

REPORT TO THE CITY OF HELENA

Section 6: Chamber of Commerce

August 6, 2015

Legend of Abbreviations

aff... above the finished floor (or
above the finished ground)
AR... Accessible Route
CIL... Change in Level
CFS... Clear Floor Space
lbf... Pounds of Force

Background

RAC staff conducted an access audit at the Chamber of Commerce. Our findings are below.

- 1.1 Parking - [CHECKLIST]** first access aisle 3' 7" [CC125](#), [CC126](#); street parking lacks access aisle [CC131](#); van access aisle 7' 6" [CC127](#), [CC128](#); surface deterioration [CC129](#), [CC130](#); access aisles fail to connect all spaces to an accessible entrance on lower level due to lack of access aisle and curb cut [CC131](#), [CC132](#)

Recommendations (Chamber of Commerce is a site designated as accessible so 1.1.1 through 1.1.4 is integral to compliance with title II program access test):

- 1.1.1 **Repaint** stalls and access aisles to be 8' and 5' each (CC125, CC126, CC131)
- 1.1.2 **Repaint** van stall and access aisle to 11' and 5' or 8' and 8' (CC127, CC128)
- 1.1.3 **Resurface** stalls and access aisles to eliminate gaps and cracks (CC129, CC130)
- 1.1.4 **See 1.2.2 below** for connection to lower level (CC131, CC132)

Responsible Employee	Progress Towards Completion	Recommended Phase
Gery Carpenter Community Facilities Director 406/447-8484	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

- 1.2 Exterior Accessible Route (includes common area and stairs)- [CHECKLIST]** AR fails to connect all sites to an accessible entrance (checklist); street parking lacks curb ramp to lower entry (checklist); 1" CIL at main entrance curb ramp [CC124](#); side ramp flares- 14% left [CC120](#), [CC121](#); 15.7% right [CC122](#), [CC123](#); curb ramps lack detectable warning (checklist)

Recommendations (Chamber of Commerce is a site designated as accessible so 1.2.1 through 1.2.5 is integral to compliance with title II program access test):

- 1.2.1 **See 1.2.2 below** for creation of an AR to lower level (checklist)
- 1.2.2 **Create a** curb ramp to be max running slope 8.33%, max cross slope 2.08%, having a top landing as wide as the ramp and 36" deep and side flares with a max slope 10% from lower level parking (checklist)
- 1.2.3 **Repair, bevel, or ramp** CIL at curb ramp (CC124)
- 1.2.4 **Correct slope** of curb ramp side flares to max 10% (CC120, CC121, CC122, CC123)
- 1.2.5 **Install compliant detectable warning** at curb ramps as a smart practice (checklist)

Responsible Employee	Progress Towards Completion	Recommended Phase
Gery Carpenter Community Facilities Director 406/447-8484	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

1.3 Exterior Entry Signage - [\[CHECKLIST\]](#) lacks symbol of accessibility (checklist)

Recommendations (Chamber of Commerce is a site designated as accessible so 1.3.1 is integral to compliance with title II program access test):

1.3.1 **Mount signage** at entrance designating it as accessible (checklist)

Responsible Employee	Progress Towards Completion	Recommended Phase
Gery Carpenter Community Facilities Director 406/447-8484	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

1.4 Exterior Entry Doors - [\[CHECKLIST\]](#)

Maneuvering Clearance: *Upper Level:* entry double – 2.5% [CC1](#), [CC2](#); corner patio double – dip in cement, water pooling (checklist); entry at parking commission – bench on pull side [CC25](#); *Lower Level:* conference room exit – tables on push, large gravel exterior [CC33](#)

Change in level: *Upper Level:* entry double – 1.25” [CC3](#), [CC4](#); corner patio double – 1” [CC15](#), [CC16](#)

Hardware: *Upper Level:* corner patio double – small (checklist); entry at parking commission – small (checklist)

LBF: *Upper Level:* 3 of 4 doors with closers exceed 8.5 lbf (checklist); *Lower Level:* 2 of 2 doors with closers exceed 8.5 lbf (checklist)

Closer: *Lower Level:* conference room exit – fast (checklist)

Side Lights: *Upper Level:* corner patio double – 51” (checklist)

Recommendations (Chamber of Commerce is a site designated as accessible so 1.4.1 through 1.4.9 is integral to compliance with title II program access test):

NOTE: providing maneuvering clearance is sometimes accomplished by removing temporary barriers such as garbage cans or chairs, or removing and rehanging doors to open in opposite direction, removing closers, providing power door openers, or other similar means. For reference to the technical

standards for doorway maneuvering clearance, see Chapter 4, [section 404](#) of the 2010 Standards.

- 1.4.1 For all doors along the public circulation route, **correct or repair slope** at doorway landing to max 2.08% in any direction for level CFS (CC1, CC2, checklist)
- 1.4.2 For all doors along the public circulation route, **provide** required maneuvering clearance on push and pull side of doors (CC25, CC33)
- 1.4.3 For all doors along the public circulation route, **install** pathway approaching entry that extends 18" beyond latch side of door for maneuvering clearance (CC33)
- 1.4.4 For all doors along the public circulation route, **repair, bevel, or ramp CIL** at door entries to max .25" (CC3, CC4, CC15, CC16)
- 1.4.5 For all doors along the public circulation route, **replace hardware** with lever hardware where indicated (checklist)
- 1.4.6 For all doors along the public circulation route, **inspect, adjust, and maintain** 8.5 lbf to open exterior doors as a smart practice (checklist)
- 1.4.7 For all doors along the public circulation route, **inspect, adjust, and maintain** closing speed on door closers (checklist)
- 1.4.8 For all doors along the public circulation route, **replace doors** with ones having sidelight viewing windows max 43" aff (checklist)
- 1.4.9 **Upon renovation**; make above corrections to employee only doors (checklist)

Responsible Employee	Progress Towards Completion	Recommended Phase
Gery Carpenter Community Facilities Director 406/447-8484	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

1.5 Elevator or Lift – not applicable

1.6 Interior Doors - [\[CHECKLIST\]](#)

Maneuvering Clearance: *Upper Level*: Rhonda office – chair and desk on pull [CC9](#); mike office – storage [CC10](#); Jennifer office – furniture on pull (checklist); Cathy’s office – chair on pull [CC11](#); Cathy’s meeting – chair on pull [CC14](#); Helena bus imp entry – push side chairs (checklist); copy room – garbage and counter pull, storage on push [CC19](#), [CC20](#); office pkg comm – desk back on pull (checklist); office 2 pkg comm – file cabinets on pull [CC23](#); Tracy office – pull side chairs [CC24](#); 1st floor utility – storage (checklist); *Lower Level*: storage near stairs – storage (checklist); MBAC – chair on pull (checklist); MBAC IT – shelf back on pull [CC29](#); mark office – table back on pull (checklist); vacant office – desk back on pull [CC85](#); score office – table back on pull (checklist); Winona’s office – cabinet on pull [CC32](#); Brian office – desk on pull (checklist); basement storage – storage on push [CC99](#)

Dimension (32"X80"): *Upper Level*: Cathy’s to meeting double – 28.5" [CC12](#), [CC13](#)

Hardware: *Upper Level*: entry double – storage in CFS of controls (checklist); *Lower Level*: storage near stairs – knob (checklist); MBAC IT – knob (checklist)

LBF: *Upper Level*: 4 of 12 doors with closers exceed 5 lbf (checklist); *Lower Level*: 6 of 6 doors with closers exceed 5 lbf (checklist)

Closer: *Upper Level*: 2 of 12 doors close fast (checklist); *Lower Level*: 4 of 6 doors close fast (checklist)

Side Lights: *Upper Level*: chamber – 51" [CC5](#), [CC6](#); Rhonda office – 45" [CC7](#), [CC8](#); Helena bus imp entry – 45" [CC17](#), [CC18](#); Helena parking comm – 50.5" [CC21](#), [CC22](#); *Lower Level*: MBAC – 46.75" [CC26](#), [CC27](#); MBAC IT – 49.5" [CC28](#), [CC29](#); mark office – 49.5" (checklist); vacant office – 49.25" (checklist); score office – 46.25" [CC30](#), [CC31](#); Winona's office – 46.5" (checklist); Brian office – 46.5" (checklist)

Recommendations (Chamber of Commerce is a site designated as accessible so 1.6.1 through 1.6.8 is integral to compliance with title II program access test):

NOTE: providing maneuvering clearance is sometimes accomplished by removing temporary barriers such as garbage cans or chairs, or removing and rehanging doors to open in opposite direction, removing closers, providing power door openers, or other similar means. For reference to the technical standards for doorway maneuvering clearance, see Chapter 4, [section 404](#) of the 2010 Standards.

- 1.6.1 For all doors along the public circulation route, **provide** required maneuvering clearance on push and pull side of doors (CC9, CC10, CC11, CC14, CC19, CC20, CC23, CC24, CC29, CC85, CC32, CC99, checklist)
- 1.6.2 For all doors along the public circulation route, **replace** door with one having 32" clear width (CC12, CC13)
- 1.6.3 For all doors along the public circulation route **provide** CFS in front of power door controls (checklist)
- 1.6.4 For all doors along the public circulation route, **replace hardware** with lever hardware where indicated (checklist)
- 1.6.5 For all doors along the public circulation route, **inspect, adjust, and maintain** 5 lbf to open interior doors (checklist)
- 1.6.6 For all doors along the public circulation route, **inspect, adjust, and maintain** closing speed on door closers (checklist)
- 1.6.7 For all doors along the public circulation route, **replace doors** with ones having sidelight viewing windows max 43" aff (CC5, CC6, CC7, CC8, CC17, CC18, CC21, CC22, CC26, CC27, CC28, CC29, CC30, CC31, checklist)
- 1.6.8 For employee only doors; make above corrections **upon renovation** (checklist)

Responsible Employee	Progress Towards Completion	Recommended Phase
Gery Carpenter Community Facilities Director 406/447-8484	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

1.7 Interior Accessible Route (includes common area and stairs) -
[\[CHECKLIST-INTERIOR\]](#) [\[CHECKLIST-STAIRS\]](#)

Interior Route: must exit building to enter lower level (checklist); fire extinguisher in entry foyer lacks CFS [CC34](#); lower level fire extinguisher behind conference room door lacks CFS [CC36](#); lacks an interior AR to each story (checklist); each drinking fountain site fails to have 2 fountains (checklist); both drinking fountains high [CC35](#), CFS narrows to 25" at drinking fountains [CC41](#), [CC42](#); drinking fountain knee clearance fails (checklist)

Recommendations (Chamber of Commerce is a site designated as accessible so 1.7.1 through 1.7.5 is integral to compliance with title II program access test): (Interior Route)

- 1.7.1 **Provide an AR** to all public areas required to be accessible (checklist)
- 1.7.2 **Remove, or relocate storage** in CFS at fixtures and operable parts along the AR (CC34, CC36)
- 1.7.3 **Replace drinking fountain** with hi-lo bowl (checklist)
- 1.7.4 **Lower** drinking fountains to correct the height of the spout outlet (CC35)
- 1.7.5 **Provide** min 36" CFS at drinking fountains (CC41, CC42)

Responsible Employee	Progress Towards Completion	Recommended Phase
Gery Carpenter Community Facilities Director 406/447-8484	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

Stairs: treads lack contrast [CC110](#); top stair lacks detectable warning (checklist)

Recommendations (Chamber of Commerce is a site designated as accessible so 1.7.1 through 1.7.2 is integral to compliance with title II program access test): (Stairs)

- 1.7.1 **Provide** visual contrast on leading 2" of each tread (CC110)
- 1.7.2 **Install** detectable warning strip on top tread of each stairway as a smart practice (checklist)

Responsible Employee	Progress Towards Completion	Recommended Phase
Gery Carpenter Community Facilities Director 406/447-8484	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

1.8 Public Designated Use Spaces (includes classrooms, meeting rooms, special purpose rooms, and other spaces intended for use by the public) - [CHECKLIST]

Protruding Objects: Lower Level: HBAC main room – fire extinguisher 4.5” [CC93](#), [CC94](#); conference room – screen 5” [CC100](#), [CC101](#)

Clear floor space: Lower Level: conference room – thermostat [CC102](#)

Reach Range: Lower Level: HBAC main room – hooks at 65” [CC95](#), [PC96](#), file holder 65” [CC97](#), [CC98](#); conference room – coat rack, lowest hanger 57” [CC103](#), [CC104](#)

Sinks: Lower Level: break room – 36” with cabinet [CC105](#), [CC106](#)

Recommendations (Chamber of Commerce is a site designated as accessible so 1.8.1 through 1.8.5 is integral to compliance with title II program access test):

- 1.8.1 **Relocate protruding objects** in HBAC main room and conference room or place cane detectable warning or bollard at foot of fire extinguisher and screen (CC93, CC94, CC100, CC101)
- 1.8.2 **Remove, or relocate storage** in CFS at fixtures and operable parts (CC102)
- 1.8.3 **Lower operating mechanisms** to max 48” aff to highest operable part; leave as is if employee only operated (CC95, CC96, CC97, CC98, CC103, CC104)
- 1.8.4 **Lower sinks** to max 34” aff to front of rim (CC105, CC106)
- 1.8.5 **Remove under sink cabinets** to provide knee and toe clearances under sinks and insulate exposed pipes (CC106)

Responsible Employee	Progress Towards Completion	Recommended Phase
Gery Carpenter Community Facilities Director 406/447-8484	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

1.9 Employee Offices and Spaces - [CHECKLIST]

36” access aisle: Upper Level: Rhonda – furniture (checklist); mike – 32.5” to desk [CC54](#), [CC55](#); Cathy meeting – table placement [CC56](#); open office – 26.25” [CC57](#), [CC58](#); HBI copy – storage narrows to 24” (checklist); UL utility – storage [CC76](#); Lower Level: storage – storage [CC79](#); mark – 19” to behind desk [CC83](#), [CC84](#); score – table placement (checklist); Winona – 20.25” to behind desk [CC87](#), [CC88](#); storage – reduces due to storage [CC107](#), [CC108](#)

80" overhead: *Lower Level*: storage – under stairs (checklist)

60" turning space: *Upper Level*: Rhonda – furniture (checklist); mike – storage (checklist); Jennifer – furniture (checklist); HBI copy – storage (checklist); Hpkg comm office – furniture (checklist); UL stility – storage [CC76](#), [CC77](#); *Lower Level*: storage – too small [CC79](#); MBAC IT – small and full of stuff (checklist); score – table placement (checklist); winona – furniture (checklist)

Clear floor space: *Upper Level*: Rhonda – light (checklist); mike – storage at light (checklist); cathy meeting – light (checklist); open office – thermostat and fire extinguisher [CC59](#), [CC60](#); HBI copy – light and computer station [CC63](#); office 2 pkg – white board [CC68](#); HPC – fire extinguisher, white board and thermostat [CC70](#), [CC71](#), [CC72](#); tracy – key box [CC74](#); HBI – thermostat [CC75](#); *Lower Level*: MBAC IT – computer desk [CC80](#); MBAC vacant – light [CC86](#); winona – light switch and files [CC89](#); brian – coat rack [CC92](#); storage – storage at IT stuff, light switch [CC109](#), [CC110](#)

Reach Range: *Upper Level*: HBI copy – keyboard 49" [CC64](#), [CC65](#); office 2 pkg – key box 61.5" [CC66](#), [CC67](#); HPC – 55" to hook at coat rack [CC69](#), [CC70](#); tracy – hook on door [CC73](#); *Lower Level*: MBAC IT – it equipment [CC81](#); mark – hook at 69" [CC82](#); winona – files at 58" [CC90](#), [CC91](#); brian – coat rack [CC92](#); storage – IT stuff high [CC109](#)

Work Surface: *Upper Level*: open office area – break area high at 36" with no knee clearance [CC61](#), [CC62](#)

Recommendations (Chamber of Commerce is a site designated as accessible so 1.9.1 through 1.9.3 is integral to compliance with title II program access test):

- 1.9.1 Employee only area permit approach, entry, and exit, **relocate obstacles** to create AR through rooms indicated (CC54, CC55, CC56, CC57, CC58, CC76, CC79, CC83, CC84, CC87, CC88, CC107, CC108)
- 1.9.2 Employee only areas permit approach, entry, and exit, **relocate obstacles** to create turning space of 60" in rooms indicated (CC76, CC77, CC79, checklist)
- 1.9.3 For all other deficits, **leave as is**, employee work area pursuant to 2010 Standards 106.5 Defined Terms, until an employee with a disability works here (CC59, CC60, CC61, CC62, CC63, CC64, CC65, CC66, CC67, CC68, CC69, CC70, CC71, CC72, CC73, CC74, CC75, CC76, CC77, CC79, CC80, CC81, CC82, CC86, CC89, CC90, CC91, CC92, CC109, CC110)

Responsible Employee	Progress Towards Completion	Recommended Phase
Gery Carpenter Community Facilities Director 406/447-8484	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

1.10 Assembly Areas - not applicable

1.11 Restrooms -

Upper Level - [\[CHECKLIST\]](#)

Both: signage lacks symbol of accessibility (checklist); sink pipes lack insulation [CC45](#); hooks in stall high [CC37](#), [CC38](#); stall width fails for floor mounted toilet (checklist); CFS at toilet fails due to narrow stall (checklist); rear wall grab bar mounting fails [CC39](#), [CC40](#); lacks vertical grab bar (checklist); stall door not self-closing, lacks exterior hardware (checklist); stall lacks additional depth required for door opening into stall (checklist)

Men's: flush controls not on open side (checklist)

Women's: mirror height high [CC43](#), [CC44](#); toilet paper dispenser too close above grab bar [CC49](#)

Recommendations (Chamber of Commerce is a site designated as accessible so 1.11.1 through 1.11.12 is integral to compliance with title II program access test): (Upper Level)

- 1.11.1 **Acquire and mount** signage for both, including Braille and access symbol mounted on wall, latch side of door, 48" to baseline of lowest character and 60" to baseline of highest character (checklist)
- 1.11.2 **Insulate exposed pipes** under one sink in both (CC45)
- 1.11.3 **Lower hooks** in both accessible stalls to max 48" aff (CC37, CC38)
- 1.11.4 **Widen** accessible stalls in both to min. 60" clear width, 59" depth (checklist)
- 1.11.5 **Remount rear grab bar** to behind the toilet, 12" to one side of center and 24" to the other and 33" to 36" aff in both (CC39, CC40)
- 1.11.6 **Acquire and mount** vertical grab bar in both, 18" min in length and mounted so that the bottom is between 39" and 41" from the floor and the centerline between 39" and 41" from rear wall (checklist)
- 1.11.7 **Adjust** stall doors in both to be self-closing (checklist)
- 1.11.8 **Acquire and install** exterior stall hardware that is operable without a tight pinch or grasp in both (checklist)
- 1.11.9 **Replace stall door** of accessible stalls in both with ones that swing out (checklist)
- 1.11.10 **Replace** toilet tank in men's with one having flush mechanism on the open side, in the alternative, install an auto flush unit (checklist)
- 1.11.11 **Lower mirror** in women's so reflective surface is max 40" aff (CC43, CC44)
- 1.11.12 **Remount toilet paper dispenser** in women's to max 7" to 9" from front of toilet, 15" to 48" aff and min 12" above or 1.5" below grab bar (CC49)

Responsible Employee	Progress Towards Completion	Recommended Phase
----------------------	-----------------------------	-------------------

Gery Carpenter Community Facilities Director 406/447-8484	(insert periodic notes regarding steps taken or work completed)	PHASE TWO
--	--	-----------

Lower Level - [\[CHECKLIST\]](#)

Both: signage lacks symbol of accessibility (checklist); sink pipes lack insulation (checklist); hook in stall high [CC46](#), [CC47](#); rear wall grab bar mounting fails [CC48](#); lacks vertical grab bar (checklist); stall door not self-closing, lacks exterior hardware (checklist); 4.6% and 6.4% slope to drain [CC50](#), [CC51](#), [CC52](#), [CC53](#)

Men's: flush controls not on open side (checklist); stall lacks additional depth required for door opening into stall (checklist)

Women's: stall width fails for floor mounted toilet (checklist); CFS at toilet fails due to narrow stall (checklist); toilet paper dispenser too close above grab bar (checklist)

Recommendations (Chamber of Commerce is a site designated as accessible so 1.11.1 through 1.11.12 is integral to compliance with title II program access test): (Lower Level)

- 1.11.1 **Acquire and mount** signage for both, including Braille and access symbol mounted on wall, latch side of door, 48" to baseline of lowest character and 60" to baseline of highest character (checklist)
- 1.11.2 **Insulate exposed pipes** under one sink in both (checklist)
- 1.11.3 **Lower hooks** in both accessible stalls to max 48" aff (CC46, CC47)
- 1.11.4 **Remount rear grab bar** to behind the toilet, 12" to one side of center and 24" to the other and 33" to 36" aff in both (CC48)
- 1.11.5 **Acquire and mount** vertical grab bar in both, 18" min in length and mounted so that the bottom is between 39" and 41" from the floor and the centerline between 39" and 41" from rear wall (checklist)
- 1.11.6 **Adjust** stall doors in both to be self-closing (checklist)
- 1.11.7 **Acquire and install** exterior stall hardware that is operable without a tight pinch or grasp in both (checklist)
- 1.11.8 **Correct or repair** slope to max 5% running and 2.08% cross in both (CC50, CC51, CC52, CC53)
- 1.11.9 **Replace** toilet tank in men's with one having flush mechanism on the open side, in the alternative, install an auto flush unit (checklist)
- 1.11.10 **Replace stall door** of men's accessible stall with one that swings out (checklist)
- 1.11.11 **Widen** accessible stalls in women's to min. 60" clear width, 59" depth (checklist)
- 1.11.12 **Remount toilet paper dispenser** in women's to max 7" to 9" from front of toilet, 15" to 48" aff and min 12" above or 1.5" below grab bar (checklist)

Responsible Employee	Progress Towards Completion	Recommended Phase
----------------------	-----------------------------	-------------------

Gery Carpenter Community Facilities Director 406/447-8484	(insert periodic notes regarding steps taken or work completed)	PHASE TWO
--	---	-----------

1.12 **Kitchen/Concessions** - not applicable

1.13 **Locker Rooms** - not applicable

1.14 **Aural and Visual Alarms** - [\[CHECKLIST\]](#) lacks alarms throughout (checklist)

Recommendations (Chamber of Commerce is a site designated as accessible so 1.14.1 is integral to compliance with title II program access test):

1.14.1 Upon renovation **install audible and visual** alarms in all rooms and spaces (checklist)

Responsible Employee	Progress Towards Completion	Recommended Phase
Gery Carpenter Community Facilities Director 406/447-8484	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

1.15 **Directional and Permanent Space Signs** - [\[CHECKLIST\]](#) exit signs fail (checklist)

Recommendations (Chamber of Commerce is a site designated as accessible so 1.15.1 through 1.15.3 is integral to compliance with title II program access test):

1.15.1 **Create template for signs** that addresses height of sign, size of characters, location of Braille, and other requirements (checklist)

1.15.2 **Implement a sign revision program** throughout the building, discriminating between directional signs and signs for permanent spaces (checklist)

1.15.3 **Mount signage** at all permanent rooms/spaces having Braille and the international symbol of accessibility, mounted 48" to baseline of lowest character and 60" to the baseline of the highest character sign and on the latch side of the door (checklist)

Responsible Employee	Progress Towards Completion	Recommended Phase
Gery Carpenter Community Facilities Director 406/447-8484	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

1.16 **Other** - not applicable

CITY OF HELENA CHAMBER OF COMMERCE