



REPORT TO THE City of Helena

Section: City Shop

October 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

City staff conducted an access audit at the City Shop. Our findings are below.

1.1 Parking - [\[CHECKLIST\]](#) Sign bottom at 48" [CS1](#), [CS2](#)

Recommendations (City Shop is a site designated as accessible so 1.1.1 is integral to compliance with title II program access test):

1.1.1 **Raise** existing accessible parking signs so lowest end of bottom sign is min 60" aff (CS1, CS2)

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 THREE

**1.2 Exterior Accessible Route (includes common area and stairs)-
[\[CHECKLIST-EAR\]](#) [\[CHECKLIST-STAIRS\]](#)**

Exterior Route: no issues

Stairs: exterior stairs non-compliant

Recommendations (City Shop is a site designated as accessible so 1.2.1 is integral to compliance with title II program access test):

1.2.1 **Leave exterior stairs as is** due to infeasibility of changing (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 THREE

1.3 Exterior Entry Signage - [\[CHECKLIST\]](#) No exterior signage

Recommendations (City Shop is a site designated as accessible so 1.3.1 and 1.3.2 is integral to compliance with title II program access test):

1.3.1 **Mount signage** at inaccessible entrances directing patrons in wheelchairs to accessible entrance

1.3.2 **Mount signage** at entrance designating it as accessible ([checklist](#))

Responsible Employee	Progress Towards Completion	Recommended Phase
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1.4 Exterior Entry Doors - [\[CHECKLIST\]](#)

Change in level: door #10 6" step down from interior [CS24](#), [CS25](#)

Hardware: knob on door #1 [CS3](#), [CS4](#); knob on door #2 [CS5](#), [CS6](#); knob on door #13 [CS71](#); knob on door #22 [CS67](#); knob on door #20 has thumb [CS71](#)

LBF: 5 out of 6 doors with closers exceed 8.5 lbf ([checklist](#))

Recommendations (City Shop is a site designated as accessible so 1.4.1 through 1.4.4 is integral to compliance with title II program access test):

- 1.4.1 For all doors along the public circulation route, ***repair, bevel, or ramp CIL*** at door entries to max .25" (CS24, CS25)
- 1.4.2 For all doors along the public circulation route, replace hardware with lever hardware where indicated (CS3, CS4, CS5, CS6, CS71, CS67, checklist)
- 1.4.3 For all doors along the public circulation route, ***inspect, adjust, and maintain*** 8.5 lbf to open exterior doors as a smart practice (checklist)
- 1.4.4 ***Upon renovation***; make above corrections to employee only doors

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1.5 Elevator or Lift - not applicable

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

Maneuvering Clearance: door # 3 4.5" on pull side [CS8](#), [CS9](#); door #9 12" on desk [CS20](#), [CS21](#); door #29 2" on push side [CS96](#); door #35 14" on pull side [CS104](#); door #36 5" on pull side [CS106](#)

Dimension (32"X80"): door #16 is 31" [CS59](#); door #33 and door #34 are 29" wide; door #18, door #19, and door #21 non-compliant [CS68](#), [CS74](#); door #30 is not accessible

Change in level: door #32 has slope of 1" [CS101](#)

Hardware: knobs – door #3 ([CS9](#)), door #4 ([CS10](#)), door #5 ([CS12](#)), door #6 ([CS13](#)), door #7 ([CS15](#)), door #8 ([CS17](#)), door #9, door #11 ([CS54](#)), door #12 ([CS69](#)), door #13, door #14 ([CS55](#)); door #15 ([CS71](#)), door #16 ([CS56](#)), door #17 ([CS55](#)), door #20 ([CS71](#)), door #22 ([CS67](#)), door #23 ([CS78](#)), door #25 ([CS90](#)), door #26 ([CS92](#)), door #28 ([CS94](#)), door #29 ([CS96](#)), door #32 ([CS99](#))

LBF: 7 of 30 doors with closers exceed 8.5 lbf ([checklist](#))

Recommendations (City Shop is a site designated as accessible so 1.6.1 through 1.6.6 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 (CS8, CS9, CS20, CS21, CS96, CS104, CS106, checklist)
- 1.6.2 For all doors along the public circulation route, **replace** door with one having 32" clear width (CS59, CS68, CS74, checklist)
- 1.6.3 For all doors along the public circulation route, **repair, bevel, or ramp** CILs at door entries to max .25" (CS101)
- 1.6.4 For all doors along the public circulation route, **replace** hardware with lever hardware where indicated (CS9, CA10, CS12, CS13, CS15, CS17, CS54, CS69, CS55, CS71, CS56, CS55, CS78, CS90, CS92, CS94, CS96, CS99, 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 employee only doors; make above corrections **upon renovation**

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

Operable Parts: thermostat at main entry at 62" [CS48](#), [CS49](#)

Fountain: bowl at 45" [CS50](#), [CS51](#)

Sign: exit sign not illuminated [CS52](#)

Stairs: exterior south non-compliant [CS126](#); Mezz, North, East steps - handrails do not extend [CS87](#), [CS79](#), [CS85](#); Mezz, North, East steps 505.10 exception 3 [CS80](#), [CS86](#), [CS88](#)

Recommendations (City Shop 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 **Lower** operating mechanisms along the interior AR to max 48" aff to the highest operable part (CS48, CS49)
- 1.7.2 **Replace** drinking fountain with hi-lo bowl (CS50, CS51)
- 1.7.3 **Replace** exit sign with illuminated exit sign (CS52)
- 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 (CS126, CS87, CS79, CS85, CS80, CS86, CS88)

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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) - not applicable

1.9 Employee Offices and Spaces - [\[CHECKLIST\]](#)

36" access aisle: Fleet Office 27" to access desk [CS4](#); Welding, Mech, Wash, Parts spaces non-compliant; Laundry inaccessible; Boiler inaccessible

Protruding Objects: Mechanic – First aid and key cabinets protrude 6" [CS37](#), [CS38](#)

Reach Range: Traffic Office thermostat at 59" [CS28](#); south window reach too high [CS30](#); traffic shop thermostat at 61" [CS31](#); Conference: thermostat at 60" [CS32](#), windows [CS34](#); Mechanics room thermostat at 62" [CS35](#), [CS36](#); Fleet Office: thermostat 59" [CS113](#), [CS114](#), windows [CS43](#), coat hooks at 72" [CS46](#), [CS47](#); Break room: thermostat at 63" [CS35](#), coat hooks at 71" [CS46](#), [CS47](#)

Recommendations (City Shop is a site designated as accessible so 1.9.1 and 1.9.2 is integral to compliance with title II program access test):

- 1.9.1 Employee only areas permit approach, entry, and exit, **relocate obstacles** to create AR and turning space of 60" in fleet office (CS45)
- 1.9.2 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 (CS37, CS38, CS28, CS30, CS31, CS32, CS34, CS35, CS36, CS113, CS114, CS43, CS46, CS47, CS35)

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1.10 Assembly Areas - not applicable

1.11 Restrooms - [\[CHECKLIST\]](#)

Both: Restrooms do not comply [CS81](#), [CS82](#), [CS83](#), [CS84](#), [CS119](#), [CS120](#)

Recommendations (City Shop is a site designated as accessible so 1.11.1 is integral to compliance with title II program access test):

1.11.1 **Provide** one men’s and one women’s accessible rest room (CS81, CS82, CS83, CS84, CS119, CS120)

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1.12 Kitchen- not applicable

1.13 Locker Rooms - [\[CHECKLIST\]](#)

Men’s: Handle must be pinched to operate [CS121](#); shelf at 66” [CS122](#), [CS123](#); bench non-compliant [CS125](#), [CS124](#)

Recommendations (City Shop is a site designated as accessible so 1.13.1 is integral to compliance with title II program access test):

1.13.1 **Leave as is**, existing employee only locker room and shower; modify policy allowing employee with a disability to use public locker area or make renovations to existing locker area (CS121, CS122, CS123, CS125, CS124)

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1.14 Aural and Visual Alarms - no issues

1.15 Directional and Permanent Space Signs – [\[CHECKLIST\]](#)

Recommendations (City Shop 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)

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1.16 Other - not applicable

CITY OF HELENA CITY SHOP