

Town Hall



Town of Harwich ADA Transition Plan

June 2018



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114
www.IHCDesign.org • info@IHCDesign.org
617-695-1225 voice/tty

Town Hall

Year Built:

Background

Town Hall, located at 732 Main Street, is a two (2) story building with a Mezzanine. The Treasurer's Office, the Assessor's Office, the Clerk's Office, and a conference room are on the first floor.

The Town Administrator and other Administration offices are located on the Mezzanine (M) level while the Griffin Hearing Room and the Health, Historic and Conservation Commission Offices are on the second floor.

The levels are connected by a set of stairs and an elevator. There are three entrances to the building. Two (2) accessible entrances from the parking lot to the first level and one (1) non-accessible entrance located on Main Street to the Mezzanine level. The accessible route to the mezzanine is via the elevator from the first floor.

The parking lot is located on the north side of the building. Multi-user men's and women's toilet rooms are located on both floors.

Key Accessibility Issues

Entrance and Exits

The curb ramps leading from the parking lot to the accessible entrances have slopes steeper than 1:12 (8.33%) and lack detectable warnings. The cross walk from the parking to the accessible entrance does not have the required curb ramp at the pedestrian cross walk. The path from the inaccessible entrance to the Mezzanine level lacks a detectable warning at the curb ramp.

Parking

Lack of maintenance of accessible features at the parking lot (striping) and the van accessible spaces lack the "Van Accessible" identification sign.

Doors

Many doors throughout the building require excessive opening force to open. Doors to multi-user toilet rooms, the Assessor's Office and several rooms within the Administration Offices lack sufficient maneuvering clearance on the latch side of the doors.

Stairs

The interior staircase connecting the different levels lacks handrails that return smoothly to posts on the second and ground levels.

Elevator

The elevator lacks audible signals. The call button for the main floor on the control panel within the elevator lacks a tactile star.

Service Counters

Service counters throughout the building are located higher than 36 inches above the floor.

Note: The counters located on the first floor have auxiliary counters next to the regular counters.

Assistive Listening Systems

The Griffin Hearing Room on the second floor has an excellent audio amplification system but lacks assistive listening devices.

Toilet Rooms

Minor accessibility issues in the multi-users men's and women's toilet rooms located on the first and second floor include rear grab bars located more than 6" from the side wall, flush control not located on the open/transfer side (women's on the first floor, men's on the second floor), mirrors higher than the maximum allowed and doors to the accessible compartments with malfunctioning self-closing hinges.






Additional Accessibility Issues

- Permanent rooms lack compliant designation signs.
- Emergency egress doors lack signs with raised characters and braille.
- The drinking fountain on the first level lacks clear floor space.



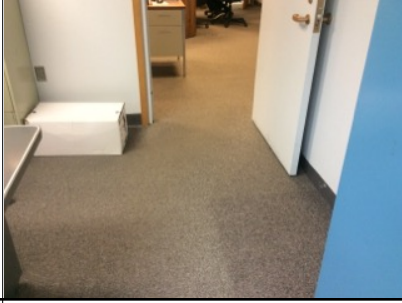


Enhanced Usability:

- Recommend providing a pedestrian cross walk from the accessible parking spaces to the accessible entrance.
- Recommend providing a curb ramp from the parking lot to the accessible entrance (where the pedestrian crossing is provided).


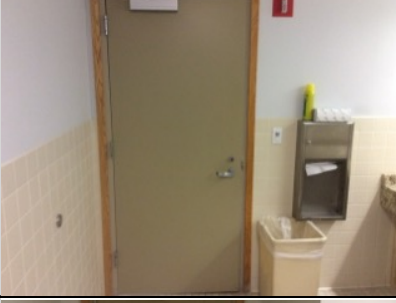

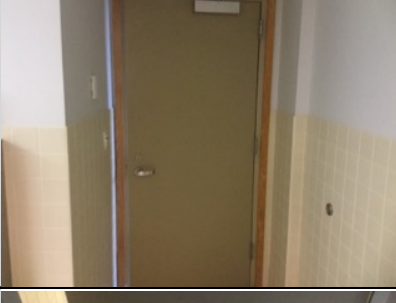

**Town Of Harwich
Town Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity
Approach and Entrance										
Curb Ramp										
1	Parking Lot	Ext.		Curb Ramp			Curb ramp not provided	-	Provide a curb ramp or relocate pedestrian crossing.	2
2	Parking Lot	Ext.		Curb Ramp	34		Running slope > 1:12 (8.33%) Detectable warning not provided	10.5% -	Reduce running slope to be no steeper than 1:12 (8.33%). Provide a detectable warning on the curb ramp.	1
3	Towards Main Entrance	Ext.		Curb Ramp	Perpendicular		Running slope > 1:12 (8.33%) Detectable warning not provided	9.5% -	Reduce running slope to be no steeper than 1:12 (8.33%). Provide a detectable warning on the curb ramp.	1
4	West Ramp			Curb Ramp	Blended Transition		Detectable warning not provided	- -	Provide a detectable warning on the curb ramp.	1
Off-Street Parking Lot or Garage										
5	Parking Lot	Ext.		Off-Street Parking Lot or Garage	Visitor		Maintenance of accessible features	-	Ensure features of facilities and equipment that are required to be readily accessible to and usable by persons with disabilities are maintained in operable working conditions.	1





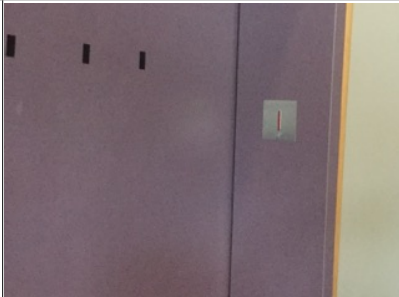
**Town Of Harwich
Town Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity
6	Parking Lot	1		Off-Street Parking Lot or Garage	Visitor		Maintenance of accessible features Sign does not have the designation "Van Accessible"	- -	Ensure features of facilities and equipment that are required to be readily accessible to and usable by persons with disabilities are maintained in operable working conditions. Add the designation "Van Accessible" to the sign located at the van accessible space.	1
Access to Goods and Services										
Interior Access Route										
7	Admin Offices	M		Interior Access Route	N/A		Level changes > 1/4"	4"	Alter the change in level at the door stopper to be 1/4" high max.	1
Doors, Doorways, & Gates										
8	Conference Room - Assessor's Office	1		Doors, Doorways, & Gates	Meeting Room		Maneuvering clearance(s) not provided	-	Remove boxes to maintain the clear floor required at the door.	1
9	Selectmen Conference Room	M		Doors, Doorways, & Gates	Meeting Room		Maneuvering clearance(s) not provided	6"	Relocate the bookshelf to maintain the required 18" maneuvering clearance at the door.	1
10	Library	M		Doors, Doorways, & Gates	Other		Maneuvering clearance(s) not provided	10"	Ensure the door is kept open when the room is unoccupied during working hours.	1






**Town Of Harwich
Town Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity
11	Women's Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided Threshold not beveled Door requires > 5 lbs. of force to open	- - 15 lbs	Relocate trash can to maintain the required 18' maneuvering clearance at the door. Bevel threshold. Adjust closers so doors do not require more than 5 pounds of force to open.	1
12	Men's Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided Door requires > 5 lbs. of force to open	- 17 lbs	Relocate trash can to maintain the required 18' maneuvering clearance at the door. Adjust closers so doors do not require more than 5 pounds of force to open.	1
13	Men's Toilet Room	2		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance not provided at recess > 8"	8"	Install an automatic door opener.	1
14	Women's Toilet Room	2		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance not provided at recess > 8"	4"	Install an automatic door opener.	1
15	Men's Toilet Room	2		Doors, Doorways, & Gates	Toilet Room		Threshold > 1/2" high	1"	Alter threshold to be 1/2" high max and bevel it.	1




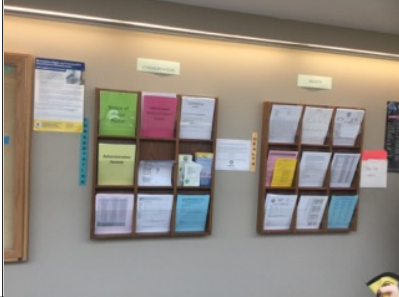

**Town Of Harwich
Town Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity
16	Women's Toilet Room	2		Doors, Doorways, & Gates	Toilet Room		Threshold > 1/2" high	1"	Alter threshold to be 1/2" high max and bevel it.	1
17	Men's Toilet Room	2		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	15 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1
18	Women's Toilet Room	2		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	19 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1
Stairways										
19	Second Floor to Mezzanine Floor	2		Stairways	Interior		Handrails do not extend 12" from stairs Handrails have non-compliant cross section	- -	Ensure handrails are returned smoothly to posts.	4
Elevator										
20	Elevator on Mezzanine Floor	M		Elevator	Interior		Audible hall signals not provided Tactile stars not provided at main floor on the control panel	- -	Add audible hall signals. Provide a tactile star at the main floor on the control panel within the car.	1




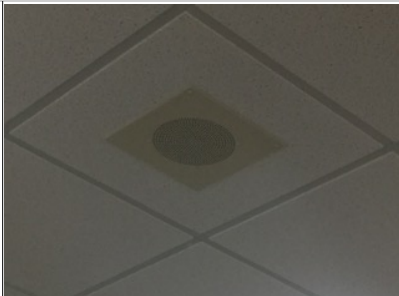

**Town Of Harwich
Town Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity
Signage										
21	Selectmens Conference Room	M		Signage	Designation		Not provided Maneuvering clearance(s) not provided	-	Locate signage alongside the door on the latch side. Relocate the desk to maintain the required 12" maneuvering clearance at the door.	1
22	Administration Offices	M		Signage	Designation		Raised characters not provided Maneuvering clearance(s) not provided	-	Provide text with raised characters duplicated in braille. Relocate the desk to maintain the required 12" maneuvering clearance at the door.	1
23	By Griffin Hearing Room, By Men's Room	2		Signage	Egress		Raised characters not provided Braille not provided	- -	Ensure tactile exit signs are provided at exit doors leading to enclosed stairways and on the interior of the stairway enclosure indicating the floor level. Mount signs between 48"- 60" above finish floor located on the latch side of the door. Cost includes signage at two exit doors on the second floor.	2
24	Treasurer/Collector; Town Clerk; Assessors; Assessors Maps, Griffin Hearing Room, Library	1, 2		Signage	Designation		Raised characters not provided Braille not provided	- -	Provide text with raised characters duplicated in braille. Mount signs so that the baseline of the lowest tactile character is 48" min. above finish floor and the baseline of the highest tactile character is 60" max. above finish floor. Position braille below the corresponding text. If text is multi-lined place braille below the entire text.	6
Service Counter										
25	Town Clerk	1		Service Counter	N/A		Maintenance of accessible features	43"	Relocate newspapers to ensure that the auxiliary counter required to be readily accessible to and usable by persons with disabilities is maintained in operable working conditions.	1






**Town Of Harwich
Town Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity
26	Health, Historic, And Conservation	2		Service Counter	N/A		Counter > 36" high	43"	Provide a counter that is 36" max. above the ground or finish floor.	1
27	Lobby	2		Service Counter	N/A		Counter > 36" high	43"	Provide a counter that is 36" max. above the ground or finish floor.	1
Operable Parts										
28	Lobby	1		Operable Parts	Other		Clear floor space is not provided Reach < 15" or > 48"(forward/side approach)	- 57.5"	Relocate AED to provide a 30" min. by 48" min. clear floor space position for a forward or parallel approach. Mount AED so that controls are 48" above finish floor.	1
29	Health, Historic, And Conservation	2		Operable Parts	Other		Side reach > 48"	68"	Relocate shelves so that all papers are 48" max. above finish floor.	1
Dining or Work Surfaces										
30	Conference Room - Assessor's Office	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	-	Provide a work surface with 27" min. knee and toe clearance.	1


**Town Of Harwich
Town Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	
31	Assessors's Maps	1		Dining or Work Surfaces	Work Surface		Top of dining/work surface < 28" or > 34"	36"	Provide at least one work surface with top between 28"- 34" above the floor and 27" clear height underneath.	1	
32	Library	M		Dining or Work Surfaces	Work Surface		Top of work surface < 28" or > 34"	26"	Provide one work surface with tops between 28"- 34" above the floor and 27" clear height underneath.	1	
33	Selectmens Conference Room	M		Dining or Work Surfaces	Work Surface		Top of work surface < 28" or > 34"	26"	Provide one work surface with tops between 28"- 34" above the floor and 27" clear height underneath.	1	
Assembly Area											
34	Griffin Hearing Room	2		Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system. Cost provided for room capacity of 50 people.	1	
Toilet & Bathing Rooms											
Lavatory											
35	Men's Toilet Room	1		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	42"	Lower mirror so that the bottom surface is at 40" max. above finish floor.	1	

**Town Of Harwich
Town Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity
36	Women's Toilet Room	1		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	42.25"	Lower mirror so that the bottom surface is at 40" max. above finish floor.	1
Toilet Compartment										
37	Women's Toilet Room	2		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Side or rear grab bar < 33" or >36" high	- 32"	Repair hinge. Locate grab bars between 33"- 36" above the finish floor. The rear grab bar should be located 6" from the side wall - it is technically not compliant but usable.	1
38	Women's Toilet Room	1		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Rear grab bar > 6" from the side wall Flush control not on open side	- - -	Repair hinge. Relocate rear grab bar 6" from the side wall. Provide the flush control on the open side of the toilet (transfer side).	1
39	Men's Toilet Room	2		Toilet Compartment			Side or rear grab bar < 33" or >36" high Flush control not on open side Rear grab bar < 42" long	32" 35" -	Locate grab bars between 33"- 36" above the finish floor. Provide a rear wall grab bar that is 42" long min. and extends from the toilet 12" min. on one side and 24" min. on the other side (open side). Provide the flush control on the open side of the toilet (transfer side). The rear grab bar should be located 6" from the side wall - it is technically not compliant but usable.	1
40	Men's Toilet Room	1		Toilet Compartment	Accessible Compartment		Rear grab bar > 6" from the side wall	11.5"	Relocate rear grab bar 6" from the side wall.	1
Additional Access										

**Town Of Harwich
Town Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity
Drinking Fountains										
41	Lobby	1		Drinking Fountains	Hi-Lo		Clear floor space not provided	-	Remove boxes to ensure a 30" by 48" clear floor space is maintained at the accessible drinking fountain.	1