Facility Inventory	Location				
Minimum width 4 ft. between handrails				x	x
Handrails on both sides if ramp is longer than 6 ft.		N/A	N/A		x
Handrails at 34" and 19" from ramp surface		N/A	N/A		x
Handrails extend 12" beyond top and bottom		N/A	N/A		x
Handgrip oval or round		N/A	N/A		x
Handgrip smooth surface		N/A	N/A		x
Handgrip diameter between 1 1/4" and 2"		N/A	N/A		x
Clearance of 1 1/2" between wall and wall rail			N/A		x
Non-slip surface			x		x
Level platforms (4 ft x 4 ft) at every 30 ft., at top, at bottom, at change of direction			N/A		x
<b>SITE ACCESS, PATH OF TRAVEL, ENTRANCES</b>					
Specification			Yes No	Yes No	Yes No
<b>Site Access</b>			<b>Outdoor Park</b>		
Accessible path of travel from passenger disembarking area and parking area to accessible entrance		x	x		N/A
Disembarking area at accessible entrance		x	x		
Surface evenly paved or hard-packed		x	x		
No ponding of water		x	x		
<b>Path of Travel</b>					
Path does not require the use of stairs		x	x		x
Path is stable, firm and slip resistant		x	x		x
3 ft. wide minimum		x	x		
Slope maximum 1:20 (5%) and maximum cross pitch is 2% (1:50)		x	x		x
Continuous common surface, no changes in level greater than 1/2 inch		x	x		x
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane		x	x		x
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"		x	x		x
Curb on the pathway must have curb cuts at drives, parking and drop-offs		x	x		x
<b>Entrances</b>					
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and not be the service entrance		N/A	N/A		x
Level space extending 5 ft. from the door, interior and exterior of entrance doors					
Minimum 32" clear width opening (i.e., 36" door with standard hinge)					x
At least 18" clear floor area on latch, pull side of door					x
Door handle no higher than 48" and operable with a closed fist					x



ADA ACCESS SELF-EVALUATION FACILITY INVENTORY							
Facility Inventory	Location	Stoddard Park		Flagg Building		Senior Center	
Vestibule is 4ft plus the width of the door swinging into the space							X
Entrance(s) on a level that makes elevators accessible							X
Door mats less than 1/2 " thick are securely fastened							X
Door mats more than 1/2" thick are recessed							X
Grates in path of travel have openings of 1/2" maximum							X
Signs at non-accessible entrance(s) indicate direction to accessible entrance							X
Emergency egress - alarm with flashing lights and audible signals, sufficiently lighted							X
STAIRS AND DOORS							
Specification		Yes	No	Yes	No	Yes	No
Stairs							
No open risers		N/A		N/A		X	
Nosings not projecting						X	
Treads no less than 11" wide						X	
Handrail on both sides						X	
Handrail 34"-38" above tread						X	
Handrail extends a minimum of 1 ft. beyond top and bottom riser (if no safety hazard and space permits)						X	
Handgrip oval or round							X
Handgrip has a smooth surface							X
Handgrip diameter between 1 1/4" and 1 1/2"							X
1 1/2" clearance between wall and handrail							X
Doors							
Minimum 32" clear opening		N/A		N/A		X	
At least 18" clear floor space on pull side of door						X	
Closing speed minimum 3 seconds to within 3" of the latch						X	
Maximum pressure 5 pounds interior doors						X	
Threshold maximum 1/2" high, beveled on both sides						X	
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)						X	
Hardware minimum 36", maximum 48" above the floor						X	
Clear, level floor space extends out 5 ft. from both side of the door						X	
Door adjacent to revolving door is accessible and unlocked						X	
Doors opening into hazardous area have hardware that is knurled or roughened						X	
RESTROOMS - also see Doors and Vestibules							
Specification		Yes	No	Yes	No	Yes	No
5 ft turning space measured 12" from the floor		X		X		X	
At least one Sink:							
Clear floor space of 30" by 48" to allow a forward		X		X		X	

ADA ACCESS SELF-EVALUATION FACILITY INVENTORY			Stoddard Park	Flagg Building	Senior Center
Facility Inventory	Location				
approach					
Mounted without pedestal or legs, height 34" to-top of rim			x	x	x
Extends at least 22" from the wall			x	x	x
Open knee space a minimum 19" deep, 30" width, and 27" high			x		
Cover exposed pipes with insulation				x	x
Faucets operable with closed fist (lever or spring activated handle)					x
<b>At least one Stall:</b>					
Accessible to person using wheelchair at 60" wide by 72" deep			x	x	x
Stall door is 36" wide			x	N/A	x
Stall door swings out			x	N/A	x
Stall door is self closing			x		x
Stall door has a pull latch			x	N/A	x
Lock on stall door is operable with a closed fist, and 32" above the floor			x	x	x
Coat hook is 54" high			N/A	N/A	x
<b>Toilet</b>					
18" from center to nearest side wall			x	x	x
42" minimum clear space from center to farthest wall or fixture			x	x	x
Top of seat 17"-19" above the floor			x	x	x
<b>Grab Bars</b>					
On back and side wall closest to toilet			x	x	x
1 1/4" diameter			x	x	x
1 1/2" clearance to wall			x	x	x
Located 30" above and parallel to the floor			x	x	x
Acid-etched or roughened surface			x	x	x
42" long			x	x	x
<b>Fixtures</b>					
Toilet paper dispenser is 24" above floor			x	x	x
One mirror set a maximum 38" to bottom (if tilted, 42")			x	x	x
Dispensers (towel, soap, etc.) at least one of each a maximum 42" above the floor			N/A	x	x
<b>FLOORS, DRINKING FOUNTAINS, TELEPHONES</b>					
<i>Specification</i>			Yes No	Yes No	Yes No
<b>Floors</b>					
Non-slip surface			N/A	x	x
Carpeting is high-density, low pile, non-absorbent stretched taut, securely anchored				x	
Corridor width minimum is 3 ft.				x	
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor				x	
<b>Drinking Fountains</b>					
Spouts no higher than 36" from floor to outlet			N/A	x	
Hand operated push button or level controls				x	

ADA ACCESS SELF-EVALUATION FACILITY INVENTORY					
Facility Inventory	Location	Stoddard Park	Flagg Building	Senior Center	
Spouts located near front with stream of water as parallel to front as possible			x		
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			x		
If no clear knee space underneath, clear floor space 30"x48" to allow parallel approach			x		
<b>Telephones</b>					
Highest operating part a maximum 54" above the floor		N/A	N/A		
Access within 12" of phone, 30" high x 30" wide					
Adjustable volume control on headset so identified					
<b>SIGNS, SIGNALS AND SWITCHES</b>					
<i>Specification</i>		Yes No	Yes No	Yes No	
<b>Switches, Controls and Signs</b>					
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc., must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach		N/A	x	X	
Electrical outlets centered no lower than 18" above the floor			x		
Warning signals must be visual as well as audible			x		
<b>Signs</b>					
Mounting height must be 60" to centerline of the sign		N/A	N/A	X	
Within 18" of door jamb or recessed					
Letters and numbers at least 1 1/4" high					
Letters and numbers raised .03"					
Letters and numbers contrast with the background color					
<b>SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area</b>					
<i>Specification</i>		Yes No	Yes No	Yes No	
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides		N/A	N/A	N/A	
Lifting device					
Transfer area 18" above the path of travel and a minimum of 18" wide					
Unobstructed path of travel not less than 48" wide around pool					
Non-slip surface					
<b>SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use</b>					
<i>Specification</i>		Yes No	Yes No	Yes No	
Stalls 36" by 60" minimum, with a 36" door opening		N/A	N/A	N/A	
Floors are pitched to drain the stall at the corner farthest from entrance					
Floors are non-slip surface					
Controls operate by a single lever with a pressure balance mixing valve					
Controls are located on the center wall adjacent					

ADA ACCESS SELF-EVALUATION FACILITY INVENTORY						
Facility Inventory	Location		Stoddard Park	Flagg Building	Senior Center	
to the hinged seat						
Shower heads attached to a flexible metal hose						
Shower heads attached to wall mounting adjustable						
from 42" to 72" above the floor						
Seat is hinged and padded and at least 16" deep,						
folds upward, securely attached to side wall,						
height is 18" to the top of the seat, and at least						
24" long						
Soap trays without handhold features unless they						
can support 250 pounds						
2 grab bars are provided, one 30" and one 48" long,						
or one continuous L shaped bar						
Grab bars are placed horizontally at 36" above the						
floor line						
<b>PICNICKING</b>						
<i>Specification</i>			Yes   No	Yes   No	Yes   No	
A minimum of 5% of the total tables must be			x	N/A	N/A	
accessible with clear space under the table						
top not less than 30" wide and 19" deep per						
seating space and not less than 27" clear from						
the ground to the underside of the table. An						
additional 29" clear space (totaling 48") must						
extend beyond the 19" clear space under the table						
to provide access						
For tables without toe clearance, the knee space			x			
under the table must be at least 28" high, 30" wide						
and 24" deep						
Top of table no higher than 32" above ground			x   x			
Surface of the clear ground space under and around						
the table must be stable, firm and slip-resistant, and						
evenly graded with a maximum slope of 2% in all						
directions						
Accessible tables, grills and fire rings must have			x			
clear ground space of at least 36" around the						
perimeter						