



REPORT TO THE City of Helena

Section: Solid Waste Administration Building

October 8, 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 Solid Waste Administration Building. Our findings are below.

1.1 Parking - [\[CHECKLIST\]](#) no issues

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

Exterior Route: no issues

Stairs: the leading 2" of treads do not have visual contrast

Ramp: 2.6% bottom [SWA03](#), [SWA04](#)

Recommendations (Solid Waste Administration Building is a site designated as accessible so 1.2.1 and 1.2.2 is integral to compliance with title II program access test):

1.2.1 ***Install*** detectable warning strip on top tread of each stairway as a smart practice (checklist)

1.2.2 ***Correct*** ramp cross slope to max 2.08% (SWA03, SWA04)

| 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 - [\[CHECKLIST\]](#) accessible entries are not identified with the symbol of accessibility

Recommendations (Solid Waste Administration Building 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 (checklist)

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

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

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

LBF: east entry door exceed 8.5 lbf ([checklist](#))

Recommendations (Solid Waste Administration Building is a site designated as accessible so 1.4.1 and 1.4.2 is integral to compliance with title II program access test):

- 1.4.1 **Inspect, adjust, and maintain** 8.5 lbf to open exterior east entry door
- 1.4.2 **Upon renovation**; make above corrections to employee only doors (checklist)

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

1.5 Elevator or Lift - not applicable

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

Maneuvering Clearance: pull side of south storage 14" [SWA09](#), SWA10; north storage 3" [SWA07](#), [SWA08](#); and mechanical room 9" [SWA05](#), [SWA06](#)

Recommendations (Solid Waste Administration Building is a site designated as accessible so 1.6.1 and 1.6.2 is integral to compliance with title II program access test):

- 1.6.1 No maneuvering clearance at door due to door opening into storage area, **leave as is**, correction is technically infeasible (SWA05, SWA06, SWA07, SWA08, SWA09, SWA10)
- 1.6.2 For employee only doors; make above corrections **upon renovation**

| 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 |

1.7 Interior Accessible Route (includes common area and stairs) - [\[CHECKLIST-INTERIOR\]](#) no issues

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: Mechanical room [SWA17](#)

60" turning space: Mechanical room [SWA17](#)

Protruding Objects: Mechanical room [SWA17](#)

Clear floor space: Mechanical room [SWA17](#)

Reach Range: NW: desk in front of window [SWA18](#); NC: table in front of window [SWA19](#)

Recommendations (Solid Waste Administration Building 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 area permit approach, entry, and exit, **relocate obstacles** to create AR and turning space through mechanical room (SWA17)
- 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 (SWA17, SWA18, SWA19)

| 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 |

1.10 Assembly Areas - not applicable

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

Men's: toilet paper dispensers – 4" [SWA11](#), [SWA12](#); coat hook – 65" [SWA15](#), [SWA16](#)

Women's: toilet paper dispensers – 4" [SWA11](#), [SWA12](#); coat hook – 65" [SWA15](#), [SWA16](#)

Recommendations (Solid Waste Administration Building is a site designated as accessible so 1.11.1 and 1.11.2 is integral to compliance with title II program access test): (Single Users)

- 1.11.1 **Relocate** toilet paper dispensers 7" min and 9" max in front of the toilet measured to the center line of the dispenser and 15"-48" aff (SWA11, SWA12)
- 1.11.2 **Lower** coat hooks at between 40"-48" max (SWA15, SWA16)

| 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 |

1.12 Kitchen/Concessions - [\[CHECKLIST\]](#) no issues

1.13 Locker Rooms - not applicable

1.14 Aural and Visual Alarms - not applicable

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

Recommendations (Solid Waste Administration Building is a site designated as accessible so 1.15.1 through 1.15.3 is integral to compliance with title II program access test):

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

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

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

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

1.16 Other - not applicable

CITY OF HELENA SOLID WASTE ADMIN OFFICE