

REPORT TO THE CITY OF HELENA

Section 8: City-County Administration Building

September 17, 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 City-County Administration Building. Our findings are below.

NOTE: we acknowledge that the City-County building is old infrastructure. Meeting some of the technical requirements may require the movement of load bearing walls or elements, or not be feasible because of other site constraints. Where that occurs, change may be “technically infeasible” and need not be implemented by the City of Helena.

- 1.1 **Parking** - [\[CHECKLIST\]](#) other lot lacks accessible parking (checklist); 2 of 4 van stall dimensions fail [CA133](#), [CA134](#), [CA135](#), [CA136](#); slopes- 4.5% [CA142](#), [CA143](#), 6.1% [CA145](#), [CA146](#), 5.2% [CA147](#), [CA148](#), 4.8% [CA149](#), [CA150](#), 3.4% [CA151](#), [CA152](#), 4.5% [CA153](#), [CA154](#), 6.3% [CA155](#), [CA156](#), 9.2% [CA157](#), [CA158](#), 4.3% [CA159](#), [CA160](#), 7.1% [CA161](#), [CA162](#), 5.7% [CA163](#), [CA164](#), 5% [CA165](#), [CA166](#), 6.7% [CA167](#), [CA168](#), 6% [CA169](#), [CA170](#), 7.4% [CA171](#), [CA172](#), 6.3% in aisle leading to entry [CA173](#), [CA174](#), 22.6% to entry [CA175](#), [CA176](#); sewer grate in aisle to entry [CA144](#)

Recommendations (City-County Administration Building 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 **Create two or more** 8’ accessible parking stalls, with one 5’ adjacent access aisle, with proper signage and striping in other lot (checklist)
- 1.1.2 **Repaint** van stalls and access aisles to be 11’ and 5’ or 8’ and 8’ (CA133, CA134, CA135, CA136)
- 1.1.3 **Repair or correct slope** of parking spaces and access aisles to max 2.08% in any direction (CA142, CA143, CA145, CA146, CA147, CA148, CA149, CA150, CA151, CA152, CA153, CA154, CA155, CA156, CA157, CA158, CA159, CA160, CA161, CA162, CA163, CA164, CA165, CA166, CA167, CA168, CA169, CA170, CA171, CA172, CA173, CA174, CA175, CA176)
- 1.1.4 **Maintain** surface around sewer grate to assure CILs are max .25” and gap max .5” (CA144)

Responsible Employee	Progress Towards Completion	Recommended Phase
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- 1.2 **Exterior Accessible Route (includes common area and stairs)-**
[\[CHECKLIST-EAR\]](#) [\[CHECKLIST-RAMP\]](#)

Exterior Route: site elements lack AR (checklist); site amenities noncompliant (checklist); cars narrow route [CA1303](#), [CA1304](#); stairs to benches and bike racks [CA1302](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.2.1 through 1.2.4 is integral to compliance with title II program access test):

- 1.2.1 **Create AR** with crushed and compacted stone or similar outdoor material from parking or sidewalk to site elements (checklist)
- 1.2.2 **Assure** that amenities along the AR to entry are of an accessible design (checklist)
- 1.2.3 **Install** parking stops to prevent parked cars from reducing the AR (CA1303, CA1304)
- 1.2.4 **Relocate** benches and bike racks to be along the AR (CA1302)

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Stairs:

Main Entry - [[CHECKLIST-STAIRS](#)] handrails break at landing [CA1007](#); handrail fails to extend at bottom [CA1001](#), [CA1002](#); handrail fails to extend at bottom [CA1007](#), [CA1008](#); center rail heights vary [CA1009](#), [CA1010](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.2.1 is integral to compliance with title II program access test): (Stairs – Main Entry)

- 1.2.1 **Install** handrails on both sides of stairway, mounted 34” to 38” aff with top and bottom extensions and having a 1.25” – 2” in diameter, or a non-circular grip that has a perimeter dimension of 4”- 6.25” max (CA1007, CA1001, CA1002, CA1007, CA1008, CA1009, CA1010)

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From Inaccessible Lot - [[CHECKLIST-STAIRS](#)] treads 11-11.5” [CA902](#), [CA903](#), [CA904](#); treads lack visual contrast (checklist); top stair lacks detectable warning (checklist); switchbacks not continuous [CA905](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.2.1 through 1.2.4 is integral to compliance with title II program access test): (Stairs – From Inaccessible Lot)

- 1.2.1 **Correct tread depth** on stairs so they are 11” minimum and consistent, leave as is if technically infeasible (CA902, CA903, CA904)
- 1.2.2 **Provide** visual contrast on leading 2” of each tread (checklist)
- 1.2.3 **Install** detectable warning strip on top tread of each stairway as a smart practice (checklist)
- 1.2.4 **Replace** handrails with compliant continuous handrails (CA905)

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Ramp: slope consistently around 8% over approximately 50’ of run [CA851](#); slope at sidewalk on bottom landing fails [CA854](#), [CA855](#), slope on landing where ramp meets accessible parking fails [CA856](#), [CA857](#), [CA858](#), [CA859](#); handrails one side only [CA851](#), [CA853](#); handrail bottom fails [CA852](#); edge protection fails (checklist); curb openings [CA860](#), [CA861](#), [CA862](#)

Recommendations (City-County Administration Building 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 **Provide** an intermediate landing in middle of ramp (CA851)
- 1.2.2 **Correct or repair** slope in landing to max 2.08% (CA854, CA855, CA856, CA857, CA858, CA859)
- 1.2.3 **Install handrails** on both sides of the ramp (CA851, CA853)
- 1.2.4 **Replace existing handrail** with ones that are rounded and/or extend to the ground, with handrail extensions and mounted 34” to 38” aff (CA852)
- 1.2.5 **Extend** curbs at edges to within 4” of the support rails (CA860, CA861, CA862)

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1.3 **Exterior Entry Signage** – no issues

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

Maneuvering Clearance: *1st Floor:* 168-F exit – storage push side [CA1800](#); north entrance – recessed push side [CA1837](#), [CA1838](#); accessible entry double power door – 2.3% [CA1842](#), [CA1844](#), [CA1845](#); main entry north double – 2.9% slope [CA1846](#), [CA1847](#); *Basement:* B-N electrical – wall pull side [CA1902](#), CIL pull side [CA1903](#)

Dimension (32"X80"): *1st Floor:* north entrance – 29" (checklist); west entrance – 27" (checklist)

Change in level: *1st Floor:* north entrance – 1" [CA1839](#), [CA1840](#)

Threshold: *Basement:* B-N electrical – lip [CA1904](#), [CA1905](#)

Hardware: *1st Floor:* north entrance – small handle (checklist); *Basement:* B-N electrical – knob (checklist)

LBF: *1st Floor:* 8 of 9 doors with closers exceed 8.5 lbf (checklist)

Closer: *1st Floor:* 1 of 9 doors with closers close fast (checklist)

Recommendations (City-County Administration Building is a site designated as accessible so 1.4.1 through 1.4.10 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, **provide** required maneuvering clearance on push and pull side of doors (CA1800, CA1837, CA1838, CA1902)
- 1.4.2 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 (CA1842, CA1844, CA1845, CA1846, CA1847)
- 1.4.3 For all doors along the public circulation route, **repair, bevel, or ramp CIL** in doorway maneuvering clearance to max .25" (CA1903)
- 1.4.4 For all doors along the public circulation route, **widen doors to 32"** for any doors indicated (checklist)
- 1.4.5 For all doors along the public circulation route, **repair, bevel, or ramp CIL** at door entries to max .25" (CA1839, CA1840)
- 1.4.6 For all doors along the public circulation route, **replace thresholds** at exterior doors with ADA thresholds (CA1904, CA1905)
- 1.4.7 For all doors along the public circulation route, **replace hardware** with lever hardware where indicated (checklist)
- 1.4.8 For all doors along the public circulation route, **inspect, adjust, and maintain** 8.5 lbf to open exterior doors as a smart practice (checklist)
- 1.4.9 For all doors along the public circulation route, **inspect, adjust, and maintain** closing speed on door closers (checklist)

1.4.10 For employee only doors; make above corrections **upon renovation** (checklist)

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1.5 Elevator or Lift –

Front - [CHECKLIST] not accessible, has signage directing to rear elevator [CA863](#); small maneuvering inside (checklist); handrails high [CA873](#), [CA874](#); centered door 33” wide [CA864](#), [CA865](#); centered car narrow side to side [CA868](#), [CA869](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.5.1 is integral to compliance with title II program access test): (Elevator – Front)

1.5.1 **Leave as is**, noncompliant front elevator; signage posted; if ever renovated, install compliant elevator (CA863, CA873, CA874, CA864, CA865, CA868, CA869)

Back - [CHECKLIST] basement lack signage [CA884](#), [CA885](#), [CA886](#); handrail height high [CA877](#), [CA878](#); centered car 47” back to front [CA880](#), [CA883](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.5.1 through 1.5.3 is integral to compliance with title II program access test): (Elevator – Back)

1.5.1 **Install** floor designation signage on both jambs at basement level (CA884, CA885, CA886)

1.5.2 **Remount** handrails to be 32” to 36” aff (CA877, CA878)

1.5.3 **Leave as is**, interior dimension; infeasible to correct (CA880, CA883)

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FIRST FLOOR

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

Maneuvering Clearance: 142 DVM – table back on pull side [CA1751](#), wall 9” push side [CA1752](#), wall back push side [CA1753](#); 101 break room – table 17” pull side [CA1754](#), [CA1756](#); 139 – table pull side [CA1758](#), bookshelf back on pull side [CA1759](#); 139-B – file cabinet pull side [CA1760](#); 138-B accounting – table pull side [CA1762](#); 138 RR – table pull side, sink, toilet push side (checklist); accounting split door – wall pull side [CA1766](#); wall pull side – wall 6.5” both sides [CA1769](#), [CA1770](#), [CA1772](#); M RR – wall 49” back pull side (checklist); room 106-A – wall and mailbox 9” push side [CA1773](#), [CA1774](#), wall 12” pull side [CA1775](#), [CA1776](#); 105-B office – chairs back on pull side [CA1778](#); 105-A office – wall 14.5” pull side [CA1779](#), [CA1780](#); 106-B storage – water cooler [CA1786](#), [CA1787](#); mailroom 145 – cabinet 8” pull side [CA1790](#), [CA1791](#), [CA1792](#); 114 storage – table and paper storage [CA1793](#), [CA1794](#); 168-E – shelf pull side [CA1797](#), [CA1798](#), [CA1799](#); 168-B break room – garbage can and counter pull side [CA1806](#), [CA1807](#); door 125 – blocked with storage [CA1809](#); 147 – table and garbage pull side (checklist); 146-B office – desk pull side (checklist); 146-A – shelf back pull side [CA1810](#), [CA1811](#), cabinet pull side [CA1813](#), [CA1814](#); Paulette’s office 149 – shelf 17.5” pull side [CA1815](#), [CA1816](#); 149-A – storage pull side [CA1817](#); 150-B – recycle can pull side [CA1820](#), [CA1821](#); 150-A – copier push side [CA1822](#), [CA1823](#); 148 health department – chairs pull side [CA1824](#); health department restroom – wall pull side, toilet back pull side [CA1826](#); 132 – chair pulls ide [CA1827](#), [CA1828](#); 132 RR – toilet back pull side (checklist); Troy’s office – wall pull side [CA1831](#), [CA1832](#); stairway – wall push side [CA1849](#), [CA1850](#); L to basement 1 – stairs push side [CA1855](#)

Dimension (32”X80”): 138 restroom – 27.5” [CA1754](#); James Fehr’s office 103 side door – 30” [CA1782](#), [CA1783](#); 168 south restroom – 27.5” [CA1803](#); 168 north restroom – 27.5” [CA1804](#); 149-A – 27.5” [CA1818](#), [CA1819](#); health department restroom – 25” [CA1825](#); 132 – 29” [CA1829](#); 132 restroom – 27” [CA1830](#); Troy’s office – 29.5” [CA1833](#), [CA1834](#); west entrance – 27” (checklist); L to basement 1 – 27” (checklist)

Change in level: 168-A - .75” ramp [CA1805](#); L to basement 1 - .75” (checklist)

Hardware: 31 of 48 doors have a knob [CA1755](#), [CA1761](#), [CA1763](#), [CA1768](#), [CA1777](#), [CA1781](#), [CA1784](#), [CA1785](#), [CA1795](#), [CA1796](#), [CA1808](#); 2 of 48 doors have a thumb press [CA1850](#), [CA1851](#), [CA1857](#); 3 of 48 doors have a small handle [CA1771](#)

LBF: 13 of 15 doors with closers exceed 5 lbf (checklist)

Closer: 1 of 15 doors with closers close fast (checklist)

Side Lights: accounting split door – 56.5” [CA1767](#); stairway – 52.5” [CA1853](#), [CA1854](#); L to basement 1 – 52.5” (checklist)

Recommendations (City-County Administration Building is a site designated as accessible so 1.6.1 through 1.6.9 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.

- 1.6.1 For doors on public circulation route, **provide** maneuvering clearance on push and pull side of doors (CA1751, CA1752, CA1753, CA1754, CA1756, CA1758, CA1759, CA1760, CA1762, CA1766, CA1769, CA1770, CA1772, CA1773, CA1774, CA1775, CA1776, CA1778, CA1779, CA1780, CA1786, CA1787, CA1790, CA1791, CA1792, CA1793, CA1794, CA1797, CA1798, CA1799, CA1806, CA1807, CA1809, CA1810, CA1811, CA1813, CA1814, CA1815, CA1816, CA1817, CA1820, CA1821, CA1822, CA1823, CA1824, CA1826, CA1827, CA1828, CA1831, CA1832, CA1849, CA1850, checklist)
- 1.6.2 No maneuvering clearance at door due to stairs, **leave as is**, correction is technically infeasible (CA1855)
- 1.6.3 For all doors along the public circulation route, **replace** doors ones having 32" clear width where indicated (CA1754, CA1782, CA1783, CA1803, CA1804, CA1818, CA1819, CA1825, CA1829, CA1830, CA1833, CA1834, checklist)
- 1.6.4 For all doors along the public circulation route, **repair, bevel, or ramp CILs** at door entries to max .25" (CA1805, checklist)
- 1.6.5 For doors on public circulation route, **replace hardware** with lever hardware as noted (CA1755, CA1761, CA1763, CA1768, CA1777, CA1781, CA1784, CA1785, CA1795, CA1796, CA1808, CA1850, CA1851, CA1857, CA1771)
- 1.6.6 For all doors along the public circulation route, **inspect, adjust, and maintain 5 lbf** to open interior doors (checklist)
- 1.6.7 For all doors along the public circulation route, **inspect, adjust, and maintain** closing speed on door closers (checklist)
- 1.6.8 For all doors along the public circulation route, **replace doors** with ones having sidelight viewing windows max 43" aff (CA1767, CA1853, CA1854, checklist)
- 1.6.9 For employee only doors; make above corrections **upon renovation** (checklist)

Responsible Employee	Progress Towards Completion	Recommended Phase
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1.7 Interior Accessible Route (includes common area and stairs) –
[\[CHECKLIST-INTERIOR\]](#) [\[CHECKLIST-STAIRS\]](#)

Interior Route: 9.4% running slope [CA1888](#), [CA1889](#); .75" CIL [CA1890](#); gaps [CA1891](#), [CA1892](#); route reduces [CA2078](#); fire alarm at 60.5" aff [CA1928](#), [CA1929](#); duct work at 74" in overhead [CA1931](#); pipes protrude 7.5" [CA1932](#), [CA1934](#) and 9" [CA1933](#); lacks means of egress signage (checklist)

Recommendations (City-County Administration Building is a site designated as accessible so 1.7.1 through 1.7.8 is integral to compliance with title II program access test):

- 1.7.1 **Correct or repair** running slope of AR to max 5% (CA1888, CA1889)
- 1.7.2 **Repair, bevel or ramp** CIL along AR (CA1890)
- 1.7.3 **Correct** or fill gaps (CA1891, CA1892)
- 1.7.4 **Relocate obstacles** to create 36" AR (CA2078)
- 1.7.5 **Lower operating mechanisms** along the interior AR to max 48" aff to the highest operable part (CA1928, CA1929)
- 1.7.6 **Raise** ducts to min 80", or pad object to prevent hazard in overhead clearance (CA1931)
- 1.7.7 **Relocate protruding objects** along the interior AR or place cane detectable warning or bollard at foot of pipes (CA1932, CA1934, CA1933)
- 1.7.8 **Mount** compliant signage at all doors along the egress route (checklist)

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Service Counter: 42" at voter window [CA1922](#), [CA1923](#), 42" [CA1924](#), [CA1925](#), 41" [CA1926](#), [CA1927](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.7.1 is integral to compliance with title II program access test):

- 1.7.1 **Lower** 36" wide segment of service counter to max 36" aff (CA1922, CA1923, CA1924, CA1925, CA1926, CA1927)

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Stairs:

Risers: to exit near back elevator – 7.5"-7.75" [CA998](#), [CA999](#)

Nosings: to exit near back elevator – not beveled (checklist)

Detectable Warning: to exit near back elevator – lacks (checklist)

Handrails Continuous: main from lobby – broken near bottom of run on first floor [CA928](#); back stairs – [CA977](#)

Handrail Extension at Bottom: main from lobby – partially angles, partially horizontal [CA923](#), [CA924](#), [CA927](#), [CA930](#), [CA933](#); back stairs – [CA901](#); to exit near back elevator – center rail fails [CA993](#)

Handrail Extension at Top: main from lobby – some too short, some don't extend at all [CA921](#), [CA925](#), [CA926](#), [CA929](#); back stairs – [CA939](#), [CA940](#), [CA948](#); to exit near back elevator – outside rails fail due to radiators [CA994](#), [CA995](#)

Handrail Height: main from lobby – low on both sides [CA917](#), [CA918](#), [CA919](#), [CA920](#), one run of outside rail compliant height (checklist); back stairs – 32.5" [CA888](#), [CA889](#), [CA894](#), [CA895](#), 33" [CA892](#), 32" [CA890](#), various others low [CA949](#), [CA950](#), [CA951](#), [CA952](#); to exit near back elevator – center rail low [CA996](#), [CA997](#)

Handrail Clearance: main from lobby – [CA935](#); back stairs – [CA964](#), [CA965](#)

Handrail Uninterrupted: main from lobby – [CA922](#); back stairs – [CA896](#), [CA901](#), [CA939](#), [CA953](#)

Handrail Diameter: main from lobby – inside rail fails [CA968](#); back stairs – [CA896](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.7.1 through 1.7.4 is integral to compliance with title II program access test):

- 1.7.1 **Correct riser heights** on stairs to consistent height between 4" to 7", leave as is if technically infeasible (CA998, CA999)
- 1.7.2 **Repair** nosings to be curved or beveled and extend max 1.5" over the tread (checklist)
- 1.7.3 **Install** detectable warning strip on top tread of each stairway as a smart practice (checklist)
- 1.7.4 **Install** handrails on both sides of stairway, mounted 34" to 38" aff with top and bottom extensions and having a 1.25" – 2" in diameter, or a non-circular grip that has a perimeter dimension of 4"- 6.25" max (CA928, CA977, CA923, CA924, CA927, CA930, CA933, CA901, CA993, CA921, CA925, CA926, CA929, CA939, CA940, CA948, CA994, CA995, CA917, CA918, CA919, CA920, CA888, CA889, CA894, CA895, CA892, CA890, CA949, CA950, CA951, CA952, CA996, CA997, CA935, CA964, CA965, CA922, CA896, CA901, CA939, CA953, CA968, CA896, checklist)

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

36" access aisle: viewing – table blocks one side of books and files [CA2023](#), [CA2024](#), [CA2025](#); 147 – reduces behind desk [CA2014](#); 146 – 29" [CA2035](#), [CA2036](#); 149 – reduces to 24" at desk [CA2037](#), [CA2038](#); 150 – reduces at table to 29" [CA2039](#), [CA2040](#)

60" turning space: viewing – (checklist); break room – (checklist)

Protruding Objects: 113 – fire extinguisher 4.5" [CA2017](#)

Clear floor space: 101 – light switches [CA1998](#); break room – sink [CA2030](#), [CA2031](#), paper towels (checklist); 168-E – fire pull (checklist)

Reach Range: 113 – fire extinguisher latch 57" [CA2018](#), thermostat [CA2019](#), hangers [CA2020](#), [CA2021](#); break room – paper towels over sink [CA2032](#); 147 – thermostat [CA2022](#); 168 – hangers [CA2028](#), [CA2029](#), thermostats [CA2026](#), [CA2027](#); 150 – fire extinguisher high over deep counter, hangers [CA2041](#), [CA2042](#); 132 – thermostat [CA2044](#); health – thermostat (checklist); mailroom – hooks high [CA2046](#), [CA2047](#); troy – coat rack [CA2048](#), [CA2049](#)

Work Surfaces: 113 – one counter 42" [CA2010](#), [CA2011](#), computer workstation lacks knee clearance [CA2012](#), [CA2013](#), table [CA2015](#), [CA2016](#); viewing – table lacks knee clearance (checklist)

Sinks: break room – 36.25" [CA2033](#), [CA2034](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.8.1 through 1.8.7 is integral to compliance with title II program access test):

- 1.8.1 **Relocate obstacles** to create AR through rooms indicated (CA2023, CA2024, CA2025, CA2014, CA2035, CA2036, CA2037, CA2038, CA2039, CA2040)
- 1.8.2 **Relocate obstacles** to create turning space in rooms indicated (checklist)
- 1.8.3 **Relocate protruding objects** in 113 or place cane detectable warning or bollard at foot of fire extinguisher (CA2017)
- 1.8.4 **Remove, or relocate storage** in CFS at fixtures and operable parts (CA1998, CA2030, CA2031, checklist)
- 1.8.5 **Lower operating mechanisms** to max 48" aff to highest operable part; leave as is if employee only operated (CA2018, CA2019, CA2020, CA2021, CA2032, CA2022, CA2028, CA2029, CA2026, CA2027, CA2041, CA2042, CA2044, CA2046, CA2047, CA2048, CA2049, checklist)
- 1.8.6 **Replace or add** one work surface with the surface max 34" and allowing knee and toe clearance (CA2010, CA2011, CA2012, CA2013, CA2015, CA2016, checklist)
- 1.8.7 **Lower** sink height to max 34" aff (CA2033, CA2034)

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1.9 Employee Offices and Spaces – [CHECKLIST]

36" access aisle: DMV – 33" for long run [CA1996](#), [CA1997](#), 30.5" to front desks [CA1999](#), [CA2000](#)

60" turning space: 139-B – furniture reduces [CA1991](#)

Reach Range: 139 – pencil sharpener [CA1994](#); 139-B – thermostat 64" [CA1992](#), [CA1993](#); DMV – AC switch (checklist); 106 – hooks [CA2003](#), [CA2004](#), thermostat [CA2005](#); 105 – hooks [CA2007](#), thermostat [CA2008](#), coat rack [CA2009](#)

Recommendations (City-County Administration Building 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 DMV (CA1996, CA1997, CA1999, CA2000)
- 1.9.2 Employee only areas permit approach, entry, and exit, **relocate obstacles** to create turning space of 60" in 139-B (CA1991)
- 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 (CA1994, CA1992, CA1993, CA2003, CA2004, CA2005, CA2007, CA2008, CA2009, checklist)

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1.10 Assembly Areas – not applicable

1.11 Restrooms -

[CHECKLIST-MULTIPLE USERS]

Both: sink pipes not insulated [CA1953](#), [CA1967](#); toilet seat high [CA1956](#), [CA1957](#), [CA1972](#), [CA1973](#); side wall grab bar mounted incorrect [CA1958](#), [CA1974](#); toilet paper too close to grab bar [CA1959](#), [CA1960](#), [CA1977](#), [CA1978](#), men's rear grab bar height high [CA1975](#), [CA1976](#); lacks vertical grab bar (checklist); stall door lacks hardware pull side [CA1971](#), [CA1961](#), women's not self-closing (checklist); alarm visual

(checklist); hand dryer protrudes [CA1962](#), [CA1963](#), [CA1979](#), [CA1980](#), men's accessible sink protrudes [CA1981](#), [CA1982](#)

Men's: mirror height high [CA1965](#), [CA1966](#); urinal height high [CA1968](#), [CA1970](#), urinal depth fails [CA1969](#), [CA1970](#); flush control not on open side (checklist)

Women's: sign hinge side [CA1952](#); seat covers high [CA1954](#), [CA1955](#); toilet paper dispenser too far [CA1960](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.11.1 through 1.11.15 is integral to compliance with title II program access test): (Multiple Users)

- 1.11.1 ***Insulate exposed pipes*** under one sink in both (CA1953, CA1967)
- 1.11.2 ***Replace toilet seat, or re-set or replace toilet*** to 17" to 19" aff in both (CA1956, CA1957, CA1972, CA1973)
- 1.11.3 ***Remount*** side grab bar to max 12" from the rear wall at the close end and min 54" on the far end, and 33" to 36" aff in both (CA1958, CA1974)
- 1.11.4 ***Remount TP dispenser*** max 7" to 9" from front of toilet, 15" to 48" aff min 12" above or 1.5" below grab bar in both (CA1959, CA1960, CA1977, CA1978)
- 1.11.5 ***Remount rear*** grab bar M accessible stall to 33" to 36" aff (CA1975, CA1976)
- 1.11.6 ***Install vertical grab bars*** in both so bottom is between 39" and 41" from the floor and the centerline between 39" and 41" from rear wall (checklist)
- 1.11.7 ***Install exterior door*** hardware that is operable without a tight pinch or grasp (CA1971, CA1961)
- 1.11.8 ***Adjust*** stall door to be self-closing in women's (checklist)
- 1.11.9 ***Relocate or recess*** hand dryers to not interfere with general circulation path, protrusions can't exceed 4" in both (CA1962, CA1963, CA1979, CA1980)
- 1.11.10 ***Provide*** cane detectable warning or bollards at M sink (CA1981, CA1982)
- 1.11.11 ***Lower mirror*** so reflective surface is max 40" aff in men's (CA1965, CA1966)
- 1.11.12 ***Replace*** urinal with one having a 13.5" min depth mounted at max 17" to rim with flush controls max 48" aff (CA1968, CA1969, CA1970)
- 1.11.13 ***Replace*** toilet tank with one having flush mechanism on the open side, in the alternative, install an auto flush unit in men's (checklist)
- 1.11.14 ***Remount*** signage on wall, latch side of the door, 48" to baseline of lowest character and 60" to baseline of highest character at women's (CA1952)
- 1.11.15 ***Lower*** seat covers in women's to max 48" aff (CA1954, CA1955)

Accounting 138 - [[CHECKLIST-SINGLE USER](#)] dimensions 41"x53", no accessible features [CA1951](#); no directional signage to accessible restroom (checklist); lacks compliant signage (checklist)

168 South - [[CHECKLIST-SINGLE USER](#)] dimensions 61"x61", no accessible features [CA1986](#); no directional signage to accessible restroom (checklist); lacks compliant signage (checklist)

168 North - [[CHECKLIST-SINGLE USER](#)] dimensions 61"x61", no accessible features [CA1988](#); no directional signage to accessible restroom (checklist); lacks compliant signage (checklist)

Health Department - [\[CHECKLIST-SINGLE USER\]](#) dimensions 42.5"x56", no accessible features [CA1989](#); no directional signage to accessible restroom (checklist); lacks compliant signage (checklist)

132 - [\[CHECKLIST-SINGLE USER\]](#) dimensions 55.5"x54", no accessible features [CA1990](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.11.1 is integral to compliance with title II program access test): (Single Users)

1.11.1 Single user restrooms not accessible, **acquire and mount** signage at each directing patrons to accessible multi-user restrooms (CA1951, CA1986, CA1988, CA1989, CA1990)

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

1.12 Kitchen/Concessions – not applicable

1.13 Locker Rooms – not applicable

1.14 Aural and Visual Alarms – [\[CHECKLIST\]](#) lack visual and audible alarms (checklist)

Recommendations (City-County Administration Building 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 – [\[CHECKLIST\]](#) multiple signage height high: 64" [CA572](#), [CA573](#), 61" [CA566](#), [CA567](#); exit signs fail (checklist)

Recommendations (City-County Administration Building is a site designated as accessible so 1.15.1 through 1.15.4 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 (CA572, CA573, CA566, CA567, 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

SECOND FLOOR

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

Maneuvering Clearance: IT office 218 – wall on pull side [CA457](#); IT east exit – wall on push side [CA460](#), lacks pull side hardware, not operated from pull side (checklist); IT office 217 – chair on pull side [CA461](#); IT office 216 – desk back on pull side [CA462](#), [CA463](#); IT office 214 – desk on pull side [CA464](#), [CA465](#); IT office 213 – chair and storage on pull side [CA466](#); 210 IT conference room – water cooler on pull side [CA467](#); IT equip closet – cabinet on pull side [CA468](#), int storage [CA470](#); IT corner office near storage room – desk and table back on pull side [CA471](#), [CA472](#), [CA473](#); IT storage room – wall on pull side [CA474](#); IT 209 office – wall on pull side [CA475](#); M RR near GIS – trash can on pull side [CA478](#); W RR entry near GIS – partition on pull side [CA479](#), [CA480](#), [CA481](#); GIS mapping entry 207 – wall on pull side [CA482](#), [CA483](#); GIS office right 208 – chair on pull side [CA484](#); 203 city attorney – cabinet on pull side [CA486](#); 205 office entry – wall on pull side [CA487](#); office 244 – shelves on pull side [CA492](#), [CA493](#); office 201 – 17” to cabinet on pull side [CA494](#); office 243 – table on pull side [CA495](#), [CA496](#); 242 storage/print room – desk and storage on pull side [CA499](#), [CA500](#); office 240 – desk on pull side [CA501](#), [CA502](#); 234 historic preservation – desk and chair [CA504](#), [CA505](#); 229 office hallway – file cabinet back on pull side [CA506](#); 233 office – chair on pull side [CA507](#); 227 break room – counter on pull side [CA510](#), [CA511](#); 232 office – recessed 17” on pull side [CA512](#), [CA513](#); W RR near historical preservation – trash can on pull side [CA516](#); 220 office water quality protection – table on pull side [CA518](#), [CA519](#); 223 connection to 222 – desk on pull side (checklist)

Dimension (32"X80"): IT equipment closet – 29” (checklist); corridor double toward elevator – narrow at 5.5” push bars [CA521](#), [CA522](#)

Hardware: 9 of 51 doors have knobs [CA469](#), [CA476](#); 1 of 51 doors have small hardware (checklist)

LBF: 11 of 11 doors exceed 5 lbf (checklist)

Closer: men’s restroom near GIS – fast (checklist)

Side Lights: corridor double toward elevator – 52.5” [CA520](#), [CA522](#)

Recommendations (City-County Administration Building 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 (CA457, CA460, CA461, CA462,

- CA463, CA464, CA465, CA466, CA467, CA468, CA470, CA471, CA472, CA473, CA474, CA475, CA478, CA479, CA480, CA481, CA482, CA483, CA484, CA486, CA487, CA492, CA493, CA494, CA495, CA496, CA499, CA500, CA501, CA502, CA504, CA505, CA506, CA507, CA510, CA511, CA512, CA513, CA516, CA518, CA519, checklist)
- 1.6.2 For all doors along the public circulation route, **replace** doors ones having 32" clear width where indicated (checklist)
- 1.6.3 For all doors along the public circulation route, **replace** push bar with one that protrudes max 4" (CA521, CA522)
- 1.6.4 For all doors along the public circulation route, **replace hardware** with lever hardware where indicated (CA469, CA476, 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 (CA520, CA522)
- 1.6.8 **Upon renovation**; make above corrections to employee only doors

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) -
[\[CHECKLIST-INTERIOR\]](#)

Interior Route: various areas of route narrow to less than 36" [CA1197](#), [CA1198](#), [CA1219](#), [CA1220](#), [CA1221](#), [CA1222](#); fire extinguisher lacks CFS [CA1310](#); protruding objects- fire extinguishers [CA1306](#), [CA1307](#), [CA1327](#), [CA1328](#), counter near IT [CA1534](#), [CA1535](#), spigot [CA1329](#), [CA1330](#); drinking fountains- single bowl at all locations [CA1311](#), [CA1305](#), one spout high [CA1319](#), [CA1320](#), [CA1321](#), one lacks knee clearance [CA1331](#), [CA1332](#)

Recommendations (City-County Administration Building 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 **Widen AR** to min 36" (CA1197, CA1198, CA1219, CA1220, CA1221, CA1222)
- 1.7.2 **Remove, or relocate storage** in CFS at fixtures and operable parts along the AR (CA1310)
- 1.7.3 **Relocate protruding objects** along the interior AR or place cane detectable warning or bollard at foot of fire extinguishers, counter near IT, and spigot (CA1306, CA1307, CA1327, CA1328, CA1534, CA1535, CA1329, CA1330)
- 1.7.4 **Replace drinking fountain** with hi-lo bowl at each location (CA1311, CA1305)

1.7.5 **Adjust** drinking fountains to correct the height of the spout outlet and to provide knee clearance at indicated fountains (CA1319, CA1320, CA1321 CA1331, CA1332)

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

Service Counter: heights fail in multiple divisions [CA1308](#), [CA1309](#), [CA1315](#), [CA1316](#), [CA1317](#), [CA1318](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.7.1 is integral to compliance with title II program access test): (Service Counter)

1.7.1 **Lower** 36" wide segment of service counters to max 36" aff (CA1308, CA1309, CA1315, CA1316, CA1317, CA1318)

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]

36" access aisle: 230 – narrows to 26" near printer [CA823](#), [CA824](#)

Protruding Objects: conference – paper towel dispenser [CA783](#)

Floor Surfaces: open – CIL at steps to storage area [CA792](#), [CA793](#), [CA794](#), [CA795](#)

Clear floor space: open – switch over steps [CA798](#); 241 – switch [CA810](#); 230 – thermostat remote [CA825](#)

Reach Range: open – thermostat (checklist); 206 – thermostat [CA801](#), [CA802](#), hooks [CA803](#); 203 – thermostat [CA804](#); thermostats in all [CA805](#), [CA806](#), [CA807](#), [CA808](#); 241 – coat rack [CA812](#), thermostat [CA812](#); thermostats in all [CA813](#); 227 – paper towel dispenser [CA816](#), thermostat remote [CA817](#), [CA818](#); 230 – thermostat remote [CA825](#); conference south – thermostat remote [CA826](#), [CA827](#); 226 – screen pull [CA829](#); 223 – thermostats (checklist)

Operable Parts: conference south – partition hardware [CA828](#)

Sinks: 227 – 36.25” [CA815](#), [CA816](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.8.1 through 1.8.7 is integral to compliance with title II program access test):

- 1.8.1 **Relocate obstacles** to create AR through 230 (CA823, CA824)
- 1.8.2 **Relocate protruding objects** in conference or place cane detectable warning or bollard at foot of paper towel dispenser (CA783)
- 1.8.3 **Ramp** steps in rooms indicated (CA792, CA793, CA794, CA795)
- 1.8.4 **Remove, or relocate storage** in CFS at fixtures and operable parts (CA798, CA810, CA825)
- 1.8.5 **Lower operating mechanisms** to max 48” aff to highest operable part; leave as is if employee only operated (CA801, CA802, CA803, CA804, CA805, CA806, CA807, CA808, CA812, CA813, CA816, CA817, CA818, CA825, CA826, CA827, CA829, checklist)
- 1.8.6 **Replace** operable parts with ones not requiring a tight pinch or grasp to operate (CA828)
- 1.8.7 **Lower** sink height to max 34” aff (CA815, CA816)

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: open – narrows to enter some cubicles [CA774](#), [CA775](#); closet – equipment [CA784](#); 243 – narrows to server closet (checklist); 242 – storage [CA811](#)

60” turning space: closet – not large enough [CA784](#); corner – furniture (checklist); 209 – furniture (checklist)

Protruding Objects: open – counter top [CA788](#), [CA789](#)

Clear floor space: 213 – thermostat [CA779](#); 209 – thermostat (checklist); corner – thermostat (checklist); 209 – thermostat (checklist); right – thermostat [CA791](#); 242 – switch [CA810](#)

Reach Range: 218 – thermostat [CA771](#), [CA772](#); 217 – thermostat [CA773](#); 216 – thermostat [CA776](#); open – thermostat [CA777](#), coat rack [CA786](#), [CA787](#); 215 – thermostat (checklist); 214 – thermostat [CA778](#); 213 – thermostat [CA779](#); 212 – thermostat [CA780](#), [CA781](#); right – thermostat [CA791](#); left – thermostat [CA799](#), [CA800](#); all – thermostats (checklist); 233 – hooks high [CA814](#); all – thermostats [CA813](#); 232 –

hooks, thermostat [CA819](#), [CA820](#), [CA821](#); 231 – thermostat [CA822](#); all – thermostats [CA831](#), [CA832](#), [CA834](#); 222 – thermostat (checklist)

Operable Parts: 243 – knob at server closet (checklist)

Recommendations (City-County Administration Building 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 (CA774, CA775, CA784, CA811, checklist)
- 1.9.2 Employee only areas permit approach, entry, and exit, **relocate obstacles** to create turning space of 60" in rooms indicated if feasible (CA784, 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 (CA771, CA772, CA773, CA776, CA777, CA778, CA779, CA780, CA781, CA786, CA787, CA788, CA789, CA791, CA799, CA800, CA810, CA813, CA814, CA819, CA820, CA821, CA822, CA831, CA832, CA834, 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

1.10 Assembly Areas - not applicable

1.11 Restrooms -

GIS and IT - [[CHECKLIST-MULTIPLE USERS](#)]

Both: mirror height high [CA1080](#), [CA1082](#), [CA1100](#); sink pipes not insulated [CA1082](#), [CA1101](#); men’s stall with grab bars not accessible: 39”Wx60”D, diagonal grab bars on either wall [CA1083](#), [CA1084](#), [CA1085](#), [CA1086](#); women’s stall with grab bars not accessible: 36”x71” with side opening door, diagonal grab bars on side walls [CA1091](#), [CA1092](#), [CA1093](#), [CA1094](#), [CA1095](#), [CA1096](#), [CA1097](#); visual alarm (checklist)

Men’s: sink lacks knee clearances [CA1081](#), [CA1082](#)

Women’s: sign mounted on hinge side [CA1087](#); seat cover dispenser high [CA1102](#), [CA1103](#), paper towel dispenser and thermostats high [CA1098](#), [CA1099](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.11.1 through 1.11.6 is integral to compliance with title II program access test): (Multiple Users – GIS and IT)

- 1.11.1 **Lower mirror** so reflective surface is max 40” aff in both (CA1080, CA1082, CA1100)
- 1.11.2 **Insulate exposed pipes** under one sink in both (CA1082, CA1101)
- 1.11.3 **Enlarge** accessible stalls in both to 60” wide and 59” deep (CA1083, CA1084, CA1085, CA1086, CA1091, CA1092, CA1093, CA1094, CA1095, CA1096, CA1097)
- 1.11.4 **Replace** one sink in men’s with one providing knee and toe clearance (CA1081, CA1082)
- 1.11.5 **Remount** signage on wall, latch side of the door, 48” to baseline of lowest character and 60” to baseline of highest character at women’s (CA1087)
- 1.11.6 **Lower** operating mechanisms in women’s to max 48” to highest operable part (CA1102, CA1103, CA1098, CA1099)

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

Women’s Near Historical Preservation - [[CHECKLIST-MULTIPLE USERS](#)] mirror height high [CA1106](#), [CA1108](#); sink lacks knee clearance [CA1107](#), [CA1108](#); sink pipes not insulated [CA1108](#); thermostat high [CA1105](#), seat cover dispenser high [CA1111](#), [CA1112](#); no accessible stall [CA1113](#); visual alarm (checklist); paper towel dispensers protrude [CA1109](#), [CA1110](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.11.1 is integral to compliance with title II program access test): (Multiple Users – Women’s Near Historical Preservation)

- 1.11.1 Restroom not accessible, **acquire and mount** signage directing patrons to accessible restroom (CA1106, CA1108, CA1107, CA1105, CA1111, CA1112, CA1113, CA1109, CA1110)

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

- 1.12 **Kitchen/Concessions** – not applicable
- 1.13 **Locker Rooms** - not applicable
- 1.14 **Aural and Visual Alarms** - see First Floor
- 1.15 **Directional and Permanent Space Signs** - see First Floor

1.16 Other - not applicable

THIRD FLOOR

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

Maneuvering Clearance: commission chambers to city manager – step on push side (checklist); city commission room 322/323 – wall on pull [CA8](#); closet in 322 – shelves (checklist); 322 to 321 – planter on pull side [CA9](#); 321 from hall – storage back on pull [CA10](#); city controller – printer on pull side [CA16](#); 319 – shredder on pull side [CA21](#); 317 grants – table back on pull [CA22](#); 317A closet – small and storage (checklist); 315 – table on pull [CA25](#); 314 – chair back on pull [CA26](#); 313 – chair on pull (checklist); 309B – wall on pull (checklist); 309A closet – storage on pull, spigot on pull side (checklist); 312 to 304 – shelf on pull [CA33](#); 346B – storage on pull [CA35](#); 302 – wall on pull [CA36](#); 314A – wall on pull (checklist); women’s restroom from hall – wall on pull (checklist); women’s restroom entry – wall on push (checklist); 347 – chair on pull (checklist); 345 to 343 – table on pull [CA40](#); 343 – storage (checklist); 341 – desk on pull side (checklist); vault door – deep door, intrinsic to nature of room [CA122](#); 341 to 340 – wall on pull [CA44](#); 340 – shelf on pull (checklist); 340 closet – wall on pull, interior small (checklist); 3C – wall on push (checklist); 335 – chair back on pull (checklist); 337 – chairs on pull [CA47](#); ron to waiting room – chair on pull (checklist); city manager restroom – not deep enough, chair (checklist); 346 – wall 14” on pull (checklist); 314A – wall on pull [CA48](#); L-3-1 stairs – wall on pull (checklist); 326A from stairs – chair on pull (checklist); 326 conference – chair on pull (checklist)

Dimension (32”X80”): double from elevator – 28” [CA3](#), [CA4](#), 5.5” push bar [CA1](#), [CA2](#); 319 – 29” [CA19](#), [CA20](#); 317A closet – 29” [CA23](#), [CA24](#); 309B – 29” [CA27](#), [CA28](#); 309A closet – 29” [CA29](#), [CA30](#); 312 to 304 – 30” [CA31](#), [CA32](#); stairwell L-W-3 – 5” push bar (checklist); men’s restroom – 30” [CA37](#), [CA38](#); 345 to 343 – 30” [CA39](#), [CA40](#); vault door – 23” (checklist); 341 to 340 – 29” [CA42](#), [CA43](#); 3C – 27” [CA45](#), [CA46](#); 314A – 29” (checklist); 326 conference – 30.5” [CA49](#), [CA50](#); women’s restroom near stairs 3A – 29” [CA51](#), [CA52](#)

Change in level: double from elevator – (checklist); vault door – (checklist)

Threshold: double from elevator – lipped (checklist); commission chambers single from hall – marble lip (checklist)

Hardware: 43 of 57 doors have knobs (checklist); 2 of 57 doors have a thumb press (checklist); 2 of 57 doors have small hardware [CA66](#)

LBF: 6 of 10 doors exceed 5 lbf (checklist)

Closer: women’s restroom near stairs CA – fast (checklist)

Side Lights: double from elevator – 52.5” [CA5](#), [CA6](#); stairwell L-W-3 – 52.5” [CA34](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.6.1 through 1.6.11 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, **ramp steps** at door entries (checklist)
- 1.6.2 For all doors along the public circulation route, **provide** required maneuvering clearance on push and pull side of doors (CA8, CA9, CA10, CA16, CA21, CA22, CA25, CA26, CA33, CA35, CA36, CA40, CA122, CA44, CA47, CA48, checklist)
- 1.6.3 For all doors along the public circulation route, **replace** doors ones having 32" clear width where indicated (CA3, CA4, CA19, CA20, CA23, CA24, CA27, CA28, CA29, CA30, CA31, CA32, CA37, CA38, CA39, CA40, CA42, CA43, CA45, CA46, CA49, CA50, CA51, CA52)
- 1.6.4 For all doors along the public circulation route, **replace** push bar with one that protrudes max 4" (CA1, CA2, checklist)
- 1.6.5 For all doors along the public circulation route, **repair, bevel, or ramp CILs** at door entries to max .25" (checklist)
- 1.6.6 For all doors along the public circulation route, **replace threshold** at interior doors with ADA thresholds (checklist)
- 1.6.7 For all doors along the public circulation route, **replace hardware** with lever hardware where indicated (CA66, checklist)
- 1.6.8 For all doors along the public circulation route, **inspect, adjust, and maintain 5 lbf** to open interior doors (checklist)
- 1.6.9 For all doors along the public circulation route, **inspect, adjust, and maintain** closing speed on door closers (checklist)
- 1.6.10 For all doors along the public circulation route, **replace doors** with ones having sidelight viewing windows max 43" aff (CA5, CA6, CA34)
- 1.6.11 **Upon renovation;** make above corrections to employee only doors

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: hangers high [CA53](#), fire extinguisher high [CA57](#); fire extinguisher lacks CFS due to garbage can [CA57](#); protruding objects: water spigot 9.5" [CA58](#), [CA59](#), [CA60](#), agenda at chambers [CA55](#); drinking fountains- low bowl [CA54](#), [CA56](#), spout height fails (checklist), lacks CFS (checklist)

Recommendations (City-County Administration Building is a site designated as accessible so 1.7.1 through 1.7.5 is integral to compliance with title II program access test):

- 1.7.1 **Lower operating mechanisms** along the interior AR to max 48” aff to the highest operable part (CA53, CA57)
- 1.7.2 **Remove, or relocate storage** in CFS at fixtures and operable parts along the AR (CA57, checklist)
- 1.7.3 **Relocate protruding objects** along the interior AR or place cane detectable warning or bollard at foot of water spigot and agenda at chambers (CA58, CA59, CA60, CA55)
- 1.7.4 **Replace drinking fountain** with hi-lo bowl (CA54, CA56)
- 1.7.5 **Lower or raise** drinking fountains to correct the height of the spout outlet (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

Service Counter: 38” license offices [CA61](#), [CA62](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.7.1 is integral to compliance with title II program access test):

- 1.7.1 **Lower** 36” wide segment of service counter to max 36” aff (CA61, CA62)

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:

Handrails Both Sides: 3rd to 4th near 426 – [CA907](#), [CA908](#); other 3rd to 4th – [CA913](#)

Handrail Extension at Bottom: 3rd to 4th near 426 – [CA912](#); other 3rd to 4th – [CA916](#)

Handrail Extension at Top: other 3rd to 4th – [CA913](#)

Handrail Gripping Surface: 3rd to 4th near 426 – 33” [CA909](#), [CA910](#); other 3rd to 4th – 32” [CA914](#), [CA915](#)

Handrail Uninterrupted: 3rd to 4th near 426 – [CA906](#), [CA911](#); other 3rd to 4th – [CA916](#)

Handrail Diameter: 3rd to 4th near 426 – [CA910](#), [CA911](#); other 3rd to 4th – [CA913](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.7.1 through 1.7.4 is integral to compliance with title II program access test):

- 1.7.1 **Install handrails** on both sides of the ramp (CA907, CA908, CA913)
- 1.7.2 **Replace handrails** with ones that are rounded and/or extend to the ground, with handrail extensions and mounted 34” to 38” aff (CA912, CA916, CA913, CA909, CA910, CA914, CA915, CA906, CA911)

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) – [\[CHECKLIST\]](#)

Clear floor space: 309 – white board [CA106](#); 335 – white board (checklist); 326 – thermostat and light switch [CA132](#)

Reach Range: 309 – thermostat (checklist); 335 – thermostat (checklist); 326 – coat hooks (checklist)

Work Surfaces: 335 – lacks toe clearance [CA125](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.8.1 through 1.8.3 is integral to compliance with title II program access test):

- 1.8.1 **Remove, or relocate storage** in CFS at fixtures and operable parts (CA106, CA132, checklist)
- 1.8.2 **Lower operating mechanisms** to max 48” aff to highest operable part; leave as is if employee only operated (checklist)
- 1.8.3 **Replace or add** one work surface with the surface max 34” aff one providing knee and toe clearance (CA125)

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: 322 – reduces to 26.25" to pass desk [CA82](#), [CA83](#); 320 reception – 28.5" to desk [CA14](#), [CA15](#); 317 closet – too small [CA98](#); 313 – 26" around desk [CA103](#), [CA104](#); 309A closet – too small (checklist); 309B – narrow, full of storage [CA105](#); 312 conference – narrows at table (checklist); aaron office – reduces to 21.5" [CA112](#), [CA113](#); 340 – 24" behind desk (checklist); 3C – too small [CA123](#)

60" turning space: 322 closet – too narrow [CA85](#); 317 closet – too small [CA98](#); 315 – furniture (checklist); 309A closet – too small (checklist); 309B – too small, full of storage [CA105](#); 3C – too small [CA123](#)

Protruding Objects: 318 – shelf 11.75" [CA88](#), [CA89](#); 333 – coat rack [CA128](#), [CA129](#)

Floor Surfaces: chambers – 6.5" CIL to commission seating [CA76](#), [CA77](#)

Clear floor space: chamber – light switches [CA78](#), [CA79](#); 322 – thermostat [CA84](#); 321 – coffee service and thermostat [CA13](#); 317 – light switch [CA95](#); 314 – hooks (checklist); 304 – door at printer [CA108](#); aaron – thermostat [CA116](#); 345 – hooks behind door, light switch and thermostat (checklist); 343 – thermostat and light switch [CA41](#); 301 – light switch (checklist); 3C – too small (checklist); 333 – coffee service behind doors [CA130](#); 346 – hooks [CA131](#)

Reach Range: chambers – thermostat [CA78](#), [CA79](#); 323 – light switch at 57" [CA80](#), [CA81](#); 322 – thermostat [CA84](#); 321 – coat rack 61.5" [CA11](#), [CA12](#); city controller – 56" to thermostat [CA17](#), [CA18](#); 319 – hooks high 72" [CA86](#), [CA87](#); city lic – thermostat and fire extinguisher [CA93](#), [CA94](#); 317 – coat hook high [CA96](#), [CA97](#); 315 – hook 55.5" [CA99](#), [CA100](#); 314 – hook at 63" [CA101](#), [CA102](#), thermostat (checklist); 309B – thermostat (checklist); 312 – hook rack [CA107](#); 304 – 63" to coffee [CA110](#), [CA111](#), hooks high (checklist); aaron – 56.5" hook [CA114](#), [CA115](#); 347 – hooks [CA118](#); 345 – hooks and white board bottom 56" [CA119](#), [CA120](#); 343 – hooks (checklist); 301 – hook on door [CA121](#), thermostat (checklist); 341 – thermostat (checklist); 340 – coat rack (checklist); 337 – pull string for light, and thermostat (checklist); ron – thermostat (checklist); 333 – coat rack 59" to hanger [CA127](#), [CA129](#); 346 – hooks [CA131](#)

Operable Parts: 337 – pull string [CA126](#)

Sink: 304 – storage in CFS [CA109](#); 340 – lacks CFS [CA124](#)

Recommendations (City-County Administration Building 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 (CA82, CA83, CA14, CA15, CA103, CA104, CA105, CA112, CA113)
- 1.9.2 Employee only areas permit approach, entry, and exit, **relocate obstacles** to create turning space of 60" in rooms indicated (CA85, CA105, CA123, 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 (CA11, CA12, CA13, CA17, CA18, CA41, CA76, CA77, CA78, CA79, CA80, CA81, CA84, CA86, CA87, CA88, CA89, CA93, CA94, CA95, CA96, CA97, CA98, CA99, CA100, CA101, CA102, CA107, CA108, CA109, CA110, CA111, CA114, CA115, CA116, CA118, CA119, CA120, CA121, CA123, CA124, CA126, CA127, CA128, CA129, CA130, CA131, 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

1.10 Assembly Areas – not applicable

1.11 Restrooms –

[\[CHECKLIST-MULTIPLE USERS\]](#)

Both: no accessible features [CA64](#), [CA65](#), [CA67](#), [CA68](#), [CA69](#), [CA70](#)

Men's: sign hinge side (checklist); pedestal sink [CA63](#); faucet controls fail (checklist); sink pipes not insulated (checklist)

Recommendations (City-County Administration Building is a site designated as accessible so 1.11.1 through 1.11.3 is integral to compliance with title II program access test): (Multiple Users)

- 1.11.1 **Create** accessible stall in each RR (CA64, CA65, CA67, CA68, CA69, CA70)
- 1.11.2 In the alternative, if 1.11.1 is technically infeasible, **post signs directing users to accessible stalls (report)**
- 1.11.3 **Remount** signage on wall, latch side of the door, 48" to baseline of lowest character and 60" to baseline of highest character at men's (checklist)
- 1.11.4 **Replace** one sink with one providing knee and toe clearances in men's and assure hardware is operable without a tight pinch or grasp and insulate pipes (CA63, 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

Women' Near Stairs - [\[CHECKLIST-MULTIPLE USERS\]](#) no accessible features [CA73](#), [CA74](#), [CA75](#); pedestal sink [CA63](#)

**Recommendations (City-County Administration Building is a site designated as accessible so 1.11.1 is integral to compliance with title II program access test):
 (Multiple Users – Women’s Near Stairs)**

1.11.1 Restroom not accessible, **acquire and mount** signage directing patrons to accessible restroom (CA73, CA74, CA75, CA63)

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

[CHECKLIST-SINGLE USER]

Men’s: exempt: private office restroom for city manager [CA71](#), [CA72](#)

**Recommendations (City-County Administration Building is a site designated as accessible so 1.11.1 is integral to compliance with title II program access test):
 (Single Users)**

1.11.1 **Leave as is**, restroom exempt (CA71, CA72)

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

- 1.12 **Kitchen/Concessions** – not applicable
- 1.13 **Locker Rooms** – not applicable
- 1.14 **Aural and Visual Alarms** – see First Floor
- 1.15 **Directional and Permanent Space Signs** – see First Floor
- 1.16 **Other** – not applicable

FOURTH FLOOR

1.6 Interior Doors - [CHECKLIST]

Maneuvering Clearance: 422 office to 421 – table and chair on pull side [CA351](#); 421 office – wall/door on pull side [CA352](#), [CA353](#); women’s restroom – plants on pull side [CA354](#), radiator on push side [CA355](#), [CA356](#); 417 to 416 connector – 16” to table on pull side [CA357](#), [CA358](#); office 416 – 17” to shelves on pull side [CA359](#), [CA360](#); engineering division entry near desks – desk on pull side [CA362](#); engineering division back office 410 – desk on pull side [CA363](#); engineering office 410 to hall – column on pull side [CA364](#), [CA365](#); 412 storage room – 14” to shelving on pull side [CA366](#), [CA367](#), trash can on pull side (checklist); 408 print/break room – 17” to wall/door on pull side [CA368](#), [CA369](#), trash cans and counter back on pull side [CA370](#); 405 parks and rec – chair on pull side [CA378](#); 409 parks and rec right office – table on pull side [CA379](#), [CA380](#); 405 to 409 parks and rec right office – counter on pull side [CA381](#); stairwell entry – railing back on pull side [CA392](#), [CA393](#); 401 storage back room – table back on pull side [CA400](#), [CA401](#); 404 Elroy’s office – plan storage on pull side [CA402](#); 404 office to 403 office – desk back on pull side [CA405](#); 403 office entry – chair on pull side [CA406](#); 445 community development – chair on pull side [CA410](#); 446 community development right office – chair back on pull side [CA411](#); 443 to 402 – file cabinet on pull side [CA414](#); 444 community development room left – file cabinet 14” on pull side [CA417](#); office 439 – desk and shelf on pull side [CA423](#), [CA424](#), [CA425](#); roof access – stairs back on push side [CA427](#); 438 break area – counter on pull side [CA429](#); 437 small meeting room – table back on pull side [CA431](#), [CA432](#), [CA433](#); 435 building division – desk back 52” on pull side [CA435](#), [CA436](#); 435 building division side entry near 439 office – wall and storage on pull side [CA438](#); 426 conference room left – chair on pull side [CA447](#), [CA448](#); 426 to stairwell – chair and table back on pull side [CA449](#), [CA450](#); hall to restroom/stairwell – wall on pull side [CA451](#), [CA452](#); men’s restroom next to conference room and stairwell – wall/sink on pull side [CA455](#), [CA456](#)

Dimension (32"X80"): 408 to 407 – 29.5” [CA371](#), [CA372](#); 407 city open lands manager – each leaf 23.25” [CA375](#), [CA376](#); 405 to 409 parks and rec right office – 30” [CA382](#), [CA383](#); to roof access stairway – 27” [CA384](#), [CA385](#), dimensions fail for recess (checklist); stairwell entry – narrows at 5” push bar [CA389](#), [CA390](#); west men’s restroom – 29” [CA394](#), [CA395](#); 401 file storage – each leaf 28.5” wide [CA397](#), [CA398](#); 404 office to 403 office – 29.5” [CA403](#), [CA404](#); 403 to 402 off – 29.5” [CA407](#), [CA408](#); 446 community development right office – 29.5” [CA412](#), [CA413](#); 443 to 402 – 29.5” [CA415](#), [CA416](#); 440 to 439 – 30.5” [CA421](#), [CA422](#); 435 building division side entry near 439 office – narrow for recess [CA439](#); men’s restroom next to conference room and stairwell – 29” [CA453](#), [CA454](#); corridor from elevator – 5.5” push bars (checklist)

Gaps: roof access – deterioration (checklist)

Hardware: 48 of 51 doors have knobs (checklist); 3 of 51 doors have a thumb press [CA391](#), [CA399](#)

LBF: 5 of 7 doors exceed 5 lbf (checklist)

Closer: 1 of 7 doors fast (checklist)

Side Lights: stairwell entry – 53” [CA388](#); corridor from elevator – 52.5” (checklist)

Recommendations (City-County Administration Building is a site designated as accessible so 1.6.1 through 1.6.11 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 (CA351, CA352, CA353, CA354, CA355, CA356, CA357, CA358, CA359, CA360, CA362, CA363, CA364, CA365, CA366, CA367, CA368, CA369, CA370, CA378, CA379, CA380, CA381, CA392, CA393, CA400, CA401, CA402, CA405, CA406, CA410, CA411, CA414, CA417, CA423, CA424, CA425, CA429, CA431, CA432, CA433, CA435, CA436, CA438, CA447, CA448, CA449, CA450, CA451, CA452, CA455, CA456)
- 1.6.2 No maneuvering clearance at door due to stairs, **leave as is**, correction is technically infeasible (CA427)
- 1.6.3 For all doors along the public circulation route, **replace** door with one having 32" clear width (CA371, CA372, CA375, CA376, CA382, CA383, CA384, CA385, CA394, CA395, CA397, CA398, CA403, CA404, CA407, CA408, CA412, CA413, CA415, CA416, CA421, CA422, CA453, CA454)
- 1.6.4 For all doors along the public circulation route, **replace** doors with ones having 36" clear width at recessed doors (CA439, checklist)
- 1.6.5 For all doors along the public circulation route, **replace** push bar with one that protrudes max 4" (CA389, CA390, checklist)
- 1.6.6 For all doors along the public circulation route, **fill and maintain gaps at doorways** to max .5" (checklist)
- 1.6.7 For all doors along the public circulation route, **replace hardware** with lever hardware where indicated (CA391, CA399, checklist)
- 1.6.8 For all doors along the public circulation route, **inspect, adjust, and maintain 5 lbf** to open interior doors (checklist)
- 1.6.9 For all doors along the public circulation route, **inspect, adjust, and maintain** closing speed on door closers (checklist)
- 1.6.10 For all doors along the public circulation route, **replace doors** with ones having sidelight viewing windows max 43" aff (CA388, checklist)
- 1.6.11 **Upon renovation**; make above corrections to employee only doors

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) –

Interior Route: See Second Floor

Stairs: see Third Floor

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

Clear floor space: 426 – thermostat [CA769](#)

Reach Range: 426 – thermostat [CA769](#), coat rack [CA770](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.8.1 through 1.8.2 is integral to compliance with title II program access test):

- 1.8.1 ***Remove, or relocate storage*** in CFS at fixtures and operable parts (CA769)
- 1.8.2 ***Lower operating mechanisms*** to max 48” aff to highest operable part; leave as is if employee only operated (CA769, CA770)

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: 412 – narrows at storage and table to some file cabinets and storage spaces [CA703](#), [CA704](#); 408 – narrows to 31.5” between counter and printer [CA707](#), [CA708](#); 407 – narrows to enter vault [CA715](#), [CA716](#); 401 – narrows to enter vault [CA730](#), [CA731](#); 443A – table [CA735](#); 402 – narrows to get behind desk [CA741](#), [CA742](#); 445 – narrows to get to left room at counter in door frame (checklist); 443A – table [CA735](#); 445 – counter [CA743](#), [CA744](#); 435 – various [CA440](#), [CA441](#), [CA442](#), [CA443](#); cubicle – narrows at partition and cabinets [CA763](#), [CA764](#); file – cabinets [CA765](#), [CA766](#)

60” turning space: closet – storage (checklist); 408 – storage and furniture [CA708](#); 437 – narrow [CA759](#); cubicle – partitions [CA747](#); file – cabinets [CA766](#)

Floor Surfaces: 407 – CIL at vault threshold [CA717](#); 401 – CIL at vault threshold [CA731](#)

Clear floor space: 418 – thermostat [CA687](#); 413 – thermostat [CA696](#), [CA697](#), [CA699](#); 410 – thermostat [CA700](#); 412 – thermostat [CA701](#); 408 – thermostat [CA706](#), microwave [CA711](#); 409 – thermostat (checklist); 404 – thermostat (checklist); 443A –

thermostat [CA736](#); 403 – thermostat [CA739](#), light switches [CA740](#); 440 – thermostat [CA749](#); 437 – light switch [CA758](#)

Reach Range: 418 – thermostat [CA686](#), [CA687](#); closet – light control [CA688](#), [CA689](#); 417 – thermostat [CA691](#), [CA692](#); 413 – thermostats [CA696](#), [CA698](#), [CA699](#); 410 – thermostat [CA700](#); 412 – thermostat [CA701](#); 408 – thermostat [CA706](#), paper towel dispenser [CA710](#); 407 – thermostat [CA713](#); all – thermostat [CA719](#), [CA720](#), [CA721](#); 401 – thermostat [CA734](#); 443A – thermostat [CA736](#); 404 – hooks [CA738](#), thermostat [CA737](#); 403 – thermostat [CA739](#); 445 – thermostat (checklist); 446 – thermostat [CA745](#); 440 – thermostats [CA748](#), [CA749](#); 439 – thermostat [CA757](#); building divisions all - thermostats [CA761](#), [CA768](#)

Operable Parts: closet – light control [CA689](#)

Sink: 408 – 36” aff [CA709](#), [CA710](#)

Recommendations (City-County Administration Building 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 (CA703, CA704, CA707, CA708, CA715, CA716, CA730, CA731, CA735, CA741, CA742, CA743, CA744, CA440, CA441, CA442, CA443, CA763, CA764, CA765, CA766, checklist)
- 1.9.2 Employee only areas permit approach, entry, and exit, **relocate obstacles** to create turning space of 60" in rooms indicated (CA708, CA759, CA747, CA766)
- 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 (CA686, CA687, CA688, CA689, CA691, CA692, CA696, CA697, CA698, CA699, CA700, CA701, CA706, CA709, CA710, CA711, CA713, CA717, CA719, CA720, CA721, CA731, CA734, CA736, CA737, CA738, CA739, CA740, CA745, CA748, CA749, CA757, CA758, CA761, CA768)

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 -

West - [[CHECKLIST-MULTIPLE USERS](#)]

Both: mirror height high [CA1051](#), [CA1052](#), [CA1063](#), [CA1065](#); sink lacks knee clearance [CA1053](#), [CA1054](#), [CA1064](#), [CA1065](#); sink pipes not insulated [CA1054](#),

[CA1065](#); women’s seat cover dispenser high [CA1056](#), [CA1057](#), thermostat high [CA1062](#), [CA1066](#), [CA1067](#); no accessible stall [CA1058](#), [CA1059](#), [CA1068](#), [CA1069](#); visual alarm only (checklist)

Recommendations (City-County Administration Building is a site designated as accessible so 1.11.1 through 1.11.4 is integral to compliance with title II program access test): (Multiple Users - West)

- 1.11.1 **Lower mirror** so reflective surface is max 40” aff in both (CA1051, CA1052, CA1063, CA1065)
- 1.11.2 **Replace** one sink with one providing knee and toe clearances and insulate exposed pipes in both (CA1053, CA1054, CA1064, CA1065)
- 1.11.3 **Lower** seat cover dispenser in women’s and thermostats in both to max 48” to highest operable part (CA1056, CA1057, CA1062, CA1066, CA1067)
- 1.11.4 **Create** a wheelchair accessible stall with grab bars and fixtures mounted in correct locations and at correct heights in both (CA1058, CA1059, CA1068, CA1069)

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

Other Men’s - [[CHECKLIST-MULTIPLE USERS](#)] lacks directional signage to accessible restroom [CA1070](#); mirror height high [CA1071](#), [CA1073](#); sink lacks knee clearance [CA1072](#), [CA1073](#); sink pipes not insulated [CA1073](#); thermostat high [CA1074](#); no accessible stall [CA1077](#), [CA1078](#); visual alarm only (checklist); access aisle narrows to 24.75” between partition and sink [CA1075](#), [CA1076](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.11.1 is integral to compliance with title II program access test): (Multiple Users – Other Men’s)

- 1.11.1 Restroom not accessible, **acquire and mount** signage directing patrons to accessible restroom (CA1070, CA1071, CA1073, CA1072, CA1074, CA1077, CA1078, CA1076, CA1075)

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

1.12 **Kitchen/Concessions** – not applicable

1.13 Locker Rooms - not applicable

1.14 Aural and Visual Alarms – see First Floor

1.15 Directional and Permanent Space Signs - see First Floor

1.16 Other - not applicable

BASEMENT

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

Maneuvering Clearance: storage 001 – storage pull side [CA1860](#), [CA1861](#); storage 002 – column pull side (checklist); telephone equipment – fire extinguisher 11” [CA1863](#), [CA1864](#); training lab – desk pull side [CA1867](#), [CA1868](#); server room – desk push side [CA1869](#), [CA1870](#), [CA1871](#), [CA1872](#), [CA1873](#); lab to storage – shelf pull side [CA1875](#); 003-D – wall push side [CA1876](#); sprinkler room – wall pull side, shelf back push side [CA1878](#); storage 032 – storage pull side [CA1881](#), [CA1884](#); storage 030 – wall and storage pull side [CA1885](#), [CA1886](#), [CA1887](#); 008-C maintenance break room – table pull side [CA1895](#), [CA1896](#); maintenance storage – no entry (checklist); shop back room – table back pull side (checklist); 028 boiler room – wall 10” push side (checklist); janitor storage 028-B – storage back pull side (checklist); boiler room restroom – sink pull side (checklist); 022 storage – boxes push side (checklist); 020 – wall both side [CA1908](#), [CA1909](#); city records – slope [CA1913](#); city records back room – shelf pull side [CA1915](#), slope [CA1916](#); janitor supplies from 020 – blocked (checklist); storage 023 – storage pull [CA1917](#); storage 015 – table pull side [CA1918](#); basement east – wall push side [CA1919](#)

Dimension (32"X80"): storage 001 – 27” (checklist); building maintenance – 29” [CA1893](#), [CA1894](#); maintenance storage – 76” by 21” (checklist); boiler room restroom – 21” [CA1900](#), [CA1901](#); small cell doors – 71” by 29” [CA1910](#); city records – 70.5” [CA1912](#), [CA1914](#)

Change in level: storage 032 – 1.25” [CA1882](#), [CA1883](#); B-4 – large step [CA1920](#)

Hardware: 28 of 35 doors have knobs [CA1877](#), [CA1880](#), [CA1907](#); 3 of 35 doors have thumb press [CA1874](#), [CA1865](#)

LBF: 5 of 11 doors with closers exceed 5 lbf (checklist)

Side Lights: basement stair access – 55.25” [CA1858](#), [CA1859](#); 8 of 12 doors with side lights at 55” (checklist)

Recommendations (City-County Administration Building is a site designated as accessible so 1.6.1 through 1.6.9 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.

- 1.6.1 For all doors along the public circulation route, **provide** required maneuvering clearance on push and pull side of doors (CA1860, CA1861, CA1863, CA1864, CA1867, CA1868, CA1869, CA1870, CA1871, CA1872, CA1873, CA1875, CA1876, CA1878, CA1881, CA1884, CA1885, CA1886, CA1887, CA1895, CA1896, CA1908, CA1909, CA1915, CA1917, CA1918, CA1919, checklist)

- 1.6.2 **Leave as is**, maneuvering clearance in closet or storage, correction is technically infeasible (checklist)
- 1.6.3 For doors along the public circulation route, **correct or repair slope** at doorway landing to max 2.08% in any direction for level CFS (CA1913, CA1916)
- 1.6.4 For all doors along the public circulation route, **replace doors** with doors having 80" overhead clearance and 32" clear width (CA1893, CA1894, CA1900, CA1901, CA1910, CA1912, CA1914)
- 1.6.5 For all doors along the public circulation route, **repair, bevel, or ramp CILs** at door entries to max .25" (CA1882, CA1883, CA1920)
- 1.6.6 For all doors along the public circulation route, **replace hardware** with lever hardware where indicated (CA1877, CA1880, CA1907, CA1874, CA1865)
- 1.6.7 For all doors along the public circulation route, **inspect, adjust, and maintain 5 lbf** to open interior doors (checklist)
- 1.6.8 For all doors along the public circulation route, **replace doors** with ones having sidelight viewing windows max 43" aff (CA1858, CA1859, 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) –
[\[CHECKLIST-STAIRS\]](#)

Stairs:

Handrails Both Sides: front – not on bottom two steps [CA976](#)

Handrails Continuous: back – [CA973](#); front – [CA977](#)

Doglegs and Switchbacks: front – [CA977](#)

Handrail Extension at Bottom: back – [CA971](#), [CA972](#); front – [CA978](#), [CA980](#)

Handrail Extension at Top: back – [CA974](#); front – [CA979](#), [CA981](#)

Handrail Height: back – 33" and 32" [CA966](#), [CA967](#), [CA969](#), [CA970](#); front – [CA982](#), [CA983](#), [CA984](#), [CA985](#), [CA986](#)

Handrail Clearance: front – [CA988](#), [CA989](#), [CA990](#), [CA991](#)

Handrails Uninterrupted: back – [CA968](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.1.17 is integral to compliance with title II program access test):

- 1.7.1 **Install** handrails on both sides of stairway, mounted 34” to 38” aff with top and bottom extensions and having a 1.25” – 2” in diameter, or a non circular grip that has a perimeter dimension of 4”- 6.25” max (CA976, CA973, CA977, CA971, CA972, CA978, CA980, CA974, CA979, CA981, CA966, CA967, CA969, CA970, CA982, CA983, CA984, CA985, CA986, CA988, CA989, CA990, CA991, CA968)

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: break – first aid 5.75” [CA2071](#), [CA2074](#)

Reach Range: break – key hooks [CA2072](#)

Recommendations (City-County Administration Building is a site designated as accessible so 1.8.1 through 1.8.2 is integral to compliance with title II program access test):

- 1.8.1 **Relocate protruding objects** in break room or place cane detectable warning or bollard at foot of first aid (CA2071, CA2074)

- 1.8.2 **Lower operating mechanisms** to max 48” aff to highest operable part; leave as is if employee only operated (CA2072)

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: 001 – storage throughout [CA2050](#); shop – reduces with garbage cans and cart [CA2075](#), [CA2077](#); back – reduces at chair to 35.5” [CA2090](#)

80” overhead: server – air conditioner [CA2060](#); 030 – pipe 79” [CA2067](#), [CA2068](#), low door to back 74” [CA2069](#), [CA2070](#), [CA2071](#); records – pipes [CA2081](#)

60” turning space: telephone – storage (checklist); sprinkler – [CA2063](#); 022 – [CA2086](#)

Protruding Objects: telephone – shelves [CA2051](#)

Floor Surfaces: 003 – 6” CIL to instructor platform [CA2053](#), [CA2054](#), no ramp (checklist); storage – CIL at stairs to upper storage CA2065; 030 - .75” CIL [CA2079](#), [CA2080](#), 9.4% slope (checklist); 020 – slope at drain (checklist)

Clear floor space: lab – hardware storage [CA2058](#)

Reach Range: 003 – thermostat [CA2052](#), coat rack [CA2055](#); lab – first aid [CA2059](#); sprinkler – hooks (checklist); 021 – light switch and outlets 60” [CA2088](#), [CA2089](#)

Operable Parts: records – light pull strings (checklist)

Recommendations (City-County Administration Building 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 (CA2050, CA2075, CA2077, CA2090)
- 1.9.2 Employee only areas permit approach, entry, and exit, **relocate obstacles** to create turning space of 60" in rooms indicated (CA2063, CA2086)
- 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 (CA2051, CA2052, CA2053, CA2054, CA2055, CA2058, CA2059, CA2060, CA2067, CA2068, CA2069, CA2070, CA2071, CA2079, CA2080, CA2081, 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

1.10 Assembly Areas - not applicable

1.11 Restrooms - [[CHECKLIST-SINGLE USER](#)] dimensions 54"x67", lacks accessible features (checklist)

Recommendations (City-County Administration Building is a site designated as accessible so 1.1.1 through 1.1.4 is integral to compliance with title II program access test): (Single Users)

1.11.1 Restroom not accessible, **acquire and mount** signage directing patrons to accessible restroom (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

1.12 Kitchen/Concessions - [[CHECKLIST](#)] lacks 5% accessible sinks (checklist); sink heights at 35.5" hand wash [CA842](#), [CA843](#) and 37.5" triple basin [CA844](#), [CA845](#); sink pipes lack insulation (checklist); triple basin lacks knee clearance [CA847](#); oven controls on back [CA846](#); lacks CFS at fridge [CA848](#), [CA849](#); 36" access aisle fails at garbage can [CA840](#), [CA841](#); reach range: soda machine buttons 55.5" [CA837](#), [CA838](#), phone [CA839](#); audible alarm only (checklist)

Recommendation (City-County Administration Building is a site designated as accessible so 1.1.1 through 1.1.4 is integral to compliance with title II program access test)s:

1.12.1 For all deficits, ***leave as is***, employee work area pursuant to 2010 Standards 106.5 Defined Terms, until an employee with a disability works here (CA842, CA843, CA844, CA845, CA847, CA846, CA848, CA849, CA840, Ca841, CA837, CA838, CA839, 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

1.13 Locker Rooms - not applicable

1.14 Aural and Visual Alarms - See First Floor

1.15 Directional and Permanent Space Signs - see First Floor

1.16 Other - not applicable

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