

# ADA Self-Evaluation and Transition Plan for the City of Melrose

Part 2 of 2



## Part 2: Reports:

City Buildings  
School Buildings  
Outdoor Facilities



January, 2023



Institute for Human Centered Design

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# ADA Self-Evaluation and Transition Plan for the City of Melrose

Part 2 of 2



Part 2: Reports



January, 2023



## City Buildings



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# Beebe Estate



## City of Melrose ADA Transition Plan

July 2022



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### Background

The Beebe Estate is located at 235 West Foster Street. The building was added to the National Register of Historic Places in 1981 and is home to the Council on Aging, the Melrose Alliance Against Violence and the Friends of the Fells.

The building is a two-story building with an accessible entrance/exit located on the west side. There is an additional inaccessible exit located on the south side (Foster Street side). Parking is shared with the Milano Center with accessible spaces located near the Beebe Estate (north side) and across from the main entrance to the Milano Center.

**Note:** For the accessibility issues at the parking lot see the report for the Milano Center.

The Beebe Estate provides exhibits, lectures, event rentals, etc. The 1<sup>st</sup> floor includes a lobby/vestibule, the Council on Aging, a Great Room, a parlor, a sun porch and a single-user toilet room. The 2<sup>nd</sup> floor includes a conference room and staff offices. The toilet room located on the second floor is not used by members of the public. Exterior amenities include a garden located behind the building.

### Key Accessibility Issues

#### Exterior Routes

The major accessibility issue is the excessive cross slope at the walkway parallel to where the accessible parking space is located. Other accessibility issues with the exterior routes include change of level, lack of maintenance at the walkway from West Foster Street and lack of an accessible route to the garden.

#### Doors

Accessibility issues include thresholds higher than the maximum height allowed, lack of the minimum width at the doors from the Great Room to the sun porch and lack of compliant door hardware.

#### Interior Routes

Accessibility issues include lack of an accessible route to the second floor and lack of cane-detectable barriers at the fire place mantels in the Great Room.

**Note:** There are exceptions for alterations to qualified historic buildings and facilities under the ADA Standards. Those exceptions apply to accessible routes, entrances and toilet facilities. If alterations to a qualified historic building or facility to achieve program accessibility would threaten or destroy the historic significance of the building or facility, fundamentally alter the program, or result in undue financial or administrative burdens, the ADA regulations allow alternative methods to be used to achieve program accessibility. Alternative methods include using audio-visual materials to depict portions of the facility that cannot otherwise be made accessible.

#### Toilet Rooms

Accessibility issues include lack of the clear floor space around the toilet due to the location of the trash can, flush control not located on the transfer/open side and lack of insulated pipes at the lavatory.

#### **Additional Accessibility Issues**

- Lack of an illuminated exit sign with the International Symbol of Accessibility (ISA) at the accessible exit.
- Lack of an accessible service counter at the Council on Aging.

#### **Order of Magnitude Cost Estimates**

- Renovation to toilet rooms: \$3,070
- Miscellaneous corrective actions (signage, threshold at doors, etc.): \$2,402

**Total: \$5,472\***

**Note:** Costs that may threaten the significance of the historic building are not included.

**\*Note:** IHCD is not providing costs for accessibility renovation to

Beebe Estate  
outdoor areas.

### **Best Practice and Inclusive Design**

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

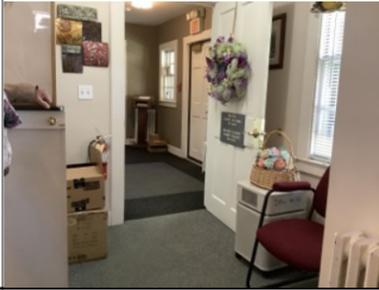
- Recommend providing a lower lectern (lobby area).
- Recommend providing a curb ramp at the end of the walkway from Foster Street and a pedestrian crossing leading to the Milano Center.
- If the window on the building's north side is used to provide information to members of the public, recommend providing an accessible route.

City of Melrose  
Beebe Estate

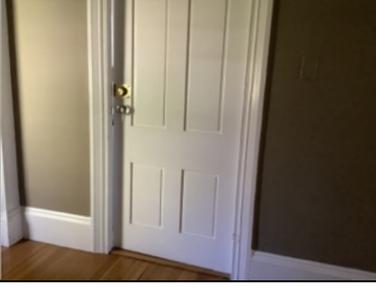
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Garden	Ext.		Exterior Access Route	Walkway		Exterior route < 48" wide	30"	Ensure that a clear width of 48" min. is maintained at the accessible route.	1	-	\$0
2	Route to Main Entrance (North Side)	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%)	4.7%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	\$0
3	Route to Main Entrance From West Foster Street	Ext.		Exterior Access Route	Sidewalk		Level changes > 1/4"	1"	Alter change in level to be 1/4" high max.	1	-	\$0
4	Route to Garden	Ext.		Exterior Access Route	Sidewalk		Accessible route not provided	-	Ensure an accessible route is provided.	1	-	\$0
<b>Curb Ramp</b>												
5	By Parking (North Side)	Ext.		Curb Ramp	N/A		Curb ramp flares > 1:12 (8.33%) (if no landing) Cross slope > 1:50 (2.00%) (MAAB)	3% 8.7% 10.9%	Reduce slope at curb ramp flares to be no steeper than 1:12 (8.33%). Reduce cross slope at curb ramp to be no steeper than 1:50 (2.00%).	1	-	\$0

**Access to Goods and Services**

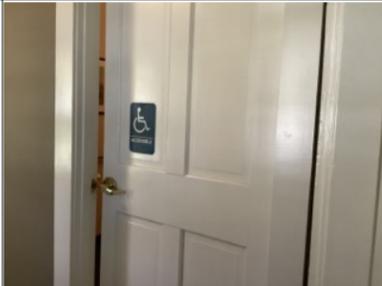
**City of Melrose  
Beebe Estate**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Means of Egress</b>												
6	Egress Door	1	104	Means of Egress	N/A		Illuminated ISA symbol not provided (MAAB)	-	Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	200	\$200
<b>Interior Access Route</b>												
7	Great Room	1	108	Interior Access Route	N/A		Obstructed by protruding objects	8"	Provide a cane-detectable barrier.	2	-	\$0
8	By Staircase A	2	BB-07	Interior Access Route	N/A		Obstructed by protruding objects	70.5"	Recess the string or pin it to the side wall.	1	Labor	\$0
<b>Doors, Doorways, &amp; Gates</b>												
9	Council on Aging	1	102	Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided	-	Remove various items to maintain the required maneuvering clearance at the door.	1	Labor	\$0
10	To Staircase A	1	104	Doors, Doorways, & Gates	Vestibule		Threshold not beveled Threshold > 1/2" high	- .75"	Bevel the threshold. Alter the threshold to be 1/2" high max.	1	300	\$300

**City of Melrose  
Beebe Estate**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
11	To Parlor	1	111	Doors, Doorways, & Gates	Other		Threshold not beveled Threshold > 1/2" high	- 1.5"	Bevel the threshold. Alter the threshold to be 1/2" high max.	1	300	\$300
12	Great Room to Sun Porch	1	112	Doors, Doorways, & Gates	Circulation		Threshold > 1/2" high Clear width at door < 32"	28" 1.5"	Provide signage directing users to an accessible entrance./Install offset hinges to ensure that the door has a clear width of 32 inches./Widen the door so that there is 32" min. clear width. Alter the threshold to be 1/2" high max.	1	-	\$0
13	Street Facing Egress Door 11	1	109	Doors, Doorways, & Gates	N/A		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
14	Parlor	1	111	Doors, Doorways, & Gates			Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
15	Conference Room	2	BB-09	Doors, Doorways, & Gates	Meeting Room		Threshold > 1/2" high Hardware not operable with a closed fist	1.5" -	Alter the threshold to be 1/2" high max. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	634	\$634

**City of Melrose  
Beebe Estate**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Stairways</b>												
16	Staircase A	1	109	Stairways	Other		Handrail not provided on both sides Handrails do not extend 12" from stairs	- -	Provide handrail on one side. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	1	-	\$0
<b>Signage</b>												
17	Council on Aging	1	104	Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
18	Toilet Room	1	106	Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
<b>Service Counter</b>												
19	Council on Aging	1	102	Service Counter	N/A		Counter > 36" high	44.5"	Provide a counter that is 36" max. above the ground or finished floor.	1	-	\$0
<b>Toilet &amp; Bathing Rooms</b>												

**City of Melrose  
Beebe Estate**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Overall Access</b>												
20	Single-User Toilet Room	2	BB-09	Overall Access	Toilet Room		Turning space not provided Accessible plumbing fixtures or stalls not provided	- -	IHCD team was told that members of the public do not use this toilet.	1	-	\$0
<b>Lavatory</b>												
21	Single-User Toilet Room	1	106	Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	92	\$92
<b>Single-User Toilet</b>												
22	Single-User Toilet Room	1	106	Single-User Toilet	N/A		Flush control not on open side Centerline < 16" or > 18" Hook located > 54" high Clearance in front of the toilet < 42" clear depth	- 24" 69.6" 39.5"	Relocate the flush control to the open side. Relocate toilet so that the centerline is 18" from the side wall. Locate the coat hook no higher than 48" above the finished floor. Ensure there is a 42" min. clearance between the toilet and the nearest obstacle.	1	2978	\$2978
23	Single-User Toilet Room	1	106	Single-User Toilet	N/A		Clearance at toilet < 60" clear width	-	Relocate trash can to maintain the required 60" wide min. clear floor space at the toilet.	1	Labor	\$0
<b>Best Practice</b>												

City of Melrose  
Beebe Estate

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Exterior Route</b>												
24	By Parking (North Side)	Ext.		Exterior Route	N/A			-	If the window is used to provide information to members of the public, recommend providing an accessible route.	1	-	\$0
<b>Accessible Route</b>												
25	Route to Main Entry	Ext.		Accessible Route	N/A				Recommend providing a curb ramp and a pedestrian crossing at this location.	1	-	\$0
<b>Lectern</b>												
26	Vestibule	1		Lectern	N/A				Recommend providing a lower lectern.	1	-	\$0

# Department of Public Works City Yard



## City of Melrose ADA Transition Plan

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### Background

The Department of Public Works City Yard is located at 72 Tremont Street and is open to the public for drop-off of yard waste and recycling from 7:30 AM to 2:45 PM on Mondays, Tuesdays and Thursdays. On Saturdays it is open from 8:00 AM to 3:00 PM.

City Yard is a single-story building with a main entrance located on the north side of the building. Areas surveyed include the customer service area, a conference room and the parking spaces closest to the main entrance. All other areas are only used by employees and therefore were not surveyed. There are two parking spaces near the main entrance. On-street parking is also provided on Tremont Street.

### Key Accessibility Issues

#### Entrance

Accessibility issues at the main entrance include lack of maneuvering clearance at the entry door, the door threshold is higher than the maximum height allowed, and a weather mat is not securely attached to the floor.

#### **Additional Accessibility Issues**

- Lack of a compliant van accessible parking space (including a marked access aisle and identification sign).
- Lack of an accessible service counter.
- Lack of maneuvering clearance at the entry door to the conference room (pull side) due to the location of the printer.
- Lack of tactile designation and egress signs.

### Order of Magnitude Cost Estimates

- Miscellaneous corrective actions (automatic door opener, accessible service counter, compliant threshold, etc.): \$4,554

**Total: \$4,554\***

**\*Note:** IHCD is not providing costs for accessibility renovation to outdoor areas.

**City of Melrose**  
**Department of Public Works City Yard**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Off-Street Parking Lot or Garage</b>												
1	Public Parking	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Access aisle not provided Sign not provided	2 - -	Provide a marked access aisle that is at least 96" wide. Provide a sign with the bottom of the sign 60" min. above the ground and the top 96" max. above the ground. Add the designation "Van Accessible" to the sign.	1	-	\$0
<b>Entrance</b>												
2	Public Main Entry	Ext.		Entrance	Main Entrance		Maneuvering clearance is not provided	-	Provide an automatic door opener.	1	3060	\$3060
3	Public Main Entry	Ext.		Entrance	Main Entrance		Mat not securely attached Threshold > 3/4" high	- 1.5"	Ensure the mat is securely attached to the floor to prevent tripping hazard Alter threshold to be 3/4" high max.	1	150	\$150
<b>Access to Goods and Services</b>												
<b>Means of Egress</b>												
4	Public Main Entry	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232

**City of Melrose**  
**Department of Public Works City Yard**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Interior Access Route</b>												
5	Corridor to Main Entry	1		Interior Access Route	N/A		Route < 36" wide	-	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0
<b>Doors, Doorways, &amp; Gates</b>												
6	Meeting Room	1		Doors, Doorways, & Gates	Meeting Room		Maneuvering clearance(s) not provided	-	Relocate printer to maintain the required 18" min. maneuvering clearance at the door.	1	Labor	\$0
<b>Signage</b>												
7	Meeting Room	1		Signage	Designation		Signage is not provided	-	Locate compliant signage alongside the door on the latch side.	1	232	\$232
<b>Service Counter</b>												
8	Counter at Entry	1		Service Counter	N/A		Counter > 36" high	50"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	\$880

## East Side Fire Station



City of Melrose  
ADA Transition Plan

July 2022



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### Background

East Side Fire Station is located at 280 East Foster Street. The station does not offer public programming except for the use of a public toilet room.

The toilet room is located on the east side of the building and is open to members of the public during business hours. The facility's toilet room is mostly used by members of the public who visit nearby parks. On-street parking is available on Forest Street.

### Key Accessibility Issues

Accessibility issues include:

- Lack of an accessible route to the toilet room.
- Lack of an accessible entrance due to a 13" change in level, at the entry door.
- Lack of an accessible toilet room.

### Order of Magnitude Cost Estimates

- Provide an accessible toilet room: \$24,604

**Total: \$24,604\***

**\*Note:** IHCD is not providing costs for accessibility renovation to outdoor areas (accessible route to the toilet room and accessible entry).

### Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Until the toilet room is made accessible, recommend providing an informational sign letting members of the public know that the toilet is not accessible
- Until the toilet room is made accessible, recommend providing an accessible portable toilet located on an accessible route so there is an accessible toilet room that a person with a disability could use.
- Recommend providing a bench near the toilet room.

**City of Melrose  
East Side Fire Station**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Entry to Toilet Room	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided to the toilet room.	1		\$0
2	Route to Toilet Room	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided.	1	-	\$0
<b>Toilet &amp; Bathing Rooms</b>												
<b>Overall Access</b>												
3	Toilet Room	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide a single-user toilet room.	1	24604	\$24604
<b>Best Practice</b>												
4	Route to Toilet Room	Ext.							Until the toilet room is made accessible, recommend providing: - An informational sign letting members of the public know that the toilet is not accessible - An accessible portable toilet located on an accessible route.  Recommend providing a bench near the toilet room.	1	-	\$0

## C. J. McCarthy Apartments



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ADA Transition Plan

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### Background

C. J. McCarthy Apartments is an elderly housing complex located at 910 Main Street.

Included in the survey were the path of travel from the parking lot to the main entrance and the amenities located on the first floor of the building, including the multi-user men's and women's toilet rooms. Parking at the complex is for residents only.

### Accessibility issues

#### Toilet Rooms

Accessibility issues include flush control not located on the open/transfer side of the toilet (men's toilet room), urinal mounted higher than the maximum height allowed, noncompliant rear and side grab bars and lack of a clear floor space positioned for a forward approach due to the location of the partition (men's toilet room). Other accessibility issues include lack of an accessible door pull on each side of the accessible compartment door, coat hooks mounted higher than the maximum height allowed, toilet paper dispensers located further away from the toilet than allowed, mirrors mounted higher than the maximum height allowed and the paper towel dispenser protrudes into the circulation path (women's toilet room).

#### **Additional Accessibility Issues**

- Change in level at the walkway leading to the main entrance.
- Lack of compliant tactile designation signs with raised characters and braille.

### Order of Magnitude Cost Estimates

- Miscellaneous corrective actions (renovate toilet rooms, provide compliant signage, etc.): \$9,734

**Total: \$9,734\***

**\*Note:** IHCD is not providing costs for accessibility renovation to outdoor areas.

### Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing a sign at the Melrose Housing Authority entrance (south side) directing members of the public to the main entrance.

**City of Melrose  
C. J. McCarthy Apartments**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Entrance</b>												
1	Main Entry	Ext.		Entrance	Main Entrance		Threshold > 3/4" high	1"	Alter threshold to be 3/4" high max.	1	150	\$150
<b>Access to Goods and Services</b>												
<b>Signage</b>												
2	Women's Toilet Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
3	Men's Toilet Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
<b>Toilet &amp; Bathing Rooms</b>												
<b>Lavatory</b>												
4	Men's Toilet Room	1		Lavatory	N/A		Clear floor space not provided at lavatory	33"	Relocate partition to provide at least 48" min. clear floor space positioned for a forward approach at the lavatory.	1	256	\$256

**City of Melrose  
C. J. McCarthy Apartments**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Women's Toilet Room	1		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	49"	Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	256	\$256
6	Men's Toilet Room	1		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	48"	Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	256	\$256
<b>Toilet Compartment</b>												
7	Men's Toilet Room	1		Toilet Compartment	Accessible Compartment		Side grab bar < 42" long Rear grab bar < 42" long (MAAB) Flush control not on open side Non-compliant toilet paper dispenser	24" 24" - -	Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall. Provide a rear wall grab bar that is 42" long min. and extends from the toilet 12" min. on one side and 24" min. on the open side. Provide the flush control on the open side of the toilet (transfer side). Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet.	1	2426	\$2426
8	Women's Toilet Room	1		Toilet Compartment	Accessible Compartment		Rear grab bar < 42" long (MAAB) Side or rear grab bar < 33" or >36" high Rear grab bar < 24" from toilet centerline Non-compliant toilet paper dispenser	38" 25" 25" -	Locate grab bars between 33"- 36" above the finished floor. Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall. Provide a rear wall grab bar that is 42" long min. and extends from the toilet 12" min. on one side and 24" min. on the open side. Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet.	1	2052	\$2052
9	Men's Toilet Room	1		Toilet Compartment	Accessible Compartment		Coat hook > 48" (2010 ADA)	65"	Locate the coat hook no higher than 48" above the finished floor.	1	150	\$150

**City of Melrose  
C. J. McCarthy Apartments**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
10	Women's Toilet Room	1		Toilet Compartment	Accessible Compartment		Coat hook > 48" (2010 ADA) Door pull not provided	64" -	Locate the coat hook no higher than 48" above the finished floor. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	220	\$220
<b>Urinal</b>												
11	Men's Toilet Room	1		Urinal	N/A		Rim > 17" high	24"	Provide an urinal with the rim no higher than 17" above the finished floor.	1	3248	\$3248
<b>Dispensers</b>												
12	Women's Toilet Room	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Relocate dispenser out of the circulation path.	1	256	\$256
<b>Best Practice</b>												
<b>Signage</b>												
13	Towards Main Entrance - South Side	Ext.		Signage	N/A				Recommend providing a sign directing members of the public to the main entrance.	1	-	\$0

# Central Fire Station



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### Background

Central Fire Station is a two-story building located at 576 Main Street. In addition to three (3) engine bays (east side), the building has one (1) inaccessible entrance (east side). There are multiple egress doors but members of the public use the entrance/exit located on the east side. Vertical circulation, consists of one interior staircase - there is not an accessible route to the 2<sup>nd</sup> floor. A small parking lot is located on the west side of the building where there are 12 parking spaces including one van accessible parking space. Additional parking is provided at the municipal parking lot (northwest side) and there is also on-street parking.

Areas where the public may visit include the lobby and the dispatch/reception room on the 1<sup>st</sup> floor. The chief's office and the fire prevention office are located on the 2<sup>nd</sup> floor.

**Note:** IHCD was told that if members of the public need access to the 2<sup>nd</sup> floor, the chief or the fire prevention officer will meet with them in the dispatch room on the first floor. Members of the public that need an accessible entrance use the garage doors to enter the station.

### Key Accessibility Issues

#### Main Entrance

The major accessibility issue is the lack of an accessible entrance to the station.

#### Exterior and Interior Routes

- Accessibility issues include excessive running slope at the exterior route leading to the engine bays and lack of an interior accessible route to the 2<sup>nd</sup> floor. Other accessibility issues include lack of compliant handrails at the stair leading to the 2<sup>nd</sup> floor and objects that protrude into the circulation path (e.g., shelves, AED cabinet, etc.).

### Additional Accessibility Issues

- The access aisle at the accessible parking space does not adjoin an accessible route.
- Lack of compliant door hardware.
- Lack of the 32" minimum clear width at the doors to the chief's office and the fire prevention office.
- Lack of an accessible service counter in the lobby area.

### Order of Magnitude Cost Estimates

- Miscellaneous corrective actions (cane-detectable barriers below protruding objects, accessible door hardware, accessible service counter, etc.): \$5,588

**Total: \$ 5,588\***

**\*Note:** IHCD is not providing costs for accessibility renovation to outdoor areas. Costs to provide an accessible route to the second floor and compliant handrails are not included.

### Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Until the station provides an accessible entrance, recommend providing information on the website about the accessibility of the station and alternative options to obtain services.

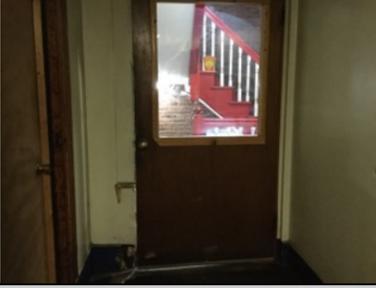
**City of Melrose  
Central Fire Station**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Garage Entrance	Ext.		Exterior Access Route	Exterior		Running slope > 1:20 (5.00%)	10%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	\$0
<b>Off-Street Parking Lot or Garage</b>												
2	Parking Lot	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated van accessible spaces Access aisle does not adjoin an accessible route Running or cross slope at access aisle > 1:50 (2.00%) Sign top > 96" above finished grade	12 1 - 4.2% 107"	Ensure the access aisle adjoins an accessible route. Reduce running and cross slope to be no steeper than 1:50 (2.00%). Locate sign with the top of the sign 96" above the ground.	1	-	\$0
<b>Entrance</b>												
3	Entrance	Ext.		Entrance	Main Entrance		Entrance not on an accessible route Maneuvering clearance at door > 1:50 (2.00%)	- 9%	Provide an accessible entrance or relocate the program as needed. Alter so that the slope in all directions is no greater than 1:50 (2.00%)./Provide an automatic door opener.	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Interior Access Route</b>												
4	Garage Area	1		Interior Access Route	N/A		Obstructed by protruding objects	8.5"	Provide a cane-detectable barrier.	1	256	\$256

**City of Melrose  
Central Fire Station**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Garage Area	1		Interior Access Route	N/A		Obstructed by protruding objects	6.7"	Relocate AED so it does not protrude into the circulation path.	1	256	\$256
6	Garage	1		Interior Access Route	N/A		Obstructed by protruding objects	11"	Provide a cane-detectable barrier.	2	256	\$512
7		2		Interior Access Route			Route < 36" wide	29.5"	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0
<b>Doors, Doorways, &amp; Gates</b>												
8	Garage Area	1		Doors, Doorways, & Gates			Hardware not operable with a closed fist		Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
9	Reception/ Dispatch	1		Doors, Doorways, & Gates			Hardware not operable with a closed fist Clear width at door < 32"	31"	Install offset hinges to ensure that the door has a clear width of 32 inches. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	2716	\$2716

**City of Melrose  
Central Fire Station**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
10	Fire Prevention Office	2		Doors, Doorways, & Gates	Office		Clear width at door < 32" Threshold > 1/2" high Hardware not operable with a closed fist	30" 0.75" -	Widen the door so that there is 32" min. clear width. Alter the threshold to be 1/2" high max. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	-	\$0
11	Towards Chief's Office and Fire Prevention Office	2		Doors, Doorways, & Gates			Hardware not operable with a closed fist		Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
<b>Stairways</b>												
12	Chief's Office and Fire Prevention Office	1		Stairways	Egress		Handrail not provided on both sides	1	Provide handrail on one side.	1	-	\$0
<b>Service Counter</b>												
13	Reception/Dispatch			Service Counter	N/A		Counter > 36" high	50.5"	Provide a counter that is 36" max. above the finished floor.	1	880	\$880

# Town Hall



## City of Melrose ADA Transition Plan

July 2022



Institute for Human Centered Design

560 Harrison Avenue, Boston, MA 02118  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/ tty

### Background

Year Built: 1876    Renovated: 1997

Melrose City Hall is located at 562 Main Street in the historic district of Melrose. The district is comprised of seven (7) buildings including City Hall. The building is open to the public from 8:30 AM – 4:30 PM Monday through Thursday, and on Fridays it is open from 8:30 AM -12:30 PM.

City Hall is a three (3) story building with two accessible entrances located in the basement level (by the Recreation Department and by the Health Department). Two (2) additional inaccessible entrances are located on Main Street and Essex Street. Vertical circulation consists of an elevator and two sets of interior stairs.

The first floor contains a clerk’s office, an assessor’s office, a tax collector’s office, a treasurer’s office, an emergency management office, an Alderman’s Chambers, a retirement office and the Clerk of Committees for the City Council. The second floor contains the Cassidy Conference Room, the Mayor’s office, human resources office, the Legal Department, the Planning Department and the auditors office. The basement level contains the Public Works Department, the Recreation Department, a Health and Human Services office, and the Health Department. Multi-user men’s and women’s toilet rooms are located on the 1<sup>st</sup> and 2<sup>nd</sup> floors. The toilet rooms on the 2<sup>nd</sup> floor are not accessible. Parking is available in the municipal parking lot located behind City Hall and on-street parking is provided on Main Street and Essex Street. There are two (2) parking spaces near the accessible entrance on the northeast side of the building.

### Key Accessibility Issues

#### Exterior Routes

Accessibility issues include lack of curb ramps and routes with surface not maintained in operable working condition.

#### Signage

Accessibility issues include lack of tactile designation and egress signs (with raised characters and braille), designataion signs not located along the wall on the latch side of the door, lack of directional signs at the inaccessible entrances/exits directing visitors to the nearest accessible entrance/exit, lack of signage with the International Symbol of Accessibility (ISA) at accessible entrances, and lack of illuminated signs with the International Symbol of Accessibility (ISA) at accessible exits.

#### Doors

Accessibility issues include double leaf doors that lack at least one leaf with 32” min. clear width, and doors that lack maneuvering clearance and/or lacking hardware that can be operable with one hand and that does not require tight grasping, pinching, or twisting of the wrist.

#### Service Counters

Accessibility issues include six (6) service counters that are located higher than the maxium height allowed. In lieu of an accessible service counter at the building commisioner office, an alternate work surface is provided for the public. Although this is allowed, the clear floor space at the work surface must be kept clear to allow a person using a mobility device to approach the work surface.

#### Toilet Rooms

Accessibility issues in the multi-user toilet rooms located on the 1<sup>st</sup> floor include lack of an accessible urinal, flush control not located on the open/transfer side of the toilet (men’s toilet room accessible compartment), lack of a door pull on both sides of the door at the wheelchair accessible compartments and lack of insulated pipes at the lavatories. The toilet rooms located on the 2<sup>nd</sup> floor and basement are not accessible.

#### **Additional Accessibility Issues**

- Exterior and interior stairs lack extensions.

## City Hall

- Elevator hoistway signs on the inside of the door frame are mounted lower than the minimum height required. And the required tactile start button on the main entry level is not provided.
- Lack of a compliant work surface at the Alderman's Chambers.
- Lack of compliant door hardware at a few doors.
- Lack of drinking fountains for seated users.
- Protruding objects such as defibrillators and shelves are present at various locations along the interior circulation paths.
- Flag drop-off box requires tight grasping, and pinching of the wrist

### Order of Magnitude Cost Estimates

- Renovate toilet rooms: \$9,902
- Provide accessible service counters: \$7,920
- Provide compliant signage (designation, egress and directional): \$4,344
- Provide three (3) drinking fountains for seated users: \$12,084
- Miscellaneous corrective actions (accessible work surface, accessible door hardware, cane-detectable barriers, etc.): \$5,852

**Total: \$40,102**

**\*Note:** Cost to provide compliant handrails at the interior and exterior stairs and to renovate the toilet rooms on the 2<sup>nd</sup> floor is not included.

**\*\*Note:** IHCD is not providing costs for accessibility renovation to outdoor areas.

### Best Practice and Inclusive Design

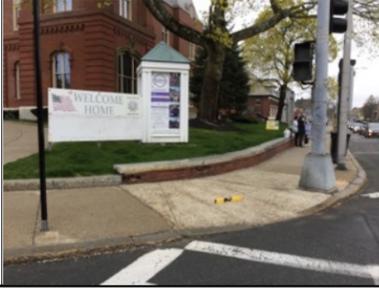
Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing contrasting strips on all exterior and interior stairs treads throughout the building.
- Recommend locating the directional signs by the Engineering Department on the wall opposite the stairs so a person coming down the stairs is able to see the directional signs.
- Recommend locating the directional signs that are by the Cassidy Conference Room near the elevator or near the accessible entrances.
- Recommend making one of the parking spaces an accessible parking space. Provide a sign with the International Symbol of Accessibility (ISA).

**City of Melrose  
City Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Main Street	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:50 (2.00%)	3.9%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	\$0
2	By Accessible Entrance - South Side	Ext.		Exterior Access Route	Exterior		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.	1	-	\$0
3	Main Street	Ext.		Exterior Access Route	Exterior		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.	1	-	\$0
<b>Curb Ramp</b>												
4	Access From Street Side	Ext.		Curb Ramp	N/A		Curb ramp not provided		Provide a curb ramp.	1	-	\$0
5	City Hall Plaza By Accessible Entrance	Ext.		Curb Ramp	N/A		Curb ramp flares > 1:12 (8.33%) (if no landing) Cross slope > 1:50 (2.00%) (MAAB)	20.5% 13.2%	Reduce slope at curb ramp flares to be no steeper than 1:12 (8.33%).  Reduce cross slope at curb ramp to be no steeper than 1:50 (2.00%).	1	-	\$0

**City of Melrose  
City Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Main Street	Ext.		Curb Ramp	Diagonal		Cross slope > 1:50 (2.00%) (MAAB)	3.2%	Reduce cross slope at curb ramp to be no steeper than 1:50 (2.00%).	1	-	\$0
<b>Exterior Stair</b>												
7	Main Street Entrance	1		Exterior Stair	N/A		Handrail not provided on both sides		Provide a handrail on one side.	1	-	\$0
<b>Entrance</b>												
8	Essex Street Entrance	1		Entrance	Secondary Entrance		Entrance not on an accessible route Directional sign to accessible entrance not provided	- -	Provide a directional sign indicating the location of the nearest accessible entrance.	1	-	\$0
9	Main Street Entrance	1		Entrance	Secondary Entrance		Entrance not on an accessible route Directional sign to accessible entrance not provided	- -	Provide a directional sign indicating the location of the nearest accessible entrance.	1	-	\$0
<b>Access to Goods and Services</b>												

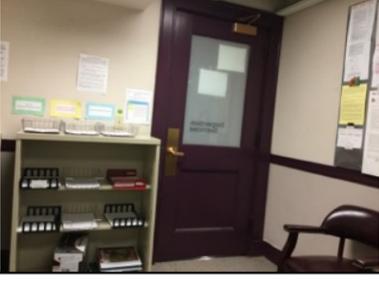
**City of Melrose  
City Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Means of Egress</b>												
10	Egress by Engineering Department	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided		Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
11	Egress by Election Commission Office	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
12	Egress by Clerk of Committees for City Council	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided		Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
13	Engineering Staircase	2		Means of Egress	N/A		Tactile exit sign not provided		Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232
14	Egress Stair by Engineering Department	B		Means of Egress	N/A		Tactile exit sign not provided		Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232

**City of Melrose  
City Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
15	Accessible Entrance - Rear Side	B		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)		Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	432	\$432
16	Egress by Recreation Department	B		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)		Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	432	\$432
<b>Interior Access Route</b>												
17	By Tax Collector's Office	1		Interior Access Route	N/A		Obstructed by protruding objects	11"	Provide a cane-detectable barrier on each side of the counter.	2	306	\$612
18	By Elevator	1		Interior Access Route	N/A		Obstructed by protruding objects	7"	Provide a cane-detectable barrier.	1	256	\$256
19	Assessor's Office	1		Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Ensure carpet is securely attached to the floor to prevent tripping hazard.	1	Labor	\$0

**City of Melrose  
City Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
20	Corridor	B		Interior Access Route	N/A		Obstructed by protruding objects	8.5"	Provide a cane-detectable barrier on each side of the shelf.	2	306	\$612
<b>Doors, Doorways, &amp; Gates</b>												
21	Emergency Management	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided	4"	Relocate cabinet to maintain the maneuvering clearance at the door.	1	Labor	\$0
22	Men's Toilet Room	2		Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32" Hardware not operable with a closed fist	27.5" -	Widen the door so that there is 32" min. clear width. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	-	\$0
23	Women's Toilet Room	2		Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32" Hardware not operable with a closed fist	27.5" -	Widen the door so that there is 32" min. clear width. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	-	\$0
24	Building Commissioner	B		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided		Relocate cabinet to maintain the required 18" maneuvering clearance at the door.	1	Labor	\$0

**City of Melrose  
City Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
25	Health Department & Various Offices	B		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	6	484	\$2904
<b>Stairways</b>												
26	By Cassidy Conference Room	2		Stairways	Other		Handrails do not extend 12" from stairs Handrail height < 34" or > 38"	32" -	Alter so the handrails are 34"- 38" high above the floor. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	1	-	\$0
27	By Engineering Department	B		Stairways			Handrails do not extend 12" from stairs		Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	1	-	\$0
<b>Elevator</b>												
28	Elevator	1		Elevator	Interior		Hoistway signs < 48" > 60" Tactile stars not provided at main entry level	36.7" -	Install hoistway signs on the inside of the door frame 60" above the finished floor. Provide a tactile star on both sides of jambs at main floor. At other floors, provide appropriate number.	1	384	\$384
29	Elevator	2		Elevator	Interior		Hoistway signs < 48" > 60"	37"	Install hoistway signs on the inside of the door frame 60" above the finished floor.	2	96	\$192

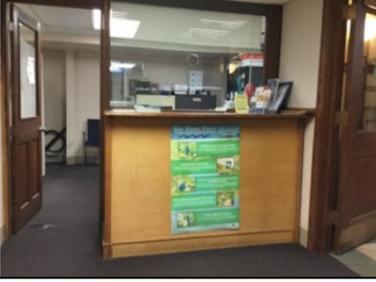
**City of Melrose  
City Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
30	Elevator	B		Elevator	Interior		Hoistway signs < 48" > 60"	37"	Install hoistway signs on the inside of the door frame 60" above the finished floor.	2	96	\$192
<b>Signage</b>												
31	Women's Toilet Room & Men's Toilet Room	1		Signage	Designation		Raised characters not provided on sign Raised characters < 48" or > 60" above ground Braille not provided on sign	- - 65"	Provide text with raised characters duplicated in braille on sign. Mount signs so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor.	2	232	\$464
32	Men's Toilet Room	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door Directional sign to access. toilet not provided	- - - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side. Install a sign indicating the location of the nearest accessible toilet room.	1	464	\$464
33	Women's Toilet Room	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door Directional sign to access. toilet not provided	- - - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side. Install a sign indicating the location of the nearest accessible toilet room.	1	464	\$464
34	Health Department	B		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door		Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232

**City of Melrose  
City Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Service Counter</b>												
35	Election Commission Office	1		Service Counter			Counter > 36" high	42"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	\$880
36	City Clerk Office	1		Service Counter	N/A		Counter > 36" high	44"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	\$880
37	Treasurer /Parking Clerk	1		Service Counter	N/A		Counter > 36" high	43.5"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	\$880
38	Tax Collector's Office	1		Service Counter			Counter > 36" high	44.5"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	\$880
39	Assessor's Office	1		Service Counter			Counter > 36" high	44"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	\$880

**City of Melrose  
City Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
40	Health Department	B		Service Counter	N/A		Counter > 36" high	44"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	\$880
41	Building Commissioner	B		Service Counter	N/A		Counter > 36" high	43.7"	Relocate chair to maintain a clear floor space at the auxiliary counter.	1	-	\$0
42	Recreation	B		Service Counter	N/A		Counter > 36" high	46.7"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	\$880
43	Engineering Department	B		Service Counter	N/A		Counter > 36" high	43"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	\$880
44	Water Department	B		Service Counter	N/A		Counter > 36" high	44.5"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	\$880

**City of Melrose  
City Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Operable Parts</b>												
45	By Emergency Management	1		Operable Parts	Other		Not operable with a closed fist	-	Provide a drop off box with hardware that does not require tight grasping, or pinching, or twisting of the wrist.	1	-	\$0
46	Engineering	B		Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	67.5"	Relocate wall file organizers to ensure they are mounted between 15"- 48" above the finished floor.	1	Labor	\$0
<b>Dining or Work Surfaces</b>												
47	Alderman Chambers	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	24"	Provide at least one dining or work surface with 27" min. knee and toe clearance.	1	700	\$700
<b>Toilet &amp; Bathing Rooms</b>												
<b>Overall Access</b>												
48	Men's Toilet Room	2		Overall Access	Toilet Room		Turning space not provided Accessible plumbing fixtures or stalls not provided	- -	Renovate toilet room to provide turning space. Provide one accessible wheelchair compartment. Ensure urinal is mounted 17" max. above the finished floor.	1	-	\$0

**City of Melrose  
City Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
49	Women's Toilet Room	2		Overall Access	Toilet Room		Turning space not provided Accessible plumbing fixtures or stalls not provided	- -	Renovate toilet room to provide turning space. Provide one accessible wheelchair compartment.	1	-	\$0
<b>Lavatory</b>												
50	Women's Toilet Room	1		Lavatory			Plumbing underneath is exposed		Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	92	\$92
51	Men's Toilet Room	1		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	92	\$92
52	Men's Toilet Room	2		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	-	\$0
53	Women's Toilet Room	2		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	-	\$0

**City of Melrose  
City Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Toilet Compartment</b>												
54	Women's Toilet Room	1		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Coat hook > 48" (2010 ADA) Door pull not provided	- 67" -	Repair hinge. Locate the coat hook no higher than 48" above the finished floor. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	220	\$220
55	Men's Toilet Room	1		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Coat hook > 48" (2010 ADA) Door pull not provided	70"	Repair hinge. Locate the coat hook no higher than 48" above the finished floor. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	220	\$220
56	Men's Toilet Room	1		Toilet Compartment	Accessible Compartment		Flush control not on open side Centerline < or > 18" (MAAB) Clearance at toilet < 60" clear width	18" 59" 21"	Provide the flush control on the open side of the toilet (transfer side). Provide a wheelchair accessible compartment that is 60" wide min. Relocate toilet so the centerline is 18" from the side wall.	1	3202	\$3202
57	Women's Toilet Room	1		Toilet Compartment			Clearance at toilet < 60" clear width Centerline < or > 18" (MAAB)	58" 15"	Provide a wheelchair accessible compartment that is 60" wide min. Relocate toilet so the centerline is 18" from the side wall.	1	2828	\$2828
<b>Urinal</b>												
58	Men's Toilet Room	1		Urinal	N/A		Rim > 17" high	21.7"	Provide at least one urinal with the rim no higher than 17" above the finished floor.	1	3248	\$3248
<b>Additional Access</b>												

**City of Melrose  
City Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Drinking Fountains</b>												
59	By Retirement Office	1		Drinking Fountains	High		No drinking fountain provided for seated users	-	Provide an additional drinking fountain for seated users or install a Hi-Lo drinking fountain.	1	4028	\$4028
60	By Elevator	2		Drinking Fountains	High		No drinking fountain provided for seated users	-	Provide an additional drinking fountain for seated users or install a Hi-Lo drinking fountain.	1	4028	\$4028
61	By Building Commissioner	B		Drinking Fountains	High		No drinking fountain provided for seated users	-	Provide an additional drinking fountain for seated users or install a Hi-Lo drinking fountain.	1	4028	\$4028
<b>Best Practice</b>												
<b>Parking</b>												
62	Between City Hall and Central Fire Station - Northeast Side	Ext.		Parking	N/A				Recommend making one of the parking spaces an accessible parking space. Provide a sign with the International Symbol of Accessibility (ISA).	1	-	\$0

**City of Melrose  
City Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Signage</b>												
63	By Cassidy Conference Room	1		Signage	N/A				Recommend locating these directional signs near the elevator or near the accessible entrances.	1	-	\$0
64	By Engineering Department	B		Signage	N/A				Recommend locating the signs on the wall so a person coming down the stairs is able to see the directional signs.	1	-	\$0
<b>Stairs</b>												
65	Essex Street Entrance	Ext.		Stairs	N/A				Recommend providing contrasting color strips at the edge of each step at the exterior and the interior stairs.	1	-	\$0

# Conant Field



## City of Melrose ADA Transition Plan

July 2022



Institute for Human Centered Design

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### Background

Conant Field is located at approximately 116 Conant Road. Park amenities include a playground, a baseball field with dugouts, bleacher seating, a bullpen and batting cage area, a concession stand, a portable toilet and a bike rack. There is one park entry off Conant Road on the park's north side and a second entry point off Ravine Terrace on the park's northeast side.

### Key Accessibility Issues

- The Ravine Terrace entry point is not maintained in operable working condition.
- Lack of an accessible route from an accessible entry to all amenities in the park including to the boundary of sport activity at the baseball field, the bullpen and batting cage area, the bleacher seating, the concession stand and to the bike rack.
- Lack of an accessible portable toilet located on an accessible route.
- Lack of an accessible route to and around all sides of the playground, lack of a compliant impact-attenuating surface under and around the play components and lack of a surface that is firm, stable and slip-resistant (to areas under and around play components).

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component and around the playground.

**Note:** IHCD is recommending that the Ravine Terrace entry point be made fully accessible.

**Note:** IHCD is not providing costs for accessibility renovation to outdoor areas.

### Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing a directional/informational sign at the Conant Road entry point indicating that an accessible entrance to the baseball field and park can be found off Ravine Terrace once that entry point has been made accessible. Recommend including this information on municipal websites.
- Recommend providing benches, some with backs and some with armrests, located on an accessible route in or near the playground.

**City of Melrose  
Conant Field**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Bullpen and Batting Cage Area	Ext.		Exterior Access Route	Exterior		Level changes > 1/4"	2"	Alter the change in level to be 1/4" high max.	1	-	\$0
2	Ravine Terrace Entry	Ext.		Exterior Access Route	Walkway		Level changes > 1/4" Surface is not stable, firm, and slip-resistant	2" -	Alter the change in level to be 1/4" high max. Repair the surface. Ensure an accessible route is provided from the Ravine Terrace entry point, along this path and connecting to all park amenities.	1	-	\$0
3	Ravine Terrace Entry	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Ensure that the accessible route is maintained in operable working condition.	1	-	\$0
4	Bullpen and Batting Cage Area	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided to the bullpen and batting cage area.	1	-	\$0
<b>Access to Goods and Services</b>												

**City of Melrose  
Conant Field**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Service Counter</b>												
5	Concession Stand	Ext.		Service Counter	N/A		Not connected to a accessible route Counter > 36" high	- 45"	Ensure that the counter is connected to an accessible route. Provide a counter that is 36" max. above the ground.	1	-	\$0
<b>Bike Racks</b>												
6	Bike Rack	Ext.		Bike Racks	N/A		Bike rack is not connected to an accessible route	-	Ensure the bike rack is connected to an accessible route.	1	-	\$0
<b>Toilet &amp; Bathing Rooms</b>												
<b>Portable Toilet</b>												
7	Portable Toilet by Conant Street Entry	Ext.		Portable Toilet	N/A		Not located on an accessible route Accessible portable toilets not provided	- -	Locate portable toilet on an accessible route. Ensure that at least 5% of portable toilets (with a minimum of one) are accessible.	1	-	\$0
<b>Play and Sport Areas</b>												
<b>Play Areas</b>												
8	Playground	Ext.		Play Areas	N/A		Accessible route not provided around playground Accessible route not provided at play components Surface not stable, firm, and slip-resistant	- - -	Install an accessible route to and around the playground. Provide a compliant impact-attenuating surface under and around the play components.	1	-	\$0

**City of Melrose  
Conant Field**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Field</b>												
9	Baseball Fan Bleacher Seating	Ext.		Field	Baseball		Accessible spaces not provided at sidelines seating Not connected to an accessible-route	- -	Provide a 36" x 60" stable and firm clear floor space at sideline seating positioned so a visitor using a wheeled mobility device can sit with his or her shoulders aligned with someone sitting at the end of the lowest row of the bleachers. Also provide a stable and firm accessible route to the sideline seating bleachers. Provide an accessible route to the boundary of sport activity at the baseball field.	1	-	\$0
10	First and Third Base Dugouts	Ext.		Field	Baseball		Not connected to an accessible-route	2"	Provide an accessible route to the field. (Maintain transition from dugouts to field so that the change in level when entering or exiting the dugout is not greater than 1/4".)	2	-	\$0
<b>Best Practice</b>												
<b>Entry</b>												
11	Conant Street Entry	Ext.		Entry	N/A				Recommend providing a sign indicating that an accessible entrance to the field can be found off Ravine Terrace and including this information on municipal websites as well.	1	-	\$0

## Franklin Field



### City of Melrose ADA Transition Plan

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### Background

Franklin Field is located at 2 Greenleaf Place. Park amenities include a parking lot, an open field, a bike rack, a playground and trash container.

The paved parking lot on the northeast side of the park has spaces for 37 vehicles, but no identified accessible parking spaces are provided. Two (2) openings in a metal fence that runs between the parking lot and an open field provide access to the park. A ramp descending from near a building above the park's northeast corner provides a route to the playground. The playground is surrounded by a fence with an entry door on its north side.

**Note:** IHCD was told that a series of garden beds at the park's west side are not part of the public park, so the garden beds were not surveyed.

### Key Accessibility Issues

- Lack of one (1) van and one (1) car accessible parking space with a marked access aisle and identification signs.
- Lack of an accessible route from the park entry points in the parking lot to the boundary of sport activity at the open field and to the playground.
- Lack of an accessible route to a trash container and to a bike rack.
- Lack of edge protection on one side of the ramp leading to the playground, an excessive change in level at the ramp's bottom landing and lack of handrails that extend 12" at the ramp's top landing. The top of the ramp also has a running slope that is greater than the maximum slope allowed.
- Lack of an accessible route to and around all sides of the playground, lack of a compliant impact-attenuating surface under and around the play components and lack of a surface that is firm, stable and slip-resistant (to areas under and around play components).

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component and around the playground.

**Note:** IHCD is not providing costs for accessibility renovation to outdoor areas.

### Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend striping at the parking space that is directly in front of a park entry point (located on the right side of the parking lot when facing the park) so cars do not park in front of and block the entry point.
- Recommend providing an accessible portable toilet located on an accessible route at the park.

**City of Melrose  
Franklin Field**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Route to Playground Main Entry	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Ensure that the accessible route to the playground is maintained in operable working condition.	1	-	\$0
2	Right Entry From Parking Lot to Open Field	Ext.		Exterior Access Route	N/A		Route not maintained in operable working condition Accessible route not provided	- -	Ensure that the accessible route is maintained in operable working condition. Ensure an accessible route is provided from the parking area to a path connecting to the boundary of sport activity at the open field and to the playground entry.	1	-	\$0
<b>Off-Street Parking Lot or Garage</b>												
3	Parking Lot	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces Access aisle not provided Sign not provided Sign does not have the designation "Van Accessible"	37 - - - -	Provide one compliant van and one compliant standard accessible parking space. Provide a marked access aisle that is at least 96" wide at the van accessible space and at least 60" wide at the standard accessible space. Provide a sign with the International Symbol of Accessibility (ISA) at both spaces. Add the designation "Van Accessible" to the sign located at the van accessible space.	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Ramps</b>												
4	Top of Ramp to Playground	Ext.		Ramps	Exterior		Handrails do not extend 12" past top & bottom Landing has a slope > 1:50 (2.00%) (MAAB) Edge protection < 4" high	10.3% - 5.6% -	Alter handrails to extend horizontally above the landing for 12" min. beyond the top ramp run. Alter so that the slope in all directions is no greater than 1:50 (2.00%) at the ramp landing. Provide edge protection on the right side of the ramp as shown in this image that prevents the passage of a 4" diameter sphere.	1	-	\$0

**City of Melrose  
Franklin Field**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Bottom of Ramp to Playground	Ext.		Ramps	Exterior		Not maintained in operable working condition	1" 1"	Ensure that the ramp is maintained in operable working condition. (Reduce change in level where ramp landing transitions to the walkway to 1/2 in max. beveled of 1/4" max. if the transition is not beveled.)	1	-	\$0
<b>Bike Racks</b>												
6	Near Center Entry at Parking Lot	Ext.		Bike Racks	N/A		Bike rack is not connected to an accessible route	-	Ensure bike rack is connected to an accessible route.	1	-	\$0
<b>Play and Sport Areas</b>												
<b>Play Areas</b>												
7	Playground	Ext.		Play Areas	N/A		Accessible route not provided around playground Accessible route not provided at play components Not connected to an accessible route Surface not stable, firm, and slip-resistant	- - 2" -	Install an accessible route to and around all sides of the playground. Provide a compliant impact-attenuating surface under and around the play components. Provide an accessible route to play areas.	1	-	\$0
<b>Field</b>												
8	Center Entry from Parking Lot to Open Field	Ext.		Field	Soccer		Trash container not connected to an accessible route Not connected to an accessible-route	16% -	Ensure trash container is located on an accessible route. Provide an accessible route to the boundary of sport activity at the open field and to the entry point at the playground.	1	-	\$0
<b>Best Practice</b>												

**City of Melrose  
Franklin Field**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Park Entry</b>												
9	Right Entry From Parking Lot to Open Field	Ext.		Park Entry	N/A				Recommend putting striping at the parking space that is directly in front of a park entry point (located on the right side of the parking lot when facing the park) so cars do not park in front of and blocking the entry point.	1	-	\$0

# Memorial Hall



## City of Melrose ADA Transition Plan

July 2022



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### Background

Built: 1912

Soldiers & Sailors Memorial Building, also known as Memorial Hall, is located at 590 Main Street in the historic district of Melrose. The district is comprised of seven (7) buildings including Memorial Hall. Events held in the building include dance, recitals/rehearsals, sport matches, etc. Memorial Hall is also rented to members of the public for various events.

Memorial Hall is a two-story building with a basement. The accessible entrance is via a ramp located on the south side of the building. In addition to the main entrance/exit, there are four (4) exits around the building. Vertical circulation consists of an elevator and interior stairs located by the dressing room and by the delivery egress door. Parking is available in the municipal parking lot located behind Memorial Hall (west side) and on-street parking is provided on Main Street. There are two (2) accessible parking spaces near the accessible entrance (south side).

Memorial Hall's interior includes on the 1<sup>st</sup> floor a front lobby, a main hall with a fixed seating capacity for 434 plus two boxed seating areas with a capacity of 16 in total. The main hall also includes a stage, a dressing room, a storage area and the Memorial Hall office. The 2<sup>nd</sup> level includes a Grand Army of the Republic (GAR) Room and a south parlor. Multi-user men's and women's toilet rooms are located on the lower level and a single-user toilet room is located on the 1<sup>st</sup> floor by the dressing room.

### Key Accessibility Issues

#### Exterior Routes

Accessibility issues include excessive running and cross slopes at the ramp leading to the accessible entrance, lack of compliant handrails at the stairs near the ramp, lack of handrails at the stairs leading to the entrance on Main Street and at the exits located on the north and south sides of the building.

#### Assembly Area

Accessibility issues include lack of an accessible route to the seating area, and lack of accessible wheelchair spaces with companion seats. Other accessibility issues include lack of an accessible route to the stage, lack of an accessible route from the stage to the changing room and lack of an assistive listening system. In assembly areas where audible communication is integral to the use of the space, an assistive listening system shall be provided. Assistive listening systems shall be identified by the International Symbol of Access for Hearing Loss.

**Note:** There are exceptions for alterations to qualified historic buildings and facilities under the ADA Standards. Those exceptions include accessible routes, entrances and toilet facilities. If alterations to a qualified historic building or facility to achieve program accessibility would threaten or destroy the historic significance of the building or facility, fundamentally alter the program, or result in undue financial or administrative burdens, the ADA regulations allow alternative methods to be used to achieve program accessibility. Alternative methods include using audio-visual materials to depict portions of the facility that cannot otherwise be made accessible.

#### Signage

Accessibility issues include lack of tactile designation and egress signs (with raised characters and braille), lack of directional signs at the inaccessible entrances/exits directing visitors to the nearest accessible entrance/exit, lack of signage with the International Symbol of Accessibility (ISA) at the accessible entrance, and lack of an illuminated sign with the International Symbol of Accessibility (ISA) at accessible exit.

#### Toilet Rooms

Accessibility issues include lack of an ambulatory compartment (women's toilet room), lack of a door pull on both sides of the door at the wheelchair accessible compartments, lack of insulated pipes at the lavatories and lack of the minimum 60" clear floor space at the toilet (men's toilet room). Other accessibility issues include lack of a clear floor space at the

## Memorial Hall

baby changing table. The single-user toilet room located by the dressing room is not accessible.

### Doors

Accessibility issues include lack of a compliant clear floor space at the exterior landing at the main entrance, lack of compliant hardware, and thresholds higher than the maximum height allowed.

### **Additional Accessibility Issues**

- Lack of an identification sign with the designation “Van Accessible” at the accessible parking space located near the accessible entrance (south side).
- Lack of a securely attached mat (main entrance).
- Lack of compliant handrails at the interior stairs.
- Lack of a cane-detectable barrier under the clothes rack (basement).
- AED cabinet located near the door to the main hall is mounted higher than the maximum height allowed.

### **Order of Magnitude Cost Estimates**

- Renovate toilet rooms: \$27,460
- Provide compliant designation, egress and directional signs: \$3,448
- Miscellaneous corrective actions (door hardware, cane-detectable barrier, etc.): \$4,418

**Total:** \$35,326\*

**\*Note:** Cost does not include renovation to the main hall or for the provision of compliant interior handrails.

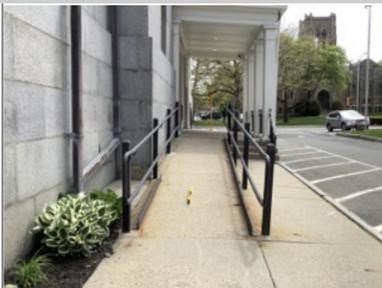
**\*\*Note:** IHCD is not providing costs for accessibility renovations to outdoor areas.

### **Best Practice and Inclusive Design**

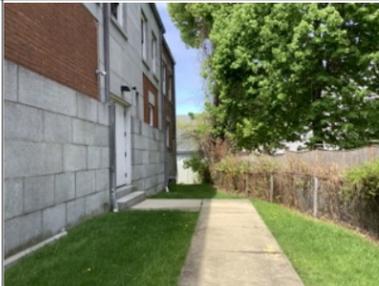
Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing contrasting color strips at the edge of each step at the exterior and at the interior stairs.
- Recommend relocating the informational sign regarding the location of the toilet rooms to avoid glare.

**City of Melrose  
Memorial Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Accessible Parking in Municipal Lot	Ext.		Exterior Access Route	Sidewalk		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.	1	-	\$0
2	Route to Accessible Parking by Stage Door	Ext.		Exterior Access Route	Sidewalk		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.	1	-	\$0
3	Main Street - Towards Accessible Entrance	Ext.		Exterior Access Route	Sidewalk		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.	1	-	\$0
<b>Off-Street Parking Lot or Garage</b>												
4	Parking by Stage Door	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of designated accessible parking spaces Access aisle not provided Sign does not have the designation "Van Accessible"	2 - -	Provide a marked access aisle that is at least 60" wide. Add the designation "Van Accessible" to the sign located at the van accessible space.	1	-	\$0
<b>Exterior Ramp</b>												
5	Towards Main Entrance	Ext.		Exterior Ramp	N/A		Running slope > 1:12 (8.33%) Cross slope of ramp > 1:50 (2.00%)	12.8% 5.6%	Reduce running slope to be no steeper than 1:12 (8.33%). Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	\$0

**City of Melrose  
Memorial Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Exterior Stair</b>												
6	Towards Main Entrance From Main Street	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair Cross section of handrail is not compliant	- -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight. Provide handrails with 1 1/4" - 2" circular cross sections or 4"- 6 1/4" non-circular cross sections.	1	-	\$0
7	Driveway/Deliveries	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair Handrail not provided on both sides	- -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight. Provide a handrail on one side. Recommendation applies to both sides of the stairs.	1	-	\$0
8	Towards Main Entrance	Ext.		Exterior Stair	N/A		Not maintained in operable working condition	-	Reduce cross slope to be no steeper than 1:50 (2.00%) to ensure stairs are maintained in operable working condition.	1	-	\$0
9	Right Stage Egress	Ext.		Exterior Stair	N/A		Handrails not provided	-	Provide handrail on one side.	1	-	\$0
10	Exit Stage Doors	Ext.		Exterior Stair	N/A		Handrails not provided	-	Provide handrail on both sides.	1	-	\$0

**City of Melrose  
Memorial Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Entrance</b>												
11	Main Street	Ext.		Entrance	Other		Entrance not on an accessible route Directional sign to accessible entrance not provided	- -	Provide a directional sign indicating the location of the nearest accessible entrance.	1	-	\$0
12	Driveway/ Deliveries	Ext.		Entrance	Other		Entrance not on an accessible route Directional sign to accessible entrance not provided	- -	Provide a directional sign indicating the location of the nearest accessible entrance.	1	-	\$0
13	Main Entrance	Ext.		Entrance	Main Entrance		International Symbol of Accessibility not provided Threshold > 3/4" high	- 1"	Provide a sign with the International Symbol of Accessibility (ISA). Alter threshold to be 3/4" high max.	1	-	\$0
14	Main Entrance	Ext.		Entrance	Main Entrance		Maneuvering clearance at door > 1:50 (2.00%)	6%	Provide an automatic door opener.	1	-	\$0
15	Main Entrance	L		Entrance	Other		Door requires > 15 lbs. of force to open	20 lbs	Adjust closers so doors do not require more than 15 pounds of force.	1	Labor	\$0

**City of Melrose  
Memorial Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Emergency Exit</b>												
16	Exit Stage Doors	Ext.		Emergency Exit	112		Directional sign to accessible entrance not provided	-	Provide a directional sign indicating the location of the nearest accessible entrance.	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Means of Egress</b>												
17	Egress From South Stage	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
18	GAR Room - Exit to Main Street Egress	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided		Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
19	Front Lobby Main Entrance	L		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	432	\$432
20	North Egress Door, Near North Stage	L		Means of Egress	N/A		Tactile exit sign not provided Threshold > 3/4" high Directional sign to accessible emergency exit not provided	- 1"	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Alter the threshold to be 3/4" high max. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	614	\$614

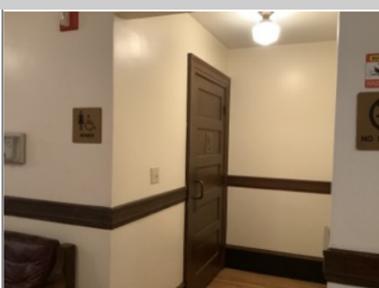
**City of Melrose  
Memorial Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
21	South Egress Door	L		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
22	Driveway/ Deliveries Egress Door	L		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
<b>Interior Access Route</b>												
23	Lower Lobby	Basement		Interior Access Route	N/A		Obstructed by protruding objects	12.5"	Provide a cane-detectable barrier on both sides.	2	256	\$512
24	Dressing Room - North Stage	L		Interior Access Route	N/A		Accessible route not provided	-	Provide an accessible route.	1	-	\$0
<b>Doors, Doorways, &amp; Gates</b>												
25	Dressing Room Towards Toilet Room	L		Doors, Doorways, & Gates	Circulation		Clear width at door < 32" Hardware not operable with a closed fist	31" -	Install offset hinges to ensure that the door has a clear width of 32 inches. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	2716	\$2716

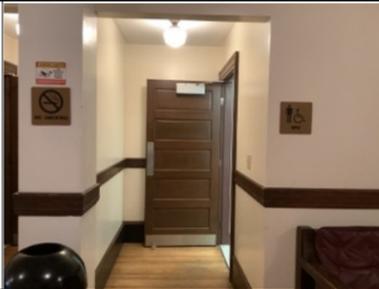
**City of Melrose  
Memorial Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
26	Main Entrance	L		Doors, Doorways, & Gates	Vestibule		Mat not securely attached	-	Secure the mat to prevent tripping hazard.	1	Labor	\$0
27	To Office & South Stage	L		Doors, Doorways, & Gates	Assembly Space		Threshold not beveled Threshold > 1/2" high Hardware not operable with a closed fist	- 1.5" -	Bevel the threshold. Alter the threshold to be 1/2" high max. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	784	\$784
28	Single-User Toilet Room - North Stage	L		Doors, Doorways, & Gates	Toilet Room		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
<b>Ramps</b>												
29	Main Floor	L		Ramps	Interior		Handrails do not extend 12" past top & bottom	-	Alter handrails to extend horizontally above the landing for 12" min. beyond the top and bottom of ramp runs.	2	-	\$0
<b>Stairways</b>												
30	Lower Lobby to Deliveries/ Driveway	Basement		Stairways	Egress		Handrails do not extend 12" from stairs Handrails have non-compliant cross section	- -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. Provide handrails with 1 1/4" - 2" circular cross sections.	1	-	\$0

**City of Melrose  
Memorial Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
31	Front Lobby to Lower Lobby	L		Stairways	Other		Handrails do not extend 12" from stairs	-	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	1	-	\$0
32	Stairs to South Stage	L		Stairways	Other		Handrails do not extend 12" from stairs Handrails have non-compliant cross section Handrail not provided on both sides	- - -	Provide handrail on one side. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. Provide handrails with 1 1/4" - 2" circular cross sections.	1	-	\$0
<b>Platform Lift or LULA Elevator</b>												
33	To North Stage From Main Stage	L		Platform Lift or LULA Elevator	Interior				Recommended location for accessible lift for stage access.	1	-	\$0
<b>Elevator</b>												
34	Elevator	1		Elevator	Interior		Hoistway signs < 48" > 60"	62"	Install hoistway signs on the inside of the door frame 60" above the finished floor.	1	Labor	\$0
<b>Signage</b>												
35	Women's Toilet Room	Basement		Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0

**City of Melrose  
Memorial Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
36	Men's Toilet Room	Basement		Signage	Designation		Sign not located on the latch side of the door Signage lacks 18" by 18" clear floor space	- -	Locate the sign at permanent rooms alongside the door on the latch side. Relocate couch to ensure the required 18" min. by 18" min. clear floor space is maintained at the designation sign.	1	Labor	\$0
37	Single-User Toilet Room - North Stage	L		Signage	Designation		Signage is not provided Directional sign to access toilet not provided	- -	Locate compliant signage alongside the door on the latch side. Install a sign indicating the location of the nearest accessible toilet room.	1	464	\$464
38	To Office & South Stage	L		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	\$232
<b>Operable Parts</b>												
39	Front Lobby	L		Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	63"	Relocate AED so that controls are mounted 48" above the finished floor.	1	256	\$256
<b>Assembly Area</b>												
40	Main Floor	L		Assembly Area	N/A		Number of seats Number of designated wheelchair spaces Wheelchair spaces not on accessible route Accessible route to stage not provided Acc. rt. from dressing room to stage not provided Assistive listening devices not provided	434 3 - - -	Six wheelchair spaces plus companion seats are required. Ensure the wheelchair spaces are on an accessible route. Provide an accessible route to the stage or provide an interior lift to the stage. Provide an accessible route between the dressing room and stage or provide an interior lift. If audible communication is integral to the use of the space, provide an assistive listening system.	1	-	\$0
<b>Toilet &amp; Bathing Rooms</b>												

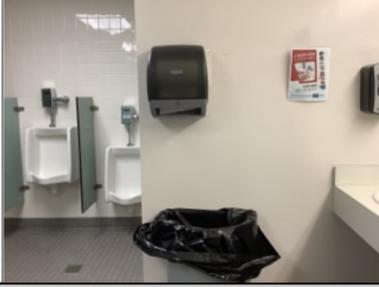
**City of Melrose  
Memorial Hall**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Overall Access</b>												
41	Women's Toilet Room	Basement		Overall Access	Toilet Room		6 fixtures, but no ambulatory compartment provided	-	Provide one ambulatory accessible compartment.  See ID #46.	1	-	\$0
42	Single-User Toilet Room - North Stage	L		Overall Access	Toilet Room		A. Not on an accessible route B. Turning space not provided C. Accessible plumbing fixtures or stalls not provided	- - -	Provide an accessible single-user toilet room.	1	24604	\$24604
<b>Lavatory</b>												
43	Men's Toilet Room	Basement		Lavatory	N/A		Clear floor space not provided at lavatory	-	Relocate lavatory to ensure a 30" min. by 48" min. clear floor space positioned for a forward approach is provided at the lavatory.	1	-	\$0
44	Women's Toilet Room	Basement		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	92	\$92
45	Men's Toilet Room	Basement		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	92	\$92

**City of Melrose  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
46	Single-User Toilet Room - North Stage	L		Lavatory	N/A		Toe or knee clearances not provided	-	Provide a lavatory with knee and toe clearance positioned for a forward approach.  See ID #41.	1	-	\$0
<b>Toilet Compartment</b>												
47	Women's Toilet Room	Basement		Toilet Compartment	Ambulatory Compartment		Grab bars not provided	-	Provide one grab bar on the side wall of the water closet and one on the rear wall.	2	898	\$1796
48	Men's Toilet Room	Basement		Toilet Compartment	Accessible Compartment		Clearance at toilet < 60" clear width	57.2"	Relocate partition to ensure the required 60" wide min. is provided.	1	256	\$256
49	Women's Toilet Room	Basement		Toilet Compartment	Accessible Compartment		Door pull not provided	-	Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	70	\$70
50	Men's Toilet Room	Basement		Toilet Compartment	Accessible Compartment		Door pull not provided	-	Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	70	\$70

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Dispensers</b>												
51	Women's Toilet Room	Basement		Dispensers	Paper Towel Dispenser		Clear floor space not provided at accessory	-	Relocate trash can to ensure a 30" min. by 48" min. clear floor space is provided.	1	Labor	\$0
52	Men's Toilet Room	Basement		Dispensers	Paper Towel Dispenser		Clear floor space not provided at accessory	-	Relocate trash can to ensure the required clear floor space is provided at the paper towel.	1	Labor	\$0
<b>Baby Changing Table</b>												
53	Women's Toilet Room	Basement		Baby Changing Table	N/A				See ID #54.	1		\$0
54	Men's Toilet Room	Basement		Baby Changing Table	N/A		30" x 48" clear floor space not provided	-	Relocate baby changing table to ensure the required 30" min. by 48" min. clear floor space is provided.	1	Labor	\$0
55	Women's Toilet Room	Basement		Baby Changing Table	N/A		30" x 48" clear floor space not provided		Relocate baby changing table to ensure the required 30" min. by 48" min. clear floor space is provided.	1	Labor	\$0
<b>Additional Access</b>												

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Drinking Fountains</b>												
56	Lower Lobby	Basement		Drinking Fountains	Hi-Lo		Clear floor space not provided	-	Ensure the 30" by 48" clear floor space positioned for a forward approach is centered on the lower drinking fountain.	1	-	\$0
<b>Best Practice</b>												
57	Main Floor	L							Recommend relocating informational sign to avoid glare.	1	-	\$0
<b>Stairways</b>												
58	Front Lobby to South Parlor & GAR Room	L		Stairways	N/A				Recommend adding a contrast strip on the stair treads.	1	-	\$0

## Mt. Hood Municipal Golf Course



### City of Melrose ADA Transition Plan

November 2022



Institute for Human Centered Design

560 Harrison Avenue, Boston, MA 02118  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/ tty

### Background

Built: 1936

Mt. Hood Municipal Golf Course is an 18-hole facility located at 100 Slayton Road. Amenities include a clubhouse, a pro shop, two (2) function halls, a stage and a golf course. The clubhouse building is also home to the Parks and Recreation Department.

The clubhouse is a single-story building with six (6) entrances/exits to the building. An additional entrance/exit is provided through the patio located at the large function hall. There are two accessible entrances to the building. There are two (2) interior egress stairs, one located by a stage in the large function hall and the second by the egress door in the small function hall. The clubhouse has a pro shop where customers can rent equipment and golf carts, a snack bar, and the aforementioned two (2) function halls. Multi-user men's and women's toilet rooms are located near the pro shop. There is an additional staff only toilet room located near the Parks and Recreation office. In addition, there are two (2) portable toilets located near Holes #5 and #15.

There are three (3) parking lots around the clubhouse. The first lot is located on the north side of the building – near the golf cart area, the second is a small lot with three (3) parking spaces assigned to the Parks and Recreation Department (northwest side) and the third lot is located on the south side of the building - there are three (3) accessible parking spaces in this lot.

**Note:** The lot assigned to the Parks and Recreation staff was surveyed.

### Key Accessibility Issues

#### Exterior Routes

Accessibility issues include routes with running slopes, cross slopes and level changes greater than the maximum allowed and routes that are not maintained in operable working condition. Other accessibility issues include lack of compliant handrails at the stairs located on the southwest side of the clubhouse building and lack of handrails at the stairs located on

the northwest and southwest sides of the building. The ramp that leads to the snack bar has noncompliant handrails. Additional accessibility issues include lack of an accessible route to the benches located in the practice green, near the playground, and near Hole #10.

**Note:** IHCD team was told that the facility offers flags for customers with disabilities to put on their golf cart. The facility also has staff available that can drive customers to the golf course or can pick them up from their cars.

#### Entrances and Exits

Accessibility issues include entrances not located on an accessible route due to the excessive change in level at the entrances – entrances have a step at the door.

#### Assembly Area

Accessibility issues include lack of assistive listening systems in the function halls and lack of an accessible route to the stage in the larger function hall.

**Note:** An assistive listening system is required where audible communication is integral to the use of the space and audio amplification is provided.

#### Signage

Accessibility issues include lack of tactile egress signs (with raised characters and braille) at the exit doors, lack of directional signs at the inaccessible entrances/exits directing visitors to the nearest accessible entrance/exit, designation signs that lack raised characters and braille designation signs that are mounted higher than the maximum height allowed and signs not located on the latch side of doors.

#### Toilet Rooms

Accessibility issues include toilet with a centerline less than 18" from the side wall (women's toilet room), the length of the wheelchair compartment is slightly less than the minimum required (men's toilet room), and the flush control is not located on the open or transfer side of the toilet (women's toilet room). There is also lack of a door pull on both sides of the door to the

## Mt. Hood Municipal Golf Course

wheelchair accessible compartments, exposed plumbing underneath lavatories and mirrors mounted higher than the maximum height allowed (men's toilet room). Additional accessibility issues include a paper towel dispenser that protrudes into the circulation path (women's toilet room).

### Interior Doors

Accessibility issues include lack of compliant hardware at various doors, and lack of the minimum required maneuvering clearance due to the location of furniture or fire extinguishers.

### **Additional Accessibility Issues**

- Service counters are higher than the maximum height allowed (snack bar, pro shop, and small function hall).
- Golf ball cleaner near Hole #10 has hardware that is not operable with a closed fist.
- The identification sign with the International Symbol of Accessibility (ISA) at the accessible parking space is lower than the minimum height allowed.
- Lack of at least one (1) accessible portable toilet located on an accessible route (both Holes #5 and #15).
- Lack of a cane-detectable barrier at the stairway located in the small function hall and as the coat racks located at the entrance to the larger function hall.

### **Order of Magnitude Cost Estimates**

- Renovate toilet rooms: \$4,114
- Provide compliant designation, egress and directional signs: \$3,680
- Assistive Listening System (two function halls): \$3,376
- Miscellaneous corrective actions (accessible door hardware, cane-detectable barrier, portable ramp, service counter, etc.): \$3,028

**Total: \$14,198**

**\*Note:** IHCD is not providing costs for accessibility renovations to outdoor areas.

### **Best Practice and Inclusive Design**

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend relocating signs in the snack bar and main entrance to prevent glare.
- Recommend providing contrasting color strips at the edge of each step at the exterior and interior stairs.
- Recommend relocating the information board located near the pro shop and the toilet rooms to prevent glare.
- Recommend relocating the floor plan located near the main entrance to prevent glare.

**City of Melrose  
Mt. Hood Municipal Golf Course**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Patio	Ext.		Exterior Access Route	Walkway		Exterior route < 36" wide Obstructed by protruding objects	30" -	Ensure that a clear width of 36" min. is maintained at the accessible route. Trim vegetation to maintain a clear 36" wide route.	1	-	\$0
2	Walkway to Pro Shop	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%)	2.5%	Reduce the cross slope to be no steeper than 1:50 (2.00%).	1	-	\$0
3	SW Walkway	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%)	9%	Reduce the cross slope to be no steeper than 1:50 (2.00%).	1	-	\$0
4	Hole 10 East of Pro Shop	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%)	21.8%	Reduce the running slope to be no steeper than 1:20 (5.00%).	1	-	\$0
5	By SW Accessible Parking	Ext.		Exterior Access Route	Sidewalk		Level changes > 1/4"	1.5"	Alter change in level to be 1/4" high max.	1	-	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Patio by Large Function Room	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	5"	Alter the change in level to be 1/4" high max.	1	-	\$0
7	Walkway to Pro Shop	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Ensure that the accessible route is maintained in operable working condition.	1	-	\$0
<b>Off-Street Parking Lot or Garage</b>												
8	Parking Lot Southwest Side	Ext.		Off-Street Parking Lot or Garage	Visitor		Sign bottom < 60" above finished grade	47.2	Locate sign with the bottom of the sign 60" above the ground.	1	-	\$0
<b>Exterior Ramp</b>												
9	Snack Bar - Southeast Egress	Ext.		Exterior Ramp	198		Lower handrails < 18" or > 20" above ramp surface	25"	Provide a lower handrail located between 18" min. - 20" min. high. Ensure extensions are at least 12" long.	1	-	\$0
<b>Exterior Stair</b>												
10	To Patio From Parking Lot - Northwest Side	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair	-	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight.	1	-	\$0

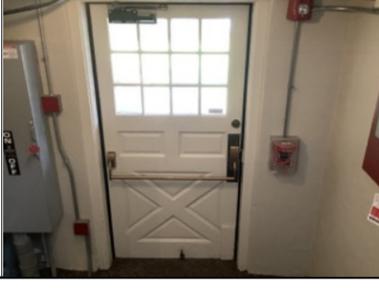
**City of Melrose  
Mt. Hood Municipal Golf Course**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
11	Towards Parking - Southwest Side	Ext.		Exterior Stair	N/A		Handrail not provided on both sides	-	Provide a handrail on one side.	1	-	\$0
12	Towards Parking Lot - West Side	Ext.		Exterior Stair	N/A		Handrail not provided on both sides	-	Provide handrails on both sides.	1	-	\$0
<b>Entrance</b>												
13	Entrance to Large Function Room	1		Entrance	Main Entrance		Entrance not on an accessible route Directional sign to accessible entrance not provided	- -	Provide a directional sign indicating the location of the nearest accessible entrance. Provide a portable ramp as needed.	1	-	\$0
14	Small Function Hall, Southwest Egress	Ext.		Entrance	Secondary Entrance		Entrance not on an accessible route Directional sign to accessible entrance not provided	- -	Provide a directional sign indicating the location of the nearest accessible entrance.	1	-	\$0
15	Pro Shop Entrance	1		Entrance	Other		Entrance not on an accessible route Directional sign to accessible entrance not provided	- -	Provide a directional sign indicating the location of the nearest accessible entrance.	1	-	\$0

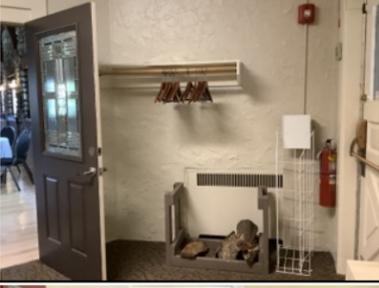
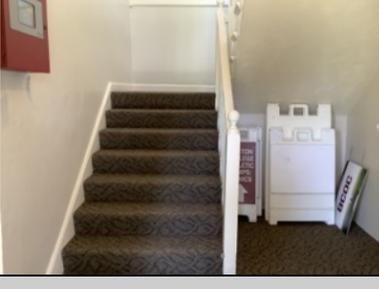
**City of Melrose  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
16	Main Entrance	1		Entrance	Main Entrance		Entrance not on an accessible route Level changes > 1/4"	- 4"	Provide a directional sign indicating the location of the nearest accessible entrance.	1	-	\$0
17	Entrance - to Function Hall	1		Entrance	Secondary Entrance		International Symbol of Accessibility not provided	-	Provide a sign with the International Symbol of Accessibility (ISA).	1	-	\$0
18	Parks and Recreation Department	1		Entrance	Other		Level changes > 1/4"	4"	Provide a portable ramp as needed.	1	500	\$500
<b>Access to Goods and Services</b>												
<b>Means of Egress</b>												
19	Snack Bar	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	432	\$432
20	Exit by the Toilet Rooms	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	464	\$464

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
21	Exit - Snack Bar	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
22	Large Function Hall to Patio	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
23	Parks and Recreation Department	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
24	Large Function Hall - Exit to Patio	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
25	Exit From Small Function Hall	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
26	Exit From Pro Shop	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
<b>Interior Access Route</b>												
27	By Toilet Rooms and Large Function Hall	1		Interior Access Route	N/A		Obstructed by protruding objects	14"	Provide a cane-detectable barrier under the coat rack.	1	256	\$256
28	By Toilet Rooms and Large Function Hall	1		Interior Access Route	N/A		Obstructed by protruding objects	14"	Provide a cane-detectable barrier under the coat rack.	1	256	\$256
29	Small Function Hall Staircase to Southwest Egress	1		Interior Access Route	N/A		Vertical clearance < 80" above finished floor	-	Provide a cane-detectable barrier.	1	256	\$256
<b>Doors, Doorways, &amp; Gates</b>												
30	Exit by Toilet Rooms	1		Doors, Doorways, & Gates	Emergency Egress		Maneuvering clearance(s) not provided	-	Relocate fire extinguisher to maintain the required 12" on the push side of the door.	1	Labor	\$0

**City of Melrose  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
31	Snack Bar to Large Function Hall	1		Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided Hardware not operable with a closed fist	- -	Relocate the stand to maintain the maneuvering clearance on the pull side of the door. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
32	Parks and Recreation Department to Egress	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided Hardware not operable with a closed fist	5.5" -	Keep door open during business hours. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
33	Pro Shop to Toilet Rooms	1		Doors, Doorways, & Gates	Other		Maneuvering clearance not provided at recess > 6"	-	Remove the fire extinguisher to maintain the required 12" maneuvering clearance on the push side of the door.	1	Labor	\$0
34	Parks and Recreation Department to Office	1		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
35	Parks and Recreation Department to Office	1		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Stairways</b>												
36	Small Function Room Staircase to Southwest Exit	1		Stairways	Other		Handrails not compliant Handrail height < 34" or > 38"	- 30"	Provide compliant handrails on both sides of the staircase. Alter so the handrails are 34"- 38" high above the floor.	1	-	\$0
<b>Signage</b>												
37	Snack Bar Entrance	Ext.		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door International Symbol of Acc. not provided	- - - -	Provide text with raised characters duplicated in braille on sign. Mount signs so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor. Locate the sign at permanent rooms alongside the door on the latch side. Provide a sign containing the International Symbol of Accessibility (ISA).	1	-	\$0
38	To Snack Bar	Ext.		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door Directional sign to accessible entrance not provided	- - -	Provide text with raised characters duplicated in braille on sign. Mount signs so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor. Locate the sign at permanent rooms alongside the door on the latch side. Provide a directional sign indicating the location of the nearest accessible entrance.	1	-	\$0
39	Large Function Room Egress to Toilet Rooms	1		Signage	Directional		Raised characters < 48" or > 60" above ground	64.7"	Mount signs so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor.	1	Labor	\$0
40	Men's Toilet Room	1		Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side. Mount signs so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor.	1	Labor	\$0

**City of Melrose  
Mt. Hood Municipal Golf Course**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
41	Women's Toilet Room	1		Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side. Mount signs so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor.	1	Labor	\$0
<b>Service Counter</b>												
42	Pro Shop	1		Service Counter	N/A		Counter > 36" high	38.3"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	\$880
<b>Operable Parts</b>												
43	Hole #10 East of Pro Shop	Ext.		Operable Parts	Equipment		Not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	-	\$0
<b>Dining or Work Surfaces</b>												
44	Snack Bar	1		Dining or Work Surfaces	Dining Surface		Top of dining/work surface < 28" or > 34"	42"	Provide a portion of the bar between 28"- 34" above the floor and 27" clear height underneath.	1	880	\$880

**City of Melrose  
Mt. Hood Municipal Golf Course**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Assembly Area</b>												
45	Large Function Hall	1		Assembly Area	N/A		Accessible route to stage not provided Assistive listening devices not provided	- - -	Provide an accessible route to the stage. If audible communication is integral to the use of the space, provide an assistive listening system.	1	1688	\$1688
46	Small Function Hall	1		Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system.	1	1688	\$1688
<b>Exterior Benches</b>												
47	Hole #10 East of Pro Shop	Ext.		Exterior Benches	N/A		No accessible route to one bench in area	-	Relocate bench to an accessible route.	1	-	\$0
48	Park/Playground	Ext.		Exterior Benches	N/A		No accessible route to one bench in area	-	Provide an accessible route to one bench in this area.	1	-	\$0
49	Practice Green	Ext.		Exterior Benches	N/A		No accessible route to one bench in area	-	Relocate bench to an accessible route.	1	-	\$0
<b>Toilet &amp; Bathing Rooms</b>												

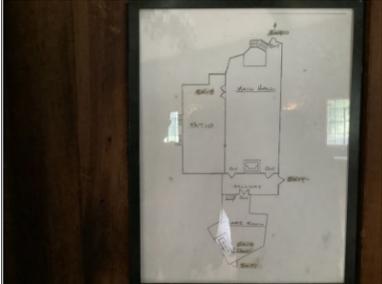
**City of Melrose  
Mt. Hood Municipal Golf Course**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Lavatory</b>												
50	Women's Toilet Room	1		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	92	\$92
51	Men's Toilet Room	1		Lavatory	N/A		Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40" Dispensers not within reach range	- 45.5" 59.8"	Insulate or otherwise configure pipes to prevent contact for at least one lavatory. Lower mirror so that the bottom surface is at 40" max. above the finished floor. Lower dispensers to 48" max. above the finished floor.	1	798	\$798
<b>Toilet Compartment</b>												
52	Women's Toilet Room	1		Toilet Compartment	Accessible Compartment		Flush control not on open side Centerline < or > 18" (MAAB)	- 15.7"	Provide the flush control on the open side of the toilet (transfer side). Relocate toilet so the centerline is 18" from the side wall.	1	2828	\$2828
53	Men's Toilet Room	1		Toilet Compartment	Accessible Compartment		Clearance at toilet < 72" clear depth (MAAB)	70.7"	Relocate partition to provide a wheelchair accessible compartment that is 60" wide and 72" deep.	1	256	\$256
54	Women's Toilet Room	1		Toilet Compartment	Accessible Compartment		Door pull not provided	-	Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	70	\$70

**City of Melrose  
Mt. Hood Municipal Golf Course**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
55	Men's Toilet Room	1		Toilet Compartment	Accessible Compartment		Door pull not provided	-	Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	70	\$70
<b>Portable Toilet</b>												
56	Portable Toilet by Hole 5	Ext.		Portable Toilet	N/A		Not located on an accessible route Accessible portable toilets not provided	- -	Locate portable toilet on an accessible route. Provide one accessible portable toilet.	1	-	\$0
57	Portable Toilet by Hole 15	Ext.		Portable Toilet	N/A		Not located on an accessible route Accessible portable toilets not provided	- -	Locate portable toilet on an accessible route. Provide one accessible portable toilet.	1	-	\$0
<b>Best Practice</b>												
<b>Tables</b>												
58	Patio by Large Function Room	Ext.		Tables	N/A				Recommend providing at least one dining table with knee clearance.	1	-	\$0

**City of Melrose  
Mt. Hood Municipal Golf Course**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Work Surface</b>												
59	Parks & Recreation Department, Office 2	1		Work Surface	N/A				If members of the public meet here, recommend providing one work surface with knee and toe clearance.	1	-	\$0
<b>Floor Plan</b>												
60	Main Entrance	1		Floor Plan	N/A				Recommend relocating floor plan to prevent glare.	1	-	\$0
<b>Information Board</b>												
61	Between Pro Shop and Toilet Rooms	1		Information Board	N/A			-	Recommend relocating information board to prevent glare.	1	-	\$0
<b>Stairs</b>												
62	Small Function Room	1		Stairs	N/A				Recommend providing contrasting color strips at the edge of each step at the interior stairs.	1	-	\$0

## Police Station



## City of Melrose ADA Transition Plan

July 2022



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## Background

The Melrose Police Station is located at 56 West Foster Street. The station is a two-story building with an inaccessible entrance located on Foster Street (north side). Vertical circulation consists of a set of interior stairs. Parking is available in the municipal parking lot located across the street from the station on Foster Street, and on-street parking is provided on Myrtle Street. The parking lot located behind the station is for police staff only.

Areas open to the public on the first floor include the lobby. Restricted areas that are only accessed by members of the public when they are accompanied by an officer include the interview room, a booking room and holding cells (4 male cells and one female/juvenile cell), all of which are located in the basement.

## Key Accessibility Issues

### Entrances

Major accessibility issues include lack of accessible entrances. The main entrance used by members of the public and located on Foster Street is up a set of stairs. The "Personnel Only" entrance used when transporting detainees is not accessible either - it has two steps. Other accessibility issues include lack of compliant handrails at the stairs leading to the main entrance, and an exterior door with noncompliant opening force (main entrance).

### Booking and Interview Rooms

Accessibility issues in the booking room include noncompliant door hardware. With the interview room there is a lack of maneuvering clearance at the entry door due to the location of furniture.

### Interior Accessible Route

The major accessibility issue is the lack of an interior accessible route from the main entrance to the lobby area and to the basement where the holding cells are located. Other accessibility

issues include a shelf that protrudes into the circulation path and the "Interview in Progress" illuminated information sign at the interview room lacks the required minimum vertical clearance.

### Holding Cells

Accessibility issues include lack of male and female/juvenile accessible holding cells, toilet located too far from the side wall and lack of the rear and side grab bars. Other accessibility issues include the lack of an accessible route to the female/juvenile holding cell and benches that reduce the interior accessible route to a narrower width than is allowed.

**Note:** See the Department of Justice (DOJ) document ADA/Section 504 Design Guide: Accessible Cells in Correctional Facilities at <https://www.ada.gov/accessiblecells.htm>.

## Additional Accessibility Issues

- Lack of a compliant accessible service counter.
- Lack of tactile designation and egress signs (with raised characters and braille).
- Lack of a compliant accessible sink with knee clearance, compliant faucets and insulated pipes (by male holding cells).
- Lack of compliant handrails at the interior stairs (by detainees' entrance).

## Order of Magnitude Cost Estimates

- Miscellaneous corrective actions (portable ramp, signage, accessible service counter, sink, etc.): \$5,060

**Total: \$5,060**

**Note:** Costs to provide compliant accessible holding cells, an interior accessible route to the holding cells and compliant grab bars at the holding cell toilets are not provided. Also, IHCD is not providing costs for the renovation of outdoor elements.

### **Best Practice and Inclusive Design**

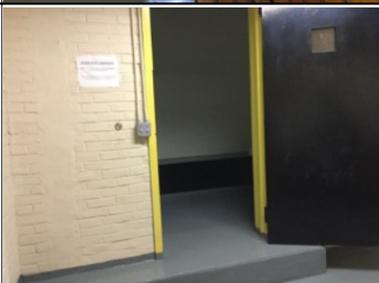
Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Until an accessible route to the main entrance is provided, recommend providing an informational sign with the contact phone number for the police department receptionist on the sign. In addition, recommend alerting members of the public on the police station website about procedures to obtain information or notify the police of their arrival for visitors who can't gain entry via the inaccessible entrances.
- Recommend providing contrasting strips on stairs treads.

**City of Melrose  
Police Station**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Stair</b>												
1	Main Entrance	Ext.		Exterior Stair			Handrail height < 34" or > 38" Handrails do not extend 12" from stair	32.5" -	Alter so the handrails are 34"- 38" high above the finished floor or ground. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight.	1	-	\$0
<b>Entrance</b>												
2	Police Personnel Entrance (Used by Officers as an Entrance for Detainees)	1		Entrance	Secondary Entrance		Entrance not on an accessible route	-	Provide a directional sign indicating the location of the nearest accessible entrance.	1	346	\$346
3	Main Entrance	Ext.		Entrance	Main Entrance		Entrance not on an accessible route	- -	Provide an accessible route to the main entrance. (Either by way of an exterior ramp or a lift.)	1	-	\$0
<b>Emergency Exit</b>												
4	Main Entrance	Ext.		Emergency Exit			Door requires > 15 lbs. of force to open	20 lbs	Adjust closers of exterior doors so doors do not require more than 15 pounds of force.	1	Labor	\$0
<b>Access to Goods and Services</b>												

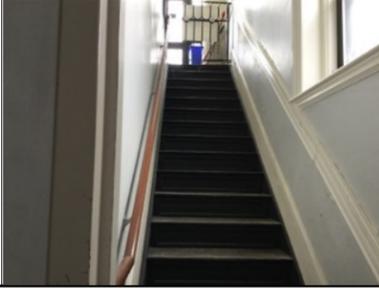
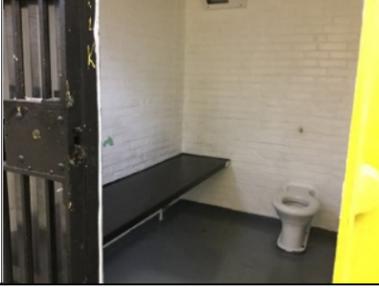
**City of Melrose  
Police Station**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Interior Access Route</b>												
5	Reception	1		Interior Access Route	N/A		Obstructed by protruding objects	15"	Provide a cane-detectable barrier.	1	306	\$306
6	Interview Room	1		Interior Access Route	N/A		Obstructed by protruding objects Vertical clearance < 80" above finished floor	11.7" 77.8"	Relocate sign to maintain the min. vertical clearance at the circulation path.	1	256	\$256
7	To Women's/Juvenile Cell	B		Interior Access Route			Route < 36" wide	27"	Relocate bench to maintain the clear width of 36" min. at the accessible route.	1	Labor	\$0
8	Women's/Juvenile Cell Egress	B		Interior Access Route	N/A		Route < 36" wide	-	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0
9	Women's/Juvenile Cell	B		Interior Access Route			Level changes > 1/4"	9"	Provide a portable ramp as needed.	1	500	\$500

**City of Melrose  
Police Station**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Doors, Doorways, &amp; Gates</b>												
10	Interview Room	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided	-	Rearrange furniture to maintained the maneuvering clearance at the door.	1	Labor	\$0
11	Interview Room	1		Doors, Doorways, & Gates			Hardware not operable with a closed fist		Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
12	Booking	B		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
<b>Stairways</b>												
13	Entrance			Stairways	Egress		Handrail height < 34" or > 38" Handrail not provided on both sides Handrails do not extend 12" from stairs	30"	Alter so the handrails are 34"- 38" high above the floor. Provide handrail on one side. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	1	-	\$0
14	Prisoner Entrance	1		Stairways	Egress		Handrails do not extend 12" from stairs	-	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	1	-	\$0

**City of Melrose  
Police Station**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
15	Egress Door to Main Entrance	B		Stairways	Egress		Handrail not provided on both sides		Provide handrail on one side.	1	-	\$0
<b>Signage</b>												
16	Interview Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door		Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
17	Egress Door to Main Entrance	B		Signage	Egress		Signage is not provided	-	Locate compliant signage alongside the door on the latch side.	1	232	\$232
<b>Service Counter</b>												
18	Booking	B		Service Counter	N/A		Counter > 36" high	40"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	\$880
<b>Detention Facilities</b>												
19	Male Cell	B		Detention Facilities	Men's		< 3% of holding cells have mobility features	-	Ensure that at least one holding cell has mobility features.	1	-	\$0

**City of Melrose  
Police Station**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
20	Women's/Juvenile Cell	B		Detention Facilities	Women's		< 3% of holding cells have mobility features		Ensure that at least one holding cell has mobility features.	1	-	\$0
<b>Additional Access</b>												
<b>Sink</b>												
21	Outside Male Cell	B		Sink	Other		Toe and knee clearances not provided Non-compliant faucets Exposed plumbing underneath sink	25.5" - -	Ensure there is a 27" min. knee clearance positioned for a forward approach. Install faucets that do not require tight grasping, pinching, or twisting of the wrist. Insulate or otherwise configure pipes at sink.	1	1686	\$1686
<b>Best Practice</b>												
<b>Stairs</b>												
22	Main Entrance	Ext.		Stairs	N/A				Recommend providing contrasting strips on stairs treads.	1	-	\$0

# Julian Steele House



## City of Melrose ADA Transition Plan

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### Background

Julian Steele House is an elderly housing complex located at 1 Nason Drive.

Included in the survey were the path of travel from the parking lot to the main entrance and the amenities located on the first floor of the building including the multi-user men's and women's toilet rooms. Parking at the complex is for residents only; there was one visitors parking space.

### Accessibility issues

#### Toilet Rooms

Accessibility issues include lack of a compliant clear floor space at the toilet at the accessible compartments, flush control not located on the open/transfer side of the toilet (men's toilet room), urinal mounted higher than the maximum allowed, noncompliant grab bars in the men's toilet room and lack of the rear grab bar in the women's toilet room. Other accessibility issues include doors with malfunctioning self-closing hinges, lack of an accessible door pull on each side of the accessible compartment door and mirrors mounted higher than the maximum height allowed.

**Note:** The entry doors to the toilet rooms have automatic door openers. On the day of the survey the automatic door at the men's toilet room was not in operable working condition,

#### Additional Accessibility Issues

- Excessive change in level at the ramp leading to the main entrance.
- Lack of handrail extension on one side (right side) at the ramp leading to the main entrance.
- Lack of compliant tactile designation signs with raised characters and braille.

### Order of Magnitude Cost Estimates

- Miscellaneous corrective actions (renovate toilet rooms, provide compliant signage, etc.): \$18,402

**Total: \$18,402\***

**\*Note:** IHCD is not providing costs for accessibility renovation to outdoor areas.

### Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing a wall mounted overhead sign indicating the location of the toilet rooms (corridor leading to the toilet rooms).

**City of Melrose  
Julian Steele House**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Route to Main Entry	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	1"	Alter change in level to be 1/4" high max.	1	-	\$0
<b>Off-Street Parking Lot or Garage</b>												
2	Visitor Parking	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces Access aisle not provided Sign not provided	1 0 0 - -	Provide a van accessible spaces that is 96" wide with a marked access aisle that is at least 96" wide. Provide a sign with the bottom of the sign 60" min. above the ground and the top 96" max. above the ground. Add the designation "Van Accessible" to the sign.	1	-	\$0
<b>Exterior Ramp</b>												
3	Route to Main Entrance	Ext.		Exterior Ramp	N/A		Handrails do not extend 12" past top & bottom	-	Alter handrails to extend horizontally above the landing for 12" min. beyond the top and bottom of ramp runs.	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Means of Egress</b>												
4	Egress	Ext.		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	432	\$432

**City of Melrose  
Julian Steele House**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Doors, Doorways, &amp; Gates</b>												
5	Men's Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Automatic door opener not operable	-	Repair or replace the door opener.	1	-	\$0
<b>Signage</b>												
6	Women's Toilet Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
7	Men's Toilet Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
<b>Toilet &amp; Bathing Rooms</b>												
<b>Overall Access</b>												
8	Women's Toilet Room	1		Overall Access	Toilet Room		Audible and visible alarms not provided	-	When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	-	\$0

**City of Melrose  
Julian Steele House**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Lavatory</b>												
9	Men's Toilet Room	1		Lavatory	N/A		Faucet is not operable with a closed fist Mirror above lavatory w/reflective surface > 40" Dispensers not within reach range	- 52" 58"	Provide a faucet that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist for at least one lavatory. Lower mirror so that the bottom surface is at 40" max. above the finished floor. Lower dispensers to 48" max. above the finished floor.	1	1498	\$1498
10	Women's Toilet Room	1		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	52"	Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	256	\$256
<b>Toilet Compartment</b>												
11	Women's Toilet Room	1		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Door pull not provided	- -	Repair hinge. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	70	\$70
12	Men's Toilet Room	1		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Door pull not provided	- -	Repair hinge. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	70	\$70
13	Men's Toilet Room	1		Toilet Compartment	Accessible Compartment		Grab bars not provided Flush control not on open side Clearance at toilet < 72" clear depth (MAAB)	- - 47"	Provide one grab bar on the side wall of the water closet and one on the rear wall. Ensure toilet paper dispenser is mounted below the side grab bar. Provide the flush control on the open side of the toilet (transfer side). Provide a wheelchair accessible compartment that is 60" wide and 72" deep. Remove railings to maintain the required clearance around the toilet.	1	6182	\$6182

**City of Melrose  
Julian Steele House**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
14	Women's Toilet Room	1		Toilet Compartment	Accessible Compartment		Grab bars not provided Clearance at toilet < 72" clear depth (MAAB)	- 46.5"	Provide a grab bar on the rear wall. Provide a wheelchair accessible compartment that is 60" wide and 72" deep. Ensure the toilet paper dispenser is mounted below the side grab bar.	1	6182	\$6182
<b>Urinal</b>												
15	Men's Toilet Room	1		Urinal	N/A		Rim > 17" high	24"	Provide a urinal with the rim no higher than 17" above the finished floor.	1	3248	\$3248
<b>Best Practice</b>												
<b>Signage</b>												
16	Corridor Towards Toilet Rooms	1		Signage	N/A				Recommend providing a wall mounted overhead sign indicating the location of the toilet rooms.	1	-	\$0

# Wyoming Cemetery



## City of Melrose ADA Transition Plan

July 2022



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### Background

Wyoming Cemetery is located at 205 Sylvan Street. The management and maintenance of the cemetery is overseen by the Cemetery Commission. There are three (3) entry points to the cemetery; two (2) are located on Sylvan Street; the gate located near the baseball field is kept closed. One additional entry point is located on Lebanon Street. Amenities at the cemetery includes a flag pole near Sylvan Street gate, a cemetery office, water spigots, and benches. Occasionally, historic walks are performed through the cemetery.

### Accessibility Issues

#### Exterior Routes

Accessibility issues include routes that are not maintained in operable working condition, lack of accessible routes to some of the benches around the cemetery, and lack of an accessible route to the water spigots.

#### Entrances

The major accessibility issue is the lack of an accessible route to the cemetery office entrance which is up a set of stairs.

#### **Additional Accessibility Issues**

- Lack of an accessible single-user toilet room.
- Lack of designation and egress signs (cemetery office).
- Lack of compliant door hardware (cemetery office).
- Lack of accessible water spigots that can be operated without requiring tight pinching, grasping or twisting of the wrist at some water locations.

### Order of Magnitude Cost Estimates

- Miscellaneous corrective actions (accessible toilet room, compliant signage, compliant door hardware, etc.): \$26,670

**Total: 26,670\***

**\*Note:** IHCD is not providing costs for accessibility renovation to outdoor areas.

### Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Until an accessible route to the main entrance is provided, recommend providing a second informational sign at the bottom of the stairs with the contact phone number for the cemetery office on the sign. In addition, recommend alerting members of the public on the cemetery website about procedures on how to obtain information.
- Recommend adding at least one bench on each street in the cemetery.
- Recommend providing some benches with a back and some benches with armrests near the memorial.

**City of Melrose  
Wyoming Cemetery**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Evergreen Avenue	Ext.		Exterior Access Route	Walkway		Exterior route < 48" wide Level changes > 1/4" Route not maintained in operable working condition	44" 1" -	Ensure that a clear width of 48" min. is maintained at the accessible route. Alter the change in level to be 1/4" high max. Ensure that the accessible route is maintained in operable working condition.	1	-	\$0
2	Evergreen Avenue Towards Lakeside Avenue	Ext.		Exterior Access Route	Walkway		Exterior route < 48" wide Level changes > 1/4" Route not maintained in operable working condition	44" 1" -	Ensure that a clear width of 48" min. is maintained at the accessible route. Alter the change in level to be 1/4" high max. Ensure that the accessible route is maintained in operable working condition.  Recommendation applies to all the accessible routes.	1	-	\$0
3	By Business Office	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	2"	Alter the change in level to be 1/4" high max.	1	-	\$0
4	Sylvan Avenue	Ext.		Exterior Access Route	Exterior		Level changes > 1/4" Accessible route not provided	1" -	Alter the change in level to be 1/4" high max. Ensure an accessible route is provided to the trash can and the water spigot.	1	-	\$0
<b>Entrance</b>												
5	Business Office	Ext.		Entrance	Main Entrance		Entrance not on an accessible route	-	See ID #6.	1	-	\$0

**City of Melrose  
Wyoming Cemetery**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Main Entrance	Ext.		Entrance	Main Entrance		Entrance not on an accessible route	-	Recommend exploring the possibility of a switch back ramp.	1	-	\$0
7	Main Entry to Business Office	Ext.		Entrance	Main Entrance		Threshold > 3/4" high Hardware not operable with a closed fist	4" -	Alter threshold to be 3/4" high max. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.  See ID #6 for additional recommendations.	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Doors, Doorways, &amp; Gates</b>												
8	Main Entrance	1		Doors, Doorways, & Gates	N/A		Threshold not beveled Hardware not operable with a closed fist	- -	Bevel the threshold. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	634	\$634
9	Main Entrance	1		Doors, Doorways, & Gates	N/A		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
10	Commissioner's Office	1		Doors, Doorways, & Gates	N/A		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Relocate table to maintain the minimum 36" width at the accessible route.	1	484	\$484

**City of Melrose  
Wyoming Cemetery**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Stairways</b>												
11	Business Office	Ext.		Stairways	Exterior		Handrails do not extend 12" from stairs	-	Bottom: Ensure that the sloped bottom extension extends one tread depth minimum beyond last riser nosing in same direction as stair flight.	1	-	\$0
<b>Signage</b>												
12	Main Entrance	1		Signage	Egress		Not provided	-	Locate room identification signage alongside the door on the latch side.	1	232	\$232
13	Commissioner's Office	1		Signage	Designation		Raised characters not provided Braille not provided Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille. Locate signs at permanent rooms alongside the door on the latch side.	1	232	\$232
14	Business Office	Ext.		Signage	Informational		Non-glare finish and contrast not provided	-	Provide signs with characters that have a high contrast to the background.	1	-	\$0
<b>Operable Parts</b>												
15	Central Avenue	Ext.		Operable Parts	N/A		Element not on an accessible route Not operable with a closed fist	- -	Ensure water spigot is located on an accessible route. Provide hardware that can be operable with one hand and does not require tight grasping, pinching, or twisting of the wrist.  Recommendation applies to all water spigots.	1	-	\$0

**City of Melrose  
Wyoming Cemetery**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Benches</b>												
16	Evergreen Avenue	Ext.		Benches	N/A		No accessible route to one bench in this area	-	Provide an accessible route to at least one bench in this area.	1	-	\$0
<b>Toilet &amp; Bathing Rooms</b>												
<b>Overall Access</b>												
17	Single-User Toilet Room	1		Overall Access	Toilet Room		Turning space not provided	-	Provide an accessible single-user toilet room.	1	24604	\$24604
<b>Best Practice</b>												
<b>Benches</b>												
18	Willow Avenue	Ext.		Benches	N/A				Recommend providing at least one bench on each street.	1	-	\$0
19	By Business Office	Ext.		Benches	N/A				Recommend providing a 36" by 48" clear floor space alongside the bench.	1	-	\$0

**City of Melrose  
Wyoming Cemetery**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Stairs</b>												
20	Business Office	Ext.		Stairs	N/A			-	Recommend providing contrasting color strips at the edge of each step at the exterior stairs. Until an accessible route is provided, recommend providing a second informational sign at the bottom of the stairs with the contact phone number for the cemetery office on the sign. In addition, recommend alerting members of the public on the cemetery website about procedures on how to obtain information.	1	-	\$0

# Milano Center



## City of Melrose ADA Transition Plan

July 2022



Institute for Human Centered Design

560 Harrison Avenue, Boston, MA 02118  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/ tty

### Background

Milano Center is located at 201 West Foster Street. The center is home to the Council on Aging and the Veterans Service Office. The Milano Center is open Monday -Thursday 8:30 AM - 4:00 PM and on Fridays 8:30 AM - 12:30 PM.

The Milano Center is a three-story building with an accessible entrance/exit located on the northeast side of the building. There are three (3) exits from the Tierney Hall; two nonaccessible (south and west sides) and one partially accessible (south side). An additional inaccessible exit is located on the landing of Stair #2 (east side). There are 45 parking spaces including three (3) accessible spaces. Parking is shared with the Beebe Estate with accessible spaces located near the Beebe Estate and across from the main entrance to the Milano Center.

The Milano Center provides social, recreational, health and educational programs for seniors. Services include tax assistance, notary services and Serving the Health Insurance Needs of Everyone (SHINE) Counselors. Other activities include art courses, exercise, yoga, meditation, Scrabble, bingo, etc. The first floor includes a lobby/reception area, the Tierney Hall and a kitchen area. The second floor includes a classroom, a conference room, and a library. The Veteran's service office is also located on the 2<sup>nd</sup> floor. The basement includes the Carriage House Lounge, a computer station with two (2) work surfaces and the wellness office. Men's and women's single-user toilet rooms are located on all floors.

### Key Accessibility Issues

#### Exterior Routes

Accessibility issues include excessive cross slope at the walkway from the rear parking lot (north side) to the main entrance and noncompliant curb ramps (near the main entrance).

#### Parking

Accessibility issues include excessive running and cross slopes at the accessible parking space located near the Beebe Estate,

and the identification sign located lower than the minimum height allowed (parking space across from main entrance).

#### Entrances and Exits

Accessibility issues include lack of a compliant landing at the exterior exit door from the Tierney Hall, lack of clear floor space at the automatic door at the main entrance due to the location of furniture, lack of handrails at the exterior egress stairs from the Tierney Hall (south side) and lack of compliant handrails at the exterior egress stairs from Tierney Hall (west side).

#### Signage

Accessibility issues include lack of tactile signs at the emergency exits, lack of directional signs at the inaccessible exits and designation signs not located on the latch side of the door.

#### Toilet Rooms

Accessibility issues include lack of the clear floor space at the single-user toilet room located in the basement due to the location of furniture, flush control not located on the transfer/open side (women's toilet room on 2<sup>nd</sup> floor) and lack of insulated pipes at the sink in the single-user toilet room (basement). Other accessibility issues include toilet cover dispensers mounted above the rear grab bars, and coat hooks mounted higher than the maximum height allowed.

#### Kitchens

If the sinks at the kitchens are used by members of the public, knee and toe clearance must be provided.

#### **Additional Accessibility Issues**

- Lack of an accessible work surface at the check-in area (1<sup>st</sup> floor) and at the computer station (basement level).
- Lack of assistive listening systems (conference room and Tierney Hall).
- Lack of a cane-detectable barrier at the bottom of Stair #2 and at a shelf that protrudes into the circulation path (corridor by elevator on 2<sup>nd</sup> floor).
- Lack of drinking fountain for standing users (2<sup>nd</sup> floor).

### **Order of Magnitude Cost Estimates**

- Renovation to toilet rooms: \$5,327
- Provide compliant designation, egress and directional signage: \$4,344
- Provide two (2) assistive listening systems (Tierney Hall on 1<sup>st</sup> floor and conference room on 2<sup>nd</sup> floor): \$2,428
- Provide a drinking fountain for standing users: \$4,028
- Miscellaneous corrective actions (cane-detectable barriers below protruding objects, work surface, etc.): \$1,966

**Total: \$18,093\***

**\*Note:** IHCD is not providing costs for accessibility renovation to outdoor areas.

### **Best Practice and Inclusive Design**

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend relocating the sign located at the lobby area near the stairway to prevent glare.
- Recommend replacing the sign that reads, "Conference Room" with a sign that reads, "Storage", to reflect the actual use of the room.
- Recommend keeping the door near the elevator closed to provide access to the elevator call buttons (basement).
- Recommend locating the directional sign to the elevator higher so as to be visible from the lobby area.
- Recommend adding wheel stops at the end of parking spaces in the parking lot (east side) to help prevent cars from blocking the accessible route on the walkway.

**City of Melrose  
Milano Center**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	By Main Entry	Ext		Exterior Access Route	Exterior		Accessible route not provided	-	Locate the book house closer to the accessible route.	1	-	\$0
2	Route From Milano Center Back Parking	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:50 (2.00%)	6.7%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	\$0
<b>Curb Ramp</b>												
3	Main Entry	Ext.		Curb Ramp	Blended Transition		Running slope > 1:12 (8.33%) Transition from curb ramp to street not flush Surface not stable, firm and slip-resistant	12.3% - -	Reduce running slope to be no steeper than 1:12 (8.33%). Ensure transition from curb ramp to street is flush or free of changes in level. Repair surface.  See ID #4 for additional recommendations.	1	-	\$0
4	Main Entrance	Ext.		Curb Ramp	Blended Transition		Curb ramp flares > 1:10 (10%)	18.1%	Reduce slope at curb ramp flares to be no steeper than 1:10 (10%).  See ID #3 for additional recommendations.	2	-	\$0
5	Main Entrance	Ext.		Curb Ramp	Blended Transition		Curb ramp flares > 1:10 (10%) Surface not stable, firm and slip-resistant	9.6% -	Reduce slope at curb ramp flares to be no steeper than 1:10 (10%). Repair surface.	2	-	\$0

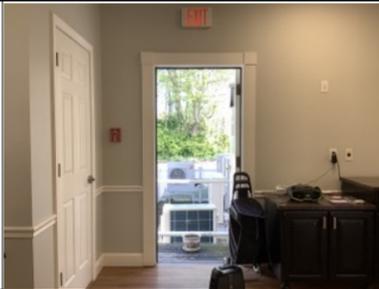
**City of Melrose  
Milano Center**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Off-Street Parking Lot or Garage</b>												
6	Parking by Milano Center	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces Sign bottom < 60" above finished grade	45 3 38.5"	Locate sign with the bottom of the sign 60" above the ground.	1	-	\$0
7	Parking by Beebe Estate	Ext.		Off-Street Parking Lot or Garage	Visitor		Running or cross slope at space > 1:50 (2.00%) Running or cross slope at access aisle > 1:50 (2.00%)	5.2% 6.3%	Reduce running or cross slope to be no steeper than 1:50 (2.00%). Reduce running or cross slope to be no steeper than 1:50 (2.00%).	1	-	\$0
<b>Exterior Stair</b>												
8	Egress Door #16	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair Cross section of handrail is not compliant Handrail not provided on both sides Not maintained in operable working condition	- - - -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight. Provide handrails with 1 1/4" - 2" circular cross sections. Provide a handrail on both sides and ensure stairs are maintained in operable working condition.	1	-	\$0
9	Egress Door #14	Ext.		Exterior Stair	N/A		Handrails not provided	-	Provide handrail on both sides.	1	-	\$0
<b>Entrance</b>												
10	Egress Door #13	Ext.		Entrance	Secondary Entrance		Directional sign to accessible entrance not provided	-	Provide a directional sign indicating the location of the nearest accessible entrance.	1	-	\$0

**City of Melrose  
Milano Center**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
11	Patio to Egress Door #15	Ext.		Entrance	Secondary Entrance		Maneuvering clearance at door > 1:50 (2.00%) Door requires > 15 lbs. of force to open	3.9% 20 lbs	Alter so that the slope in all directions is no greater than 1:50 (2.00%). Or provide an automatic door opener. Adjust closers so doors do not require more than 15 pounds of force.	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Means of Egress</b>												
12	Egress Door #13 From Basement	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232
13	Main Entrance	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	432	\$432
14	Egress Door #15 to Patio	1	113	Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. After the exterior landing is fixed, provide an illuminated sign with the International Symbol of Accessibility (ISA).  See ID #11.	1	432	\$432
15	To Stair #2	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464

**City of Melrose  
Milano Center**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
16	Egress Door #16	1	113	Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
17	Egress Door #14	1	113	Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
18	To Stair #2	Basement		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232
<b>Interior Access Route</b>												
19	Corridor by Elevator	2	203	Interior Access Route	N/A		Obstructed by protruding objects	12"	Provide a cane-detectable barrier.	1	306	\$306
20	Stair #2	Basement		Interior Access Route	N/A		Vertical clearance < 80" above finished floor	-	Provide a cane-detectable barrier underneath stair.	1	960	\$960

**City of Melrose  
Milano Center**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Doors, Doorways, &amp; Gates</b>												
21	Corridor by Toilet Rooms	1	110	Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Relocate fire extinguisher to maintain maneuvering clearance at the door.	1	Labor	\$0
22	Women's Toilet Room	1	112	Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	10 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
23	Vestibule	1		Doors, Doorways, & Gates	Emergency Egress		Clear floor space at opener not provided	-	Relocate furniture to maintain the required 30" min. by 48" min. clear floor space at automatic door opener.	1	Labor	\$0
24	Main Entry Egress #4	Ext.		Doors, Doorways, & Gates	Emergency Egress		Clear width at door < 32" Mat not securely attached	28" -	Install offset hinges to ensure that the door has a clear width of 32 inches. Or widen the door so that there is 32" min. clear width. Secure the mat to prevent tripping hazard.	1	-	\$0
<b>Signage</b>												
25	To Tierney Hall	1	106	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232

**City of Melrose  
Milano Center**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
26	Women's Toilet Room	1	112	Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
27	Corridor by Toilet Rooms	1	110	Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
28	Stair #2	2		Signage	Egress		Signage is not provided	-	Locate compliant signage alongside the door on the latch side.	1	232	\$232
29	Egress Door #22 From Classroom to Stair #2	2	208	Signage	Egress		Signage is not provided	-	Locate compliant signage alongside the door on the latch side.	1	232	\$232
30	To Classroom	2	204	Signage	Designation		Signage is not provided	-	Locate compliant signage alongside the door on the latch side.	1	232	\$232

**City of Melrose  
Milano Center**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
31	Veteran's Services	2	202	Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	\$232
32	Women's Toilet Room	2	207	Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
33	Egress Door #20 From Library to Stair #2	2	204	Signage	Egress		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
34	Egress Door #17 to Stair #1	2	203	Signage	Egress		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
35	By Elevator	Basement		Signage	Egress		Signage is not provided	-	Locate compliant signage alongside the door on the latch side.	1	232	\$232

**City of Melrose  
Milano Center**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
36	Wellness Office	Basement		Signage	Designation		Signage is not provided	-	Locate compliant signage alongside the door on the latch side.	1	232	\$232
37	Single-User Toilet Room	Basement		Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
<b>Dining or Work Surfaces</b>												
38	Lobby Check in Area	1		Dining or Work Surfaces	Work Surface				See ID #39.	1	-	\$0
39	Lobby Check in Area	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	-	Provide a work surface with 27" min. knee and toe clearance.  IHCD team was told that the table near the desk (See ID #38.) would be moved to this location.	1	-	\$0
40	Computer Stations	Basement		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	25"	Provide at least one dining or work surface with 27" min. knee and toe clearance.	1	700	\$700

**City of Melrose  
Milano Center**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Assembly Area</b>												
41	Tierney Hall	1	113	Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system.	1	1214	\$1214
42	Conference Room	2	209	Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system.	1	1214	\$1214
<b>Kitchens and Kitchenettes</b>												
43	Kitchen	1	109	Kitchens and Kitchenettes	N/A				If members of the public use the kitchen, knee and toe clearance at the sink is required.	1	-	\$0
<b>Toilet &amp; Bathing Rooms</b>												
<b>Lavatory</b>												
44	Single-User Toilet Room	Basement		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	92	\$92

**City of Melrose  
Milano Center**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Single-User Toilet</b>												
45	Single-User Toilet Room	1	111	Single-User Toilet	N/A		Toilet cover dispenser is not compliant	-	Relocate toilet cover dispenser so the operable parts are no higher than 42" on the side of the toilet. Ensure is located under the rear grab bar.	1	353	\$353
46	Single-User Toilet Room	1	111	Single-User Toilet	N/A		Hook located > 48" high (2010 ADA)	70.5"	Locate the coat hook no higher than 48" above the finished floor.	1	150	\$150
47	Men's Toilet Room	2	206	Single-User Toilet	N/A		Flush control not on open side Toilet cover dispenser is not compliant	- -	Relocate the flush control to the open side. Relocate toilet cover dispenser so the operable parts are no higher than 42" on the side of the toilet. Ensure is located under the rear grab bar.	1	727	\$727
48	Women's Toilet Room	2	207	Single-User Toilet	N/A		Flush control not on open side Toilet cover dispenser is not compliant	- -	Relocate the flush control to the open side. Relocate toilet cover dispenser so the operable parts are no higher than 42" on the side of the toilet. Ensure is located under the rear grab bar.	1	727	\$727
49	Men's Toilet Room	2	206	Single-User Toilet	N/A		Hook located > 54" high	69.5"	Locate the coat hook no higher than 48" above the finished floor.	1	150	\$150

**City of Melrose  
Milano Center**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
50	Women's Toilet Room	2	207	Single-User Toilet	N/A		Hook located > 54" high	65"	Locate the coat hook no higher than 48" above the finished floor. Recommend fixing malfunctioning door handle.	1	150	\$150
51	Single-User Toilet Room	Basement		Single-User Toilet	N/A		Flush control not on open side Centerline < or > 18" (MAAB) Clearance at toilet < 60" clear width	- 19.5" -	Relocate the flush control to the open side. Relocate toilet so that the centerline is 18" from the side wall. Relocate table to maintain the required 60" wide min. clear floor space at the toilet.	1	2828	\$2828
<b>Toilet Compartment</b>												
52	Single-User Toilet Room	Basement		Toilet Compartment	Accessible Compartment		Coat hook > 48" (2010 ADA)	58"	Locate the coat hook no higher than 48" above the finished floor.	1	150	\$150
<b>Additional Access</b>												
<b>Drinking Fountains</b>												
53	By Elevator	2	204	Drinking Fountains	High		Clear floor space not provided No drinking fountain provided for seated users	- -	Relocate chair to maintain the required 30" min. by 48" min. clear floor space positioned for a forward approach at the drinking fountain. Provide an additional drinking fountain for seated users or install a Hi-Lo drinking fountain.	1	4028	\$4028
<b>Sink</b>												
54	Kitchen	Basement		Sink	Kitchenette				If members of the public use sink, ensure the knee clearance is maintained at all times.	1	-	\$0

City of Melrose  
Milano Center

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Best Practice</b>												
<b>Cross Walk</b>												
55	Main Entrance	Ext.		Cross Walk	N/A				Recommend connecting island to curb ramp at main entry with pedestrian cross walk.	1	-	\$0
<b>Elevator</b>												
56	Lobby Check-in Area	1		Elevator	Interior				Recommend locating sign for elevator higher and increase volume of elevator bell.	1	-	\$0
<b>Exterior Ramp</b>												
57	Patio Towards Egress #14	Ext.		Exterior Ramp	Exterior				Recommend providing a ramp at this location.	1	-	\$0
<b>Elevator</b>												
58	By Elevator	Basement	001	Elevator	N/A				Recommend keeping door closed to provide access to the elevator call buttons.	1	-	\$0

City of Melrose  
Milano Center

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Signage</b>												
59	Lobby	1		Signage	N/A				Recommend relocating sign to prevent glare.	1	-	\$0
60	Storage	Basement		Signage	N/A				Recommend replacing the sign that reads, "Conference Room" with a sign that reads, "Storage", to reflect the actual use of the room.	1	-	\$0
<b>Stop Wheel</b>												
61	Parking by Milano Center	Ext.		Stop Wheel	N/A				Recommend adding wheel stops at the end of parking spaces in the parking lot (east side) to help prevent cars from blocking the accessible route on the walkway.	1	-	\$0

# ADA Self-Evaluation and Transition Plan for the City of Melrose

Part 2 of 2



Part 2: Reports



January, 2023



## School Buildings



Institute for Human Centered Design

560 Harrison Avenue, Boston, MA 02118  
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617-695-1225 voice/ tty

# Franklin Elementary School



## City of Melrose ADA Transition Plan

November 2022



Institute for Human Centered Design

560 Harrison Avenue, Boston, MA 02118  
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617-695-1225 voice/ tty

## Background

Year Built: 1966

Franklin Elementary School is a three-story building located at 16 Franklin Street. Home to the Early Childhood Center, the Franklin School serves approximately 198 students with disabilities in grades preschool through kindergarten. The school has “Early Bird” programming beginning at 7:00 AM and “Stay and Play” programming until 5:30 PM. Limited parking on the south and west sides of the school has signage stating that the parking adjacent to the school is for staff only, though there is one designated accessible parking space in both parking areas. Other exterior amenities include two (2) playground areas, benches and a bike rack.

There is an accessible main entrance to the main level on the north side of the school, an accessible entrance to the main level that is used for the Early Bird program on the east side of the school, and a designated “Handicap” entrance to the lower level on the southwest side of the school that is not fully accessible. Additional egress doors, both inaccessible and accessible are on all sides of the school.

**Note:** Limited additional parking is available off Greenleaf Place near Franklin Field. That parking area was surveyed as part of the Franklin Field narrative report.

The lower level of the school contains a physical therapy room, a Science, Technology, Engineering and Math (STEM) classroom and both a gentlemen’s and a girls’ multi-user toilet room. The main level is the location for the preschool programming. It also contains men’s and women’s multi-user toilet rooms, a nurse’s office with a single-user toilet room, the cafeteria with an interior ramp to a stage, and Classroom 22 which contains a single-user toilet room. The upper level is the location for the kindergarten programming and also contains a girls’ and a boys’ multi-user toilet room and the library.

## Key Accessibility Issues

### Exterior Routes

Accessibility issues include routes with running slopes and level changes that are greater than allowed, route surfaces that are not stable, firm and slip resistant and routes not maintained in operable working condition. Additional accessibility issues include lack of a compliant landing at a curb ramp at the southwest corner of the school and lack of an accessible route to amenities such as a bench in the south playground and to a garden on the west side of the school.

### Parking

Accessibility issues include one (1) car and two (2) van accessible parking spaces with signs that are mounted lower than the minimum height required and one van accessible parking space sign is faded and not in operable working condition.

### Playgrounds

Accessibility issues with the playground on the south side of the school include lack of an accessible route to the playground and lack of an impact-attenuating accessible surface to, under and around play components in the playground. The playground on the northwest side of the school lacks an accessible route to and around that playground and also lacks an impact-attenuating accessible surface to, under and around play components in the playground.

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component.

### Interior Accessible Routes

The key accessibility issue at the Franklin School is the lack of an interior accessible vertical route between the school’s three (3) floors. In addition, the ramp in the cafeteria lacks handrails and edge protection on one side.

**Note:** In the survey catalog IHCD has recommended the installation of a new exterior elevator shaft and elevator accessing all floors. Determining the best solution and providing anything beyond a very rough ballpark estimate of potential costs is beyond the scope of this project.

#### Signage

Accessibility issues include lack of signage with raised characters and braille at egress doors, lack of an illuminated International Symbol of Accessibility (ISA) at accessible egress doors, and lack of directional signage at inaccessible exits directing people to the nearest accessible exit. Additional issues include lack of compliant designation signage with raised characters and braille mounted on the latch side of the door, signs that are located higher than the maximum height allowed and lack of a directional sign directing visitors to the ramped accessible route to the lower level.

#### Toilet Rooms

Accessibility issue include lack of an accessible single-user toilet room in the nurse's office. There is also lack of an accessible toilet compartment in the gentlemen's toilet room on the lower level, the women's and boys' toilet rooms on the main level and in the girls' and boys' toilet rooms on the upper level. There is also lack of at least one accessible urinal in the gentlemen's toilet room on the lower level and in the boys' toilet rooms on the main and upper levels. Additional issues include lavatories with exposed plumbing and the mirror mounted higher than the maximum height allowed, and the lavatory in the women's and men's toilet room on the main level lacks the minimum required knee and toe clearance. Additional issues include dispensers that protrude into the circulation path, missing or noncompliant grab bars, compartment doors with a malfunctioning self-closing hinge, and lack of the minimum required pull-side maneuvering clearance at toilet room exit doors.

#### Assembly Areas

Accessibility issues include lack of an assistive listening system (ALS) in the cafeteria.

**Note:** If audible communication is integral to the use of the space, an assistive listening system is required. A sign with the International Symbol of Access for Hearing Loss must also be provided.

#### Sinks

Accessibility issues include sinks that lack the minimum required knee and toe clearance positioned for a forward approach in Classrooms 1, 2, 26, 32 and 35 and the sink in Classroom 1 has a counter that is higher than the maximum height allowed.

**Note:** If no classrooms in a given grade or a given type of classroom have a sink, an accessible sink is not required to be provided. It is the presence of a sink in a classroom that triggers the requirement of at least one accessible sink in the same classroom or same type of classroom. Also, only sinks that are used by students or other members of the public must be made accessible.

#### Doors

Accessibility issues include doors that lack the minimum required pull side maneuvering clearance, doors that require more than 5 pounds of opening force, doors that are narrower than the minimum width required, door with closers that do not cause the door to remain open for at least five seconds and doors with hardware that cannot be operated without tight grasping, pinching or twisting of the wrist.

#### **Additional Accessibility Issues**

- The call button for an intercom outside the main entrance is difficult to operate due to the position of the button relative to an exterior metal plate.
- Handrails do not extend 12" beyond the top and bottom stair at the main staircases and there is a lack of handrails at the stairs leading to the cafeteria stage.
- Lack of a drinking fountain for both a standing and a seated user on the lower level.

#### **Order of Magnitude Cost Estimates**

- Provide an accessible route to all floors of the school (Cost based on adding a new exterior shaft and elevator to the building): \$282,008\*
- Renovate toilet rooms: \$89,969
- Renovate doors (including widening five (5) doors and providing six (6) automatic door openers: \$30,394
- Renovate five (5) sinks: \$9,838
- Provide signage: \$7,656
- Provide an assistive listening system in Classroom 35: \$1,214
- Miscellaneous corrective actions (Interior ramp, drinking fountain, protruding objects, etc.): \$6,344

**Total: \*\$427,423**

**\*Note:** IHCD is not providing costs for accessibility renovation to outdoor areas or for the renovation of stair railings.

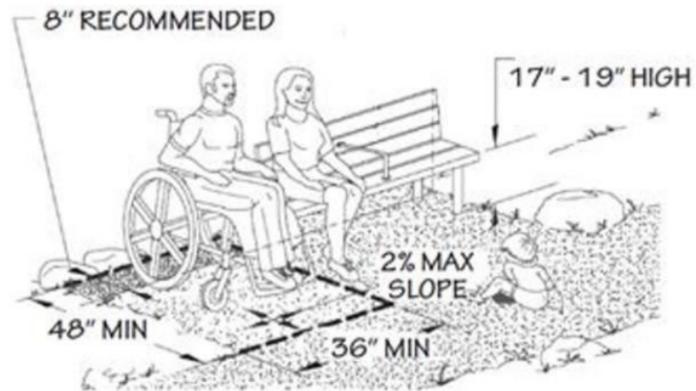
#### **Best Practice and Inclusive Design**

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

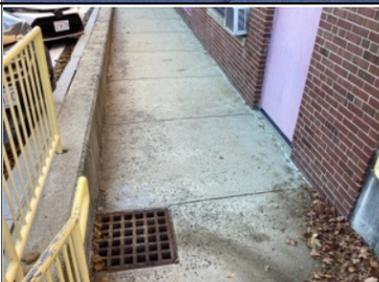
- Recommend providing accessible designation signage with raised characters and braille mounted on the latch side of the door at all permanent rooms that lack designation signage.
- Recommend providing a curb ramp by the accessible parking space on the west side of the school so there is a more direct accessible route from the accessible parking space to the walkway that leads to the main entrance on the main level and to the walkway to the designated accessible entrance at the lower level.
- Recommend changing the wording on the sign at the designated accessible entrance from "Handicap" to "Accessible".
- Recommend, at the women's and boys' multi-user toilet rooms on the main level and at the girls' multi-user toilet

rooms on the lower level, providing an accessible compartment for student use.

- Recommend providing a 36" x 48" stable, firm and slip-resistant surface adjacent to the bench near the basketball court positioned to allow a person in a wheeled mobility device and a person sitting on the bench to have their shoulders aligned in a manner that is substantially similar to what is shown in Figure 1 below:



**City of Melrose  
Franklin Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	By Staff Side Parking	Ext.		Exterior Access Route	Exterior		Obstructed by protruding objects	5.5"	Provide a cane-detectable barrier 27" max. above the ground below the air conditioners.	1	-	\$0
2	Towards Entrance by the Lower Third Playground	Ext.		Exterior Access Route	Sidewalk		Obstructed by protruding objects Vertical clearance < 80" above ground	10" 73"	Reposition so the base of the sign is at least 80" above the ground.	1	-	\$0
3	By Playground Entry	Ext.		Exterior Access Route	Exterior		Surface openings > 1/2"	1"	Replace or reposition so that openings are 1/2" max. and the long opening dimension is perpendicular to the dominant direction of travel.	1	-	\$0
4	Drain by Playground	Ext.		Exterior Access Route	Exterior		Surface openings > 1/2"	2.5"	Replace or reposition drain cover so that openings are 1/2" max. and the long opening dimension is perpendicular to the dominant direction of travel.	1	-	\$0
5	By Side Staff Parking	Ext.		Exterior Access Route	Walkway		Surface openings > 1/2"	2"	Replace or reposition drain cover so that openings are 1/2" max. and the long opening dimension is perpendicular to the dominant direction of travel.	1	-	\$0

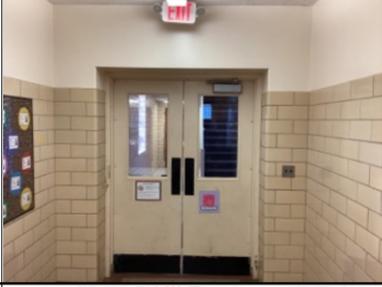
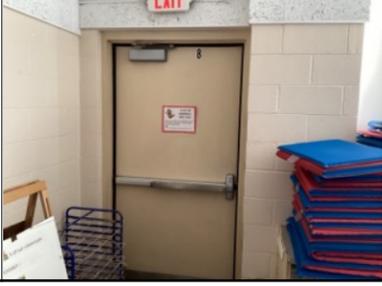
**City of Melrose  
Franklin Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Towards Staff Parking	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%)	7.7%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	\$0
7	Towards Entrance by the Lower Third Playground	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:50 (2.00%)	6%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	\$0
8	Near Doors 11 and 12	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:50 (2.00%)	5.5%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	\$0
9	From Top of Handicap Drop-Off Area Towards Main Entrance	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%) Running slope > 1:20 (5.00%)	8.5% 7.2%	Reduce cross slope to be no steeper than 1:50 (2.00%). Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	\$0
10	Near Side Parking	Ext.		Exterior Access Route	Exterior		Running slope > 1:20 (5.00%)	9.2%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	\$0

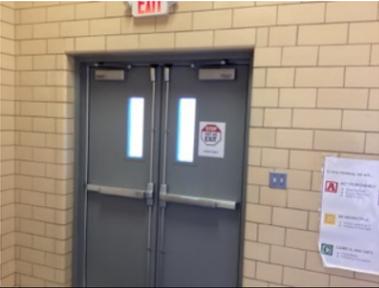
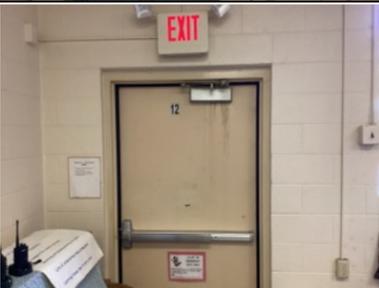
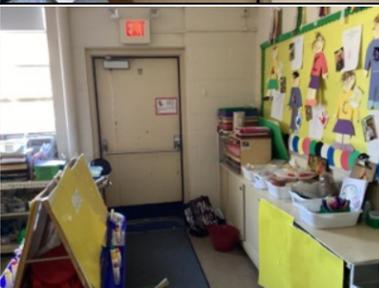
**City of Melrose  
Franklin Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
11	Towards Playground	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	1"	Alter change in level to be 1/4" high max.	1	-	\$0
12	Towards Early Entry	Ext.		Exterior Access Route	Exterior		Level changes > 1/4"	1"	Alter change in level to be 1/4" high max.	1	-	\$0
13	Towards Early Entry	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.	1	-	\$0
14	By Main Entrance	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided to the bike rack.	1	-	\$0
<b>Curb Ramp</b>												
15	By Designated Accessible Entrance	Ext.		Curb Ramp	N/A		Landing not provided at top of curb ramp	-	Provide a compliant landing at top of curb ramp or reconfigure ramp.	1	-	\$0

**City of Melrose  
Franklin Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Off-Street Parking Lot or Garage</b>												
16	Accessible Parking in Staff Lot at Side of Building	Ext.		Off-Street Parking Lot or Garage	Employee		Total # of parking Access aisle not compliant Running or cross slope at access aisle > 1:50 (2.00%) Sign does not have the designation "Van Accessible" Sign bottom < 60" above finished grade	6 - 6.2% - 30"	Provide a marked access aisle that is at least 60" wide./Provide a marked access aisle that is at least 60" wide at the car accessible space and 96" wide at the van accessible space. Reduce running or cross slope to be no steeper than 1:50 (2.00%). Add the designation "Van Accessible" to the sign located at the van accessible space. Locate sign with the bottom of the sign 60" above the ground.	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Means of Egress</b>												
17	Egress to Stairs	UL		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232
18	Hallway Doors	UL		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. If the door has two active leafs, mount sign to the right of the door on the right side.	1	232	\$232
19	Hallway	ML		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232
20	Door 8	LL	3	Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the exterior landing has been made accessible, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232

**City of Melrose  
Franklin Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
21	Main Entrance/Exit	ML		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232
22	Hallway	ML		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232
23	Near Room 26	ML		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232
24	STEM Door 12	LL	1	Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232
25	Classroom 2	LL	2	Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232

**City of Melrose  
Franklin Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
26	Door 7	LL	4	Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the exterior landing has been made accessible, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232
27	Exit by Staff Toilet Room	ML		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	232	\$464
28	Pre-K	ML	26	Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	232	\$464
29	Door 10	LL		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Widen at least one leaf of the door so that there is 32" min. clear width or provide a directional sign indicating the location of the nearest accessible emergency exit.	2	232	\$464
<b>Interior Access Route</b>												
30	Near Passage Connecting to Room 22	ML	21	Interior Access Route	N/A		Route < 36" wide	14"	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0

**City of Melrose  
Franklin Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
31	Hallway	UL		Interior Access Route	N/A		Obstructed by protruding objects	-	Relocate object out of the accessible route or provide a cane-detectable barrier 27" max. above the floor below the dispenser.	1	306	\$306
32	Cafeteria	ML		Interior Access Route	N/A		Level changes > 1/4"	1"	Alter change in level to be 1/4" high max.	1	Labor	\$0
33	Stairwell	ML		Interior Access Route	N/A		Accessible route not provided	- -	Provide an accessible route to all floors of the school. (Cost based on adding a new exterior shaft and elevator to the building.) <b>Note:</b> Precise costing of this recommendation is beyond the scope of this project.	1	282,008	\$282008
<b>Doors, Doorways, &amp; Gates</b>												
34	Entrance on the Southwest Side of the School by the Third Lower Playground	Ext.		Doors, Doorways, & Gates	Other		Clear width at door < 32"	29"	Widen at least one leaf of the door so that there is 32" min. clear width.	1	-	\$0
35	Cafeteria	ML		Doors, Doorways, & Gates	N/A		Clear width at door < 32"	28"	Widen the door so that there is 32" min. clear width for at least one leaf in the door.	1	3366	\$3366

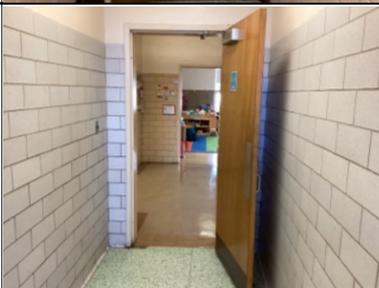
**City of Melrose  
Franklin Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
36	Gender Neutral Toilet Room	ML	22	Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32" Maneuvering clearance(s) not provided Hardware not operable with a closed fist	26" 13.5" -	Widen the door so that there is 32" min. clear width. Relocate the filing cabinet and desk to provide 18" min. pull-side maneuvering clearance at the door. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	3850	\$3850
37	Pre-K	ML	26	Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32" Hardware not operable with a closed fist	27" -	Widen the door so that there is 32" min. clear width. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	3850	\$3850
38	Gender Neutral Toilet Room in Nurse's Office	ML		Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32" Hardware not operable with a closed fist	24" -	Widen the door so that there is 32" min. clear width. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Note: Cost to widen door and to replace the door hardware is included in the cost for providing an accessible single-user toilet room at or near this location.	1	-	\$0
39	Classroom	ML	20	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate the desk and stored objects to provide 18" min. pull-side maneuvering clearance at the door.	1	Labor	\$0
40	Door Connecting to Room 21	ML	22	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	7"	Relocate the bookshelf to provide maneuvering clearance at the door.	1	Labor	\$0

**City of Melrose  
Franklin Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
41	Classroom	ML	22A	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate the desk to provide 18" min. pull-side maneuvering clearance at the door.	1	Labor	\$0
42	Library	UL		Doors, Doorways, & Gates	Other		Maneuvering clearance(s) not provided	-	Relocate the plastic bin to provide 18" min. pull-side maneuvering clearance at the door.	1	Labor	\$0
43	Kindergarten	UL	32	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate the cart to provide maneuvering clearance at the door.	1	Labor	\$0
44	Classroom Near the Girls' Toilet Room	UL	35	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate the bench and stored items to provide 18' min. pull-side maneuvering clearance at the door.	1	Labor	\$0
45	Hallway	ML		Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided	9.5"	Provide an automatic door opener.	1	3060	\$3060

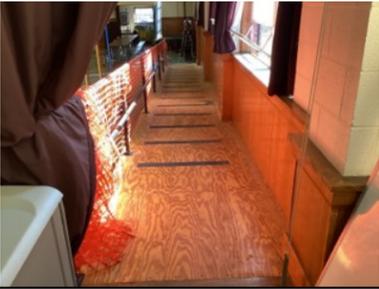
**City of Melrose  
Franklin Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
46	STEM	LL	1	Doors, Doorways, & Gates	Emergency Egress		Maneuvering clearance(s) not provided	-	Relocate the piano to provide 12" min. push side maneuvering clearance at the door.	1	Labor	\$0
47	Girls' Toilet Room	UL		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided Door requires > 5 lbs. of force to open	14.5" 12 lbs	Provide an automatic door opener. Adjust closers so doors do not require more than 5 pounds of force to open and so that the door remains open for at least five seconds.	1	3060	\$3060
48	Boys' Toilet Room	UL		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided Door requires > 5 lbs. of force to open	12" 16 lbs.	Provide an automatic door opener. Adjust closers so doors do not require more than 5 pounds of force to open.	1	3060	\$3060
49	Girls' Toilet Room	LL		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided Door requires > 5 lbs. of force to open	8.5" 14 lbs.	Provide an automatic door opener. Adjust closers so doors do not require more than 5 pounds of force to open.	1	3060	\$3060
50	Men's Toilet Room	ML		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance not provided at recess > 6"	9"	Install an automatic door opener.	1	3060	\$3060

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
51	Classroom 4	LL	4	Doors, Doorways, & Gates	Classroom		Maneuvering clearance not provided at recess > 6"	-	Install an automatic door opener.	1	3060	\$3060
52	Doors 7 and 8	Ext.		Doors, Doorways, & Gates	Other		Maneuvering clearance at door > 1:50 (2.00%)	11.4%	Alter so that the slope in all directions is no greater than 1:50 (2.00%).	1	-	\$0
53	Near Passage to Room 22	ML	21	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
54	Towards Cafeteria	ML		Doors, Doorways, & Gates	Circulation		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
55	Men's Toilet Room	ML		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	10 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
56	Women's Toilet Room	ML		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	14 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
57	Hallway Doors	UL		Doors, Doorways, & Gates	Circulation		Door requires > 5 lbs. of force to open	20 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
58	Hallway Doors	UL		Doors, Doorways, & Gates	Emergency Egress		Door requires > 5 lbs. of force to open	15 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
59	Gentlemen's Toilet Room	LL		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	14 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
<b>Ramps</b>												
60	Cafeteria - Ramped Route to Stage	ML		Ramps	Interior		Handrails not provided at both sides if rise is > 6" Edge protection < 4" high	- -	Provide handrails on both sides. Provide edge protection that prevents the passage of a 4" diameter sphere, where any portion of the sphere is within 4" of the finished floor or ground surface. (Cost based on 30' of edge protection on one side of ramp.)	1	1260	\$1260

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Stairways</b>												
61	Door 2	Ext.		Stairways	Egress		Handrails do not extend 12" from stairs	-	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing on the hinge side of the door. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	1	-	\$0
62	By Side Staff Parking	Ext.		Stairways	Egress		Handrails do not extend 12" from stairs	-	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing.	1	-	\$0
63	Towards Cafeteria	ML		Stairways	Other		Handrails do not extend 12" from stairs	-	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	1	-	\$0
64	Stairwell	ML		Stairways	Egress		Handrails do not extend 12" from stairs	-	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	1	-	\$0
65	Stairwell	ML		Stairways	Egress		Handrails do not extend 12" from stairs	-	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	1	-	\$0

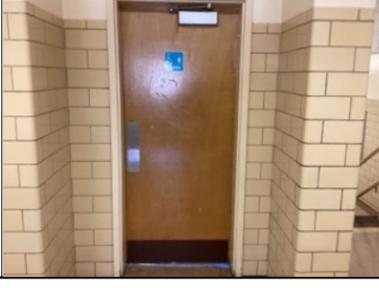
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
66	Stairwell	LL		Stairways	Egress		Handrails do not extend 12" from stairs	-	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	1	-	\$0
67	Stairwell	UL		Stairways	Egress		Handrails do not extend 12" from stairs Handrails not continuous where required	- -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. Provide continuous handrails.	1	-	\$0
68	Near Side Parking	Ext.		Stairways	Other		Handrails not provided	-	Provide compliant handrails for the step.	1	-	\$0
69	Cafeteria - Route to Stage	ML		Stairways	Other		Handrails not provided	-	Provide handrails.	1	-	\$0
<b>Signage</b>												
70	Early Entry/Education Station Central Office Entry	Ext.		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	-	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
71	Classroom	ML	21	Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	\$232
72	Preschool	ML	22	Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	\$232
73	Where Main Level Meets Hallway Stairs	ML		Signage	N/A		Raised characters not provided on sign Braille not provided on sign	- -	Provide a sign with raised characters and braille indication the location of the accessible route through the main level. With double doors that have two active leaves, locate sign to the right of the right side door.	1	232	\$232
74	Kindergarten	UL	32	Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	\$232
75	Classroom 2	LL	2	Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	\$232

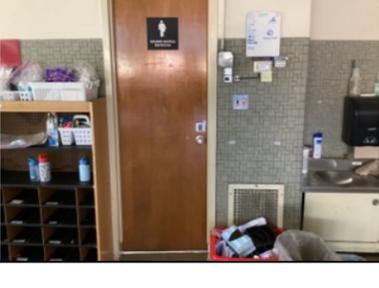
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
76	Classroom 4	LL	4	Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	\$232
77	Main Entry Area	ML	20	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
78	School Nurse	ML		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
79	Men's Toilet Room	ML		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
80	Women's Toilet Room	ML		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
81	Library	UL		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
82	Girls' Toilet Room	UL		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
83	Boys' Toilet Room	UL		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
84	OT/PT	LL	1A	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
85	STEM	LL	1	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
86	Gentlemen's Toilet Room	LL		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232 Labor	\$232
87	Girls' Toilet Room	LL		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
88	Gender Neutral Toilet Room in Nurse's Office	ML		Signage	Designation		Raised characters < 48" or > 60" above ground Sign not located on the latch side of the door	65" -	Mount signs so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor. Locate the sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
89	Gender Neutral Toilet Room	ML	22	Signage	Designation		Raised characters < 48" or > 60" above ground Sign not located on the latch side of the door	61" -	Mount signs so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor. Locate the sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
90	Pre-K	ML	26	Signage	Designation		Raised characters < 48" or > 60" above ground Sign not located on the latch side of the door	65" -	Mount signs so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor. Locate the sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Operable Parts</b>												
91	Hallway	ML		Operable Parts	Other		Obstructed by protruding objects Reach < 15" or > 48"(forward/side approach)	65"	Relocate mailbox out of accessible route or provide a cane-detectable barrier 27" max. above the ground under the mailbox. Relocate mailbox so that controls are between 15"- 48" above the finished floor.	1	562	\$562
92	Main Entrance Door 1	Ext.		Operable Parts	Other		Not operable with a closed fist	-	Provide hardware at the intercom that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. (IHCD tested the call button on the intercom to see if it could be operated with a closed fist and found the call button difficult to access. If a new intercom is installed, ensure the operable parts are not more than 48" above the ground.)	1	-	\$0
<b>Assembly Area</b>												
93	Classroom Near the Girls' Toilet Room	UL	35	Assembly Area			Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system.	1	1214	\$1214
<b>Exterior Benches</b>												
94	Playground	Ext.		Exterior Benches	N/A		No accessible route to one bench in area	-	Provide an accessible route to one bench in this area or bench to an accessible route.	1	-	\$0
95	By Early Entry/Education Station Central Office Entry	Ext.		Exterior Benches	N/A		No accessible route to one bench in area	-	Relocate bench to an accessible route or provide an accessible route to one bench in this area. Recommend providing a 36" x 48" stable, firm and slip-resistant surface adjacent to the bench.	1	-	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Toilet &amp; Bathing Rooms</b>												
<b>Overall Access</b>												
96	Gender Neutral Toilet Room in Nurse's Office	ML		Overall Access	Toilet Room		Turning space not provided Accessible plumbing fixtures or stalls not provided	- -	Provide an accessible single-user toilet room. Until the toilet room is made accessible, provide a sign indicating the location of the nearest accessible toilet room.	1	24604	\$24604
<b>Toilet Compartment</b>												
97	Gentlemen's Toilet Room	LL		Toilet Compartment	Accessible Compartment		Grab bars not provided Non-compliant toilet paper dispenser Clearance at toilet < 60" clear width Clearance at toilet < 72" clear depth (MAAB)	- - 49" 55"	Provide a wheelchair accessible compartment that is 60" wide min. Provide a wheelchair accessible compartment that is 60" wide and 72" deep.	1	6182	\$6182
98	Women's Toilet Room	ML		Toilet Compartment	Accessible Compartment		Side or rear grab bar < 33" or >36" high Non-compliant toilet paper dispenser Clearance at toilet < 60" clear width Clearance at toilet < 72" clear depth (MAAB)	- - 43" 55"	Locate grab bars between 33"- 36" above the finished floor. Relocate toilet paper so that it is 24" min high, located under the grab bar, and between 7" and 9" from the front of the toilet. Provide a wheelchair accessible compartment that is 60" wide min.	1	6182	\$6182
99	Men's Toilet Room	ML		Toilet Compartment	Accessible Compartment		Side or rear grab bar < 33" or >36" high Clearance at toilet < 60" clear width Clearance at toilet < 72" clear depth (MAAB)	- 42" 56"	Locate grab bars between 33"- 36" above the finished floor. Provide a wheelchair accessible compartment that is 60" wide and 72" deep.	1	6182	\$6182

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Dispensers</b>												
100	Men's Toilet Room	ML		Dispensers	Hand Dryer		Dispenser acts as a protruding object	9.5"	Relocate dispenser out of the circulation path.	1	353	\$353
101	Women's Toilet Room	ML		Dispensers	Hand Dryer		Dispenser acts as a protruding object	9"	Relocate dispenser out of the circulation path.	1	353	\$353
102	Gentlemen's Toilet Room	LL		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Relocate dispenser out of the circulation path or provide a cane-detectable barrier under the dispenser that is 27" max. above the finished floor.	1	306	\$306
<b>Toilet Rooms for Children</b>												
<b>Single-User Toilet (Children)</b>												
103	Gender Neutral Toilet Room	ML	22	Single-User Toilet (Children)	N/A		Centerline < 12" or > 15" (K - 3) Side or rear grab bar not provided	17" -	Relocate toilet so that the centerline is between 12" and 15" from the side wall. Provide one grab bar on the side wall of the water closet and one on the rear wall.	1	3726	\$3726

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Toilet Compartment (Children)</b>												
104	Girls' Toilet Room	LL		Toilet Compartment (Children)	Accessible Compartment		Side or rear grab bar not provided Non-compliant toilet paper dispenser	- -	Provide one grab bar on the side wall of the water closet and one on the rear wall. Relocate toilet paper dispenser so that it is between 14"- 19" above the finished floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars. Replace dispenser as it does not allow continuous paper flow.	1	2149	\$2149
105	Women's Toilet Room	ML		Toilet Compartment (Children)	Accessible Compartment		Clearance at toilet < 60" clear width Clearance at toilet 72" clear depth	32" 55"	Provide a wheelchair accessible compartment for children that is 60" wide min. and 72" deep min.	1	6182	\$6182
<b>Lavatory (Children)</b>												
107	Men's Toilet Room	ML		Lavatory (Children)	N/A		Toe or knee clearances not provided Exposed plumbing underneath Mirror above lavatory w/reflective surface > 31"	28" - 43"	Provide at least one lavatory with 25" min. knee clearance positioned for a forward approach. Ensure toe clearance is also provided. Insulate or otherwise configure pipes to prevent contact, for at least one lavatory. Lower mirror so that the bottom surface is at 31" above the finished floor.	1	2034	\$2034
106	Women's Toilet Room	ML		Lavatory (Children)	N/A		Toe or knee clearances not provided Exposed plumbing underneath Mirror above lavatory w/reflective surface > 31"	21" - 44"	Provide at least one lavatory with 25" min. knee clearance positioned for a forward approach. Ensure toe clearance is also provided. Insulate or otherwise configure pipes to prevent contact, for at least one lavatory. Lower mirror so that the bottom surface is at 31" above the finished floor.	1	2034	\$2034
108	Girls' Toilet Room	UL		Lavatory (Children)	N/A		Exposed plumbing underneath Mirror above lavatory w/reflective surface > 31"	- 43"	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory. Lower mirror so that the bottom surface is at 31" above the finished floor.	1	348	\$348

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
109	Boys' Toilet Room	UL		Lavatory (Children)	N/A		Exposed plumbing underneath Mirror above lavatory w/reflective surface > 31"	- 43"	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory. Lower mirror so that the bottom surface is at 31" above the finished floor.	1	348	\$348
110	Gentlemen's Toilet Room	LL		Lavatory (Children)	N/A		Exposed plumbing underneath Mirror above lavatory w/reflective surface > 31"	- 45"	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory. Lower mirror so that the bottom surface is at 31" above the finished floor.	1	348	\$348
111	Girls' Toilet Room	LL		Lavatory (Children)	N/A		Exposed plumbing underneath Mirror above lavatory w/reflective surface > 31"	- -	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory. Lower mirror so that the bottom surface is at 31" above the finished floor.	1	348	\$348
<b>Urinal (Children)</b>												
112	Boys' Toilet Room	ML		Urinal (Children)	N/A		Rim > 15" high (MAAB)	22"	Provide at least one urinal with the rim no higher than 15" above the finished floor.	1	3248	\$3248
113	Boys' Toilet Room	UL		Urinal (Children)	N/A		Rim > 15" high (MAAB)	21"	Provide at least one urinal with the rim no higher than 15" above the finished floor.	1	3248	\$3248

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
114	Gentlemen's Toilet Room	LL		Urinal (Children)	N/A		Rim > 15" high (MAAB)	20"	Provide at least one urinal with the rim no higher than 15" above the finished floor.	1	3248	\$3248
<b>Overall Access (Children)</b>												
115	Girls' Toilet Room	UL		Overall Access (Children)	Toilet Room		Accessible fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	\$6182
116	Boys' Toilet Room	UL		Overall Access (Children)	Toilet Room		Accessible fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	\$6182
117	Boys' Toilet Room	ML	26	Overall Access (Children)	Toilet Room		Accessible fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	\$6182
<b>Additional Access</b>												
<b>Drinking Fountains</b>												
118	Stairwell	LL	3	Drinking Fountains	N/A		No drinking fountain provided for standing users No drinking fountain provided for seated users	- -	Provide an additional drinking fountain for standing users and for seated users or install a Hi-Lo drinking fountain. (Cost based on a new Hi-Low drinking fountain.)	1	4216	\$4216

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Sink</b>												
119	Kindergarten	UL	32	Sink	Classroom		Toe and knee clearances not provided	-	Ensure there is a 27" min. knee clearance positioned for a forward approach.	1	1686	\$1686
120	Classroom Near the Girls' Toilet Room	UL	35	Sink	Classroom		Toe and knee clearances not provided	-	Ensure there is a 27" min. knee clearance positioned for a forward approach.	1	1686	\$1686
121	Pre-K	ML	26	Sink	Classroom		Toe and knee clearances not provided	-	Ensure there is a 27" min. knee clearance positioned for a forward approach.	1	1686	\$1686
122	Classroom 2	LL	2	Sink	Classroom		Toe and knee clearances not provided	-	Ensure there is a 27" min. knee clearance positioned for a forward approach.	1	1686	\$1686
123	STEM	LL	1	Sink	Classroom		Toe and knee clearances not provided Rim or counter > 34"	- 35"	Ensure there is a 27" min. knee clearance positioned for a forward approach. Relocate sink with the front of the rim or counter no higher than 34" above the finished floor.	1	3094	\$3094
<b>Play and Sport Areas</b>												

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Play Areas</b>												
124	Playground	Ext.		Play Areas	N/A		Accessible route not provided to play components Surface not stable, firm, and slip-resistant	- -	Provide a compliant impact-attenuating surface to and around the play components. Repair surface and ensure that surface is firm, stable and slip-resistant (to areas around play components).	1	-	\$0
125	Playground 2 by Early Entry	Ext.		Play Areas	N/A		Accessible route not provided to play components Surface not stable, firm, and slip-resistant	- -	Provide a compliant impact-attenuating surface to and around the play components. Repair surface and ensure that surface is firm, stable and slip-resistant (to areas around play components).	1	-	\$0
<b>Best Practice</b>												
<b>Accessible Compartment</b>												
126	Women's Toilet Room	ML		Accessible Compartment	N/A				Recommend providing an accessible compartment for student use.	1	-	\$0
127	Girls' Toilet Room	LL		Accessible Compartment	N/A				Recommend providing an accessible compartment for student use.	1	-	\$0
128	Boys' Toilet Room	ML		Accessible Compartment	N/A				Recommend providing an accessible compartment for student use.	1	-	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Bench</b>												
129	By Door 2	Ext.		Bench	N/A				Recommend providing a 36" x 48" stable, firm and slip-resistant surface adjacent to the bench.	1	-	\$0
<b>Curb Ramp</b>												
130	By Side Parking - Accessible Space	Ext.		Curb Ramp	N/A				Recommend providing a curb ramp at this location so that there is an accessible route to the walkway that leads towards the school.	1	-	\$0
131	Street Parking Space West Side of School	Ext.		Curb Ramp	N/A				Recommend providing a curb ramp so there is an accessible route from the accessible parking space to the walkway that leads to the main entrance on the main level and the walkway to the designated accessible entrance at the lower level.	1	-	\$0
132	Entrance on the Southwest Side of the School by the Third Lower Playground	Ext.		Curb Ramp	N/A				Recommend providing a curb ramp at the closest location possible where this walkway can meet the road.	1	-	\$0
<b>Designation Sign</b>												
133	Cafeteria	ML		Designation Sign	N/A				Recommend providing an accessible designation sign that reads "Cafeteria".	1	-	\$0

**City of Melrose  
Franklin Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Door Closer</b>												
134	Boys' Toilet Room	UL		Door Closer	N/A				Recommend repairing the closer.	1	-	\$0
<b>Doors</b>												
135	Interior Doors Near Main Entry	ML		Doors	N/A				Recommend keeping doors permanently open unless they are closed because of a fire code regulation or for a similar reason related to safety.	1	Labor	\$0
<b>Egress Door</b>												
136	Door 13 by Drop Off	Ext.		Egress Door	N/A				Recommend altering change in level at door threshold to be 1/4" high max. and providing an accessible route to this door.	1	-	\$0

# Decius Beebe Elementary School



## City of Melrose ADA Transition Plan

November 2022



Institute for Human Centered Design

Institute for Human Centered Design  
SOWA Art + Design District  
560 Harrison Avenue, Unit 401  
Boston MA 02118  
617 695-1225 v/tty

### Background

Year Built: 1956

The Decius Beebe Elementary School is a two-story building located at 263 West Foster Street. The school used to serve approximately 230 students in grades Kindergarten through the fifth grade, but closed as an everyday elementary school in 2004. IHCD team was told that a first-floor auditorium may be used as a temporary location for the Melrose Public Library while the library undergoes renovation, and it appeared that some portions of the school may currently be being used on a periodic basis, as occasional bits of information posted on walls and written on blackboards included dates that were more recent than 2004, and materials that referenced the COVID virus were observed.

The main entrance on the south side of the school at West Foster Street is not accessible. It is connected to a set of exterior stairs and to a raised portion of the first floor inside of the school. A sign with the International Symbol of Accessibility (ISA) and a directional arrow directs visitors towards an accessible entrance off the parking lot on the west side of the school. Of nine (9) doors that surround the building, there is one (1) accessible point of entry and egress which connects to a lowered portion of the first floor on the west side of the building.

Exterior amenities include what appears to be a visitor's parking lot on the west side of the building. It is not clear if a parking area, bike rack and playground that includes a picnic table which are all located on the west side of the building are affiliated with the school, but it appeared as though the west-side parking area may have at one time been used by school staff.

Once inside the building, there is a four-step staircase in the middle of the main hallway on the first floor leading to what is labeled as Floor 1.5 in the catalog. A ramp in an auditorium that is located on the first floor connects to what was once a stage and Floor 1.5, providing the only partially accessible route between the two (2) levels of the first floor. A staircase provides vertical access between the first and second floors, and a second staircase provides vertical access between Floor 1.5 and the

second floor. There is no elevator or other accessible means of vertical access inside the building connecting to the second floor.

The first floor contains, or appears to have once contained classrooms, a music therapy room, a staff toilet room and the aforementioned auditorium. The first floor also has a drinking fountain in the auditorium and a hallway sink. The raised portion of the first floor, Floor 1.5 in the catalog, has a boys' and girls' multi-user toilet room, a nurse's office with a single-user toilet room, the former stage area in the auditorium, classrooms including a classroom with a sink and a hallway drinking fountain. The second floor contains a boys' and a girls' multi-user toilet room, classrooms, an occupational therapy/physical therapy room and a timeout room.

### Key Accessibility Issues

#### Exterior Routes

Accessibility issues include routes with level changes that are greater than the maximum allowed, routes not maintained in operable working condition, lack of an accessible route to a bike rack, tree branches that protrude into the circulation path, and lack of handrails or lack of bottom extensions at handrails at exterior stairs.

#### Parking

Accessibility issues with the parking area on the west side of the school include lack of a marked access aisle that is at least 96" wide and lack of an identification sign with the International Symbol of Accessibility (ISA) and the designation "Van Accessible" at the van accessible parking space. Accessibility issues with the parking lot on the west side of the school include lack of a van accessible parking space.

#### Playground

Accessibility issues include lack of an accessible route to the playground and lack of a compliant impact-attenuating accessible surface to, under and around play components. Other accessibility issues include lack of an accessible route to the

picnic table located in the playground and lack of an accessible picnic table with knee and toe clearance.

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component.

#### Signage

Accessibility issues include lack of tactile signs with raised characters and braille at egress doors, lack of an illuminated International Symbol of Accessibility (ISA) at an accessible egress door, lack of a directional sign at inaccessible egress doors directing visitors to the nearest accessible egress door, and lack of a directional sign at an inaccessible toilet room directing visitors to the nearest accessible toilet room. Other accessibility issues include lack of designation signs with raised characters and braille, signs mounted higher than the maximum height allowed and signs not located on the latch side of the door.

#### Doors

Accessibility issues with doors include doors that are narrower than required, doors that lack the minimum required maneuvering clearance on the pull side, and doors with hardware that requires tight grasping, pinching or twisting of the wrist.

#### Toilet Rooms

Accessibility issues include lack of an accessible single-user toilet room in the nurse's office on the first floor, lack of compliant accessible toilet compartment in both the boys' and girls' multi-user toilet rooms on the first and second floors due to a lack of the minimum required clear floor space at the toilet, and lack of the minimum required pull-side maneuvering clearance at the exit doors from the boys' and girls' multi-user toilet rooms on the first floor. Additional accessibility issues include exposed plumbing underneath the lavatory and the mirror mounted higher than the maximum height allowed in the multi-user toilet rooms on both floors, dispensers that protrude into the circulation path and accessible compartments with a malfunctioning self-closing hinge

and door hardware that is either missing or that cannot be operated without tight grasping, pinching or twisting of the wrist.

#### Drinking Fountains

Accessibility issues include lack of two (2) drinking fountains for standing users and lack of required knee and toe clearance at two (2) drinking fountains for seated users.

#### Sinks

Accessibility issues include two (2) classrooms, one nurses office and one (1) hallway sink that lack knee and toe clearance positioned for a forward approach and that have exposed pipes underneath.

**Note:** If no classrooms in a given grade or a given type of classroom have a sink, an accessible sink is not required to be provided. It is the presence of a sink in a classroom that triggers the requirement of at least one (1) accessible sink in the same classroom or same type of classroom. Also, only sinks that are used by students or other members of the public must be made accessible.

#### **Additional Accessibility Issues**

- Lack of handrails on one side at the ramp in the auditorium.
- Interior stair railings have a noncompliant cross section, are not continuous where required and do not extend beyond the top and bottom riser.

#### **Order of Magnitude Cost Estimates**

- Renovate toilet rooms: \$51,336
- Provide two (2) drinking fountains: \$8,432
- Provide compliant signage (designation, egress and directional): \$4,640
- Renovate four (4) sinks: \$7,112
- Renovate doors including providing two (2) automatic door openers: \$6,604

**Total: \*\$78,124**

**\*Note:** Cost to renovate handrails is not provided.

**\*\*Note:** IHCD is not providing costs for accessibility renovation to outdoor areas.

#### **Best Practice and Inclusive Design**

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing accessible designation signage with raised characters and braille mounted on the latch side of the door at all permanent rooms that lack designation signage.
- Recommend providing contrasting color strips on all exterior and interior stairs treads.
- Recommend insulating the exposed plumbing under all three lavatories in the multi-user toilet rooms on the first and second floors so wheeled mobility device users can safely use all of the available lavatories.

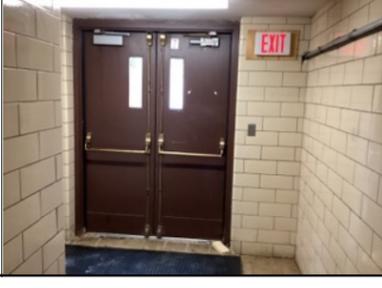
**City of Melrose  
Decius Beebe Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	By Parking	Ext.		Exterior Access Route	Walkway		Obstructed by protruding objects	35"	Trim low hanging branches in trees to at least 80" min above the ground.	1	-	\$0
2	Egress Door 3	Ext.		Exterior Access Route	Exterior		Level changes > 1/4"	2"	Alter change in level to be 1/4" high max.	1	-	\$0
3	By West Parking Lot	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.	1	-	\$0
4	To Egress Door 2	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Repair the walkway to ensure the accessible route is maintained in operable working condition.	1	-	\$0
5	Egress Door 5	Ext.		Exterior Access Route	Exterior		Step not maintained in operable working condition		Ensure the step at the egress door is maintained in operable working condition by repairing the deteriorated asphalt.	1	-	\$0

**City of Melrose  
Decius Beebe Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Bike Rack	Ext.		Exterior Access Route	Walkway		Accessible route not provided	-	Ensure an accessible route is provided to the bike rack or relocate bike rack to an accessible route.	1	-	\$0
<b>Off-Street Parking Lot or Garage</b>												
7	West Parking Lot	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces Access aisle not provided Sign not provided Sign does not have the designation "Van Accessible"	18 - 1 - - -	Provide a marked access aisle that is at least 96" wide at the van accessible space. Provide a sign that includes the International Symbol of Accessibility (ISA) at the head of the space. Locate the sign so that the bottom is 60" min. above the ground and the top is 96" max. above the ground. Add the designation "Van Accessible" to the sign located at the van accessible space.	1	-	\$0
8	East Parking Lot	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces Access aisle not provided Sign not provided Sign does not have the designation "Van Accessible"	25 - - - - -	Provide 1 van accessible space with a marked access aisle that is at least 96" wide. Provide a sign that includes the International Symbol of Accessibility (ISA) at the head of the space. Locate the sign so that the bottom is 60" min. above the ground and the top is 96" max. above the ground. Add the designation "Van Accessible" to the sign located at the van accessible space.	1	-	\$0
<b>Exterior Stair</b>												
9	Egress Door 9	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair	-	Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight.	1	-	\$0
10	Egress Door 7 and Egress Door 8	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair	-	Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight.	1	-	\$0

**City of Melrose  
Decius Beebe Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
11	Egress Door 1, Main Entrance	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair Handrail not provided on both sides	- -	Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight. Provide a handrail on one side.	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Means of Egress</b>												
12	Accessible Entry and Egress Door at West Parking Lot	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is replaced or repaired, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232
13	Egress Door 5	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	232	\$464
14	Egress Door 3	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	232	\$464
15	Egress Door 7 to Loading Dock on West Side	1.5		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	232	\$464

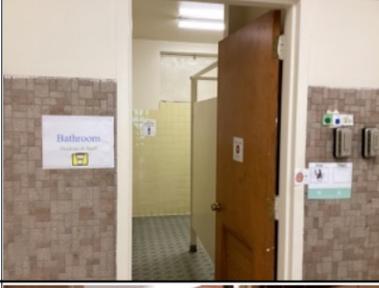
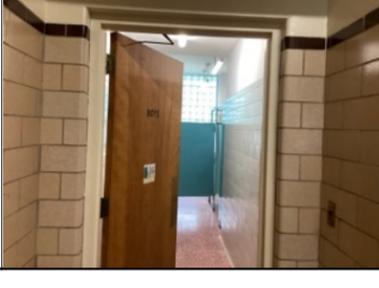
**City of Melrose  
Decius Beebe Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
16	Main Entrance and Egress Door 1 to Stairs at West Foster Street	1.5		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	232	\$464
17	Egress Door 9	1.5		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	232	\$464
18	Egress Door 2	1.5		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	232	\$464
<b>Doors, Doorways, &amp; Gates</b>												
19	Classroom 11 to Girls' and Boys' Toilet Rooms	2		Doors, Doorways, & Gates	Circulation		Clear width at door < 32"	27"	Ensure that both door leaves are opened simultaneously to maintain at least 32" min. clear width.	1	Labor	\$0
20	Nurse's Office, Single-User Toilet Room	1.5		Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32" Hardware not operable with a closed fist	27" -	Widen the door so that there is 32" min. clear width. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. (Note: Cost to provide accessible door hardware and an accessible toilet room entry door is included in cost to provide an accessible single user toilet room in the nurse's office.)	1	-	\$0

**City of Melrose  
Decius Beebe Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
21	Boys' Toilet Room	1.5		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	10"	Provide an automatic door opener.	1	3060	\$3060
22	Girls' Toilet Room	1.5		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	10"	Provide an automatic door opener.	1	3060	\$3060
23	Back of Stage	1.5		Doors, Doorways, & Gates	Assembly Space		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
<b>Ramps</b>												
24	Ramp From Former Stage Area at Floor 1.5 to Auditorium at Floor 1	1		Ramps	Interior		Handrails not provided at both sides if rise is > 6" Handrails do not extend 12" past top & bottom	- -	Provide handrails on both sides. Alter handrails to extend horizontally above the landing for 12" min. beyond the top and bottom of ramp runs.	1	-	\$0
<b>Stairways</b>												
25	Hallway Stairs	1.5		Stairways	Other		Handrails do not extend 12" from stairs Handrails have non-compliant cross section	- -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. Provide handrails with 1 1/4" - 2" circular cross sections.	1	-	\$0

**City of Melrose  
Decius Beebe Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
26	Stair by Egress Door 7	1.5		Stairways	Egress		Handrails do not extend 12" from stairs Handrails not continuous where required	- -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. Provide continuous handrails.	1	-	\$0
<b>Signage</b>												
27	Music Therapy	1	10A	Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	\$232
28	Toilet Room by 10A	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign to accessible toilet not provided	- -	If this toilet room is used by members of the public, provide a directional sign indicating the location of the nearest accessible toilet room.	2	232	\$464
29	Girls' Toilet Room	1.5		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Visual characters < 40" above ground Sign not located on the latch side of the door	- - 66" -	Provide text with raised characters duplicated in braille on sign. Mount the sign so that the baseline of the lowest visual character is 40" min. above the finished floor or ground. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
30	Boys' Toilet Room	1.5		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Visual characters < 40" above ground Sign not located on the latch side of the door	- - 66" -	Provide text with raised characters duplicated in braille on sign. Mount the sign so that the baseline of the lowest visual character is 40" min. above the finished floor or ground. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232

**City of Melrose  
Decius Beebe Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
31	Girls' Toilet Room	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door Visual characters < 40" above ground	- - 60" -	Provide text with raised characters duplicated in braille on sign. Mount the sign so that the baseline of the lowest visual character is 40" min. above the finished floor or ground. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
32	Boys' Toilet Room	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door Visual characters < 40" above ground	- - 60" -	Provide text with raised characters duplicated in braille on sign. Mount the sign so that the baseline of the lowest visual character is 40" min. above the finished floor or ground. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
<b>Picnic Tables</b>												
33	Picnic Table	Ext.		Picnic Tables	N/A		At least 5% accessible spaces not provided	-	Ensure that at least 5% (minimum one) of picnic tables are accessible.	1	-	\$0
<b>Toilet Rooms for Children</b>												
<b>Toilet Compartment (Children)</b>												
34	Girls' Toilet Room	1.5		Toilet Compartment (Children)	Accessible Compartment		Door with non-compliant hardware Door with malfunctioning self-closing hinge Clearance at toilet 72" clear depth	- - 56"	Provide hardware that can be operable with one hand and that does not require tight grasping, pinching, or twisting of the wrist. Repair self-closing hinge. Provide a wheelchair accessible compartment that is 60" wide min. and 72" deep min.	1	6182	\$6182
35	Boys' Toilet Room	1.5		Toilet Compartment (Children)	Accessible Compartment		Door with non-compliant hardware Door with malfunctioning self-closing hinge Clearance at toilet 72" clear depth	- - 54"	Provide hardware that can be operable with one hand and that does not require tight grasping, pinching, or twisting of the wrist. Repair self-closing hinge. Provide a wheelchair accessible compartment that is 60" wide min. and 72" deep min.	1	6182	\$6182

**City of Melrose  
Decius Beebe Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
36	Girls' Toilet Room	2		Toilet Compartment (Children)	Accessible Compartment		Clearance at toilet < 60" clear width Clearance at toilet 72" clear depth	50" 56"	Provide a wheelchair accessible compartment that is 60" wide min. and 72" deep min.	1	6182	\$6182
<b>Lavatory (Children)</b>												
37	Girls' Toilet Room	1.5		Lavatory (Children)	N/A		Exposed plumbing underneath Mirror above lavatory w/reflective surface > 31"	- 45"	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory. Lower mirror so that the bottom surface is at 31" above the finished floor.	1	348	\$348
38	Boys' Toilet Room	1.5		Lavatory (Children)	N/A		Exposed plumbing underneath Mirror above lavatory w/reflective surface > 31"	- 44"	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory. Lower mirror so that the bottom surface is at 31" above the finished floor.	1	348	\$348
39	Girls' Toilet Room	2		Lavatory (Children)	N/A		Exposed plumbing underneath Mirror above lavatory w/reflective surface > 31"	- 44"	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory. Lower mirror so that the bottom surface is at 31" above the finished floor.	1	348	\$348
40	Boys' Toilet Room	2		Lavatory (Children)	N/A		Exposed plumbing underneath Mirror above lavatory w/reflective surface > 31"	- 44"	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory. Lower mirror so that the bottom surface is at 31" above the finished floor.	1	348	\$348

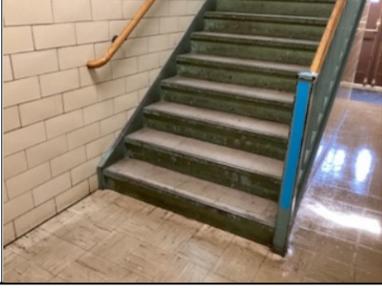
**City of Melrose  
Decius Beebe Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Dispensers (Children)</b>												
41	Boys' Toilet Room	1.5		Dispensers (Children)	Paper Towel Dispenser		Dispenser is a protruding object	12"	Relocate paper towel dispenser out of the circulation path or provide a cane-detectable barrier 27" max. above the ground below the dispenser.	1	306	\$306
42	Girls' Toilet Room	1.5		Dispensers (Children)	Paper Towel Dispenser		Dispenser is a protruding object	12"	Relocate paper towel dispenser out of the circulation path or provide a cane-detectable barrier 27" max. above the ground below the dispenser.	1	306	\$306
<b>Overall Access (Children)</b>												
43	Nurse's Office, Single-User Toilet Room	1.5		Overall Access (Children)	Toilet Room		Turning space is not provided	53"	Provide an accessible single-user toilet room in the nurse's office.	1	24604	\$24604
44	Boys' Toilet Room	2		Overall Access (Children)	Toilet Room		Turning space is not provided Accessible fixtures or stalls not provided	- -	Provide one accessible wheelchair compartment.	1	6182	\$6182
<b>Additional Access</b>												

**City of Melrose  
Decius Beebe Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Drinking Fountains</b>												
45	Auditorium	1		Drinking Fountains	Low		No drinking fountain provided for standing users Knee or toe clearance not provided	- -	Provide a drinking fountain for standing users. Provide knee and toe clearance, 27" min. high at drinking fountain for seated users.  (Cost based on the provision of a new Hi-Lo drinking fountain.)	1	4216	\$4216
46	Near Classroom 3	1.5		Drinking Fountains	Low		No drinking fountain provided for standing users Knee or toe clearance not provided		Provide a drinking fountain for standing users. Provide knee and toe clearance, 27" min. high at drinking fountain for seated users.  (Cost based on the provision of a new Hi-Lo drinking fountain.)	1	4216	\$4216
<b>Sink</b>												
47	Nurse's Office	1.5		Sink	Other		Toe and knee clearances not provided Exposed plumbing underneath sink	- -	Ensure there is a 27" min. knee clearance positioned for a forward approach. Insulate or otherwise configure pipes at sink.	1	1778	\$1778
<b>Sinks for Children's Use</b>												
48	By Single-User Toilet Room	1		Sinks for Children's Use	Classroom		Exposed plumbing underneath Knee/toe clearance <27" at sink > 31" high	- -	Insulate or otherwise configure pipes to prevent contact, for at least one sink. Provide at least one sink with 27" high knee and toe clearance positioned for a forward approach (per 521 CMR 12.2.2.c).	1	1778	\$1778
49	Classroom 4	1.5		Sinks for Children's Use	Classroom		Exposed plumbing underneath Knee/toe clearance <27" at sink > 31" high	32"	Insulate or otherwise configure pipes to prevent contact, for at least one sink. Provide at least one sink with 27" high knee and toe clearance positioned for a forward approach (per 521 CMR 12.2.2.c).	1	1778	\$1778

**City of Melrose  
Decius Beebe Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
50	Classroom 11	2		Sinks for Children's Use	Classroom		Exposed plumbing underneath Knee/toe clearance <27" at sink > 31" high		Insulate or otherwise configure pipes to prevent contact, for at least one sink. Provide at least one sink with 27" high knee and toe clearance positioned for a forward approach (per 521 CMR 12.2.2.c).	1	1778	\$1778
<b>Play and Sport Areas</b>												
<b>Play Areas</b>												
51	Playground	Ext.		Play Areas	N/A		Accessible route not provided to playground Accessible route not provided to play components	- -	Install an accessible route to the playground. Provide a compliant impact-attenuating surface to and around the play components.	1	-	\$0
<b>Best Practice</b>												
<b>Lavatories</b>												
52	Girls' and Boys' Multi-User Toilet Rooms	1.5 and 2		Lavatories	N/A				Recommend insulating the exposed plumbing under all three lavatories in the multi-user toilet rooms on the first and second floors so wheeled mobility device users can safely use all of the available lavatories.	1		\$0
<b>Stairs</b>												
53	Interior and Exterior Stairs			Stairs	N/A				Recommend providing contrasting color strips on all exterior and interior stairs treads.	1		\$0

# Melrose High School



## City of Melrose ADA Transition Plan

November 2022



Institute for Human Centered Design

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### Background

Year Built: 1975                      Years Renovated: 2004, 2005

Melrose High School is a three-story building located at 360 Lynn Fells Parkway. The school serves approximately 923 students in Grades 9 through 12. It has an accessible main entrance on the south side, an accessible secondary entrance on the west side and nine (9) accessible egress doors.

The first floor contains the main office and administration area, science and art classrooms, single-user toilet rooms, boys' and girls' multi-user toilet rooms and the boys' and girls' locker rooms. The second floor contains the gymnasium, school store, cafeteria, library, nurse's office, weight room, wrestling room, math and world history classrooms, and single-user toilet rooms. The third floor contains the press box, upper library rooms, English, world languages, computer, and special education classrooms, and single-user toilet rooms. Vertical access is provided by multiple sets of stairs and a student elevator.

**Note:** The student elevator was not in operable working condition and a TV studio and control room were locked on the days that IHCD was at the High School so the student elevator, TV studio and control room could not be surveyed.

Exterior amenities surrounding the High School include parking lots on the southeast and northwest sides of the school, benches, picnic tables, clothing donation containers, a baseball field, practice fields, tennis courts and a football stadium. The football stadium and baseball field were surveyed separately and findings were submitted in a separate report. All other exterior amenities for both the High School and the Melrose Veterans Memorial Middle School are covered in the Middle School catalog and report.

### Key Accessibility Issues

#### Signage

Accessibility issues include lack of signage with raised characters and braille at egress doors and lack of an illuminated

International Symbol of Accessibility (ISA) at accessible exit doors. There is also a lack of compliant designation signage with raised characters and braille at classroom doors and noncompliant signage at toilet room doors, including lack of the International Symbol of Accessibility (ISA) where required and lack of directional signage to accessible toilet rooms.

#### Interior Stairs

Accessibility issues with interior stairs include lack of a handrail at the stairs leading from Room 332 to 339.

#### Interior Ramps

Accessibility issues with interior ramps include ramps near Rooms 113, 338, and the upper level of the library with excessive running slopes and a lack of compliant handrails.

**Note:** Further study on the part of Melrose will be needed to determine whether it is technically feasible to bring the referenced ramps into full compliance with the ADA Standards.

#### Assembly Areas

Accessibility issues include lack of an assistive listening system (ALS) in the heritage room near the library.

**Note:** If audible communication is integral to the use of the space, an assistive listening system is required. A sign with the International Symbol of Access for Hearing Loss must also be provided.

#### Interior Doors

Accessibility issues with interior doors include lack of maneuvering clearance at doors, doors with noncompliant door hardware that requires tight grasping, pinching or twisting or the wrist, and doors that require more than 5 pounds of force to open.

#### Interior Access Route

Accessibility issues include interior routes that are obstructed by protruding objects and lack of an accessible route to a stage in Room 234 and to a second stage in Room 334. There is also no

accessible interior route to Art Room 112 or to the risers in the cafeteria.

#### Toilet Rooms

Accessibility issues with toilet rooms include lack of an accessible single-user toilet room in the nurse's office and on the third floor due to a lack of clear floor space at the toilet. The toilet rooms in the girls' and men's locker rooms, boys' and girls' toilet rooms on the first, second, and third floors, boys' and girls' toilet rooms by the library, and the boys' toilet room by the gym all lack an accessible toilet compartment. Additional issues include exposed plumbing at lavatories, mirrors located higher than allowed, dispensers located above the grab bar, malfunctioning self-closing hinges and missing or noncompliant door hardware at the accessible compartment, and paper towel dispensers that protrude into the circulation path.

#### Locker Rooms

Accessibility issues in the boys' team room include lack of an accessible locker and lack of a compliant bench. The girls' locker room lacks a compliant bench and lacks an accessible changing room with the minimum required clear floor space. Both the girls' and boys' locker rooms lack an accessible shower located on an accessible route.

#### Service Counters

Accessibility issues include service counters that are higher than allowed by the main entrance, in the administration office and at the school store.

#### Drinking Fountains

Accessibility issues include lack of drinking fountains for standing users in eight (8) locations, lack of accessible drinking fountains for both seated and standing users in three (3) locations and lack of a cane-detectable barrier skirt under the standing portion of the Hi-Lo fountain in the library.

#### Sinks

Accessibility issues include sinks both in hallways and in classrooms that lack knee and toe clearance, sinks with exposed

plumbing underneath, and sinks with counters that are higher than allowed.

**Note:** If no classrooms in a given grade or a given type of classroom have a sink, an accessible sink is not required to be provided. It is the presence of a sink in a classroom that triggers the requirement of at least one accessible sink in the same classroom or same type of classroom. Also, only sinks that are used by students or other members of the public must be made accessible.

#### **Additional Accessibility Issues**

- Lack of accessible student lockers where lockers are provided in the hallways.

#### **Order of Magnitude Cost Estimates**

- Renovate toilet rooms: \$84,649
- Renovate two (2) showers: \$15,904
- Renovate locker rooms (changing room, benches, lockers, etc.): \$6,466
- Renovate nine (9) sinks: \$20,806
- Renovate twelve (12) drinking fountains: \$45,762
- Renovate doors (provide six (6) automatic doors, accessible door hardware, etc.): \$23,684
- Renovate three (3) service counters: \$2,640
- Renovate signs: \$8,296
- Provide an assistive listening system in the heritage room language learning area: \$1,214
- Miscellaneous corrective actions (protruding objects, etc.): \$1,686

**Total: \$211,107\***

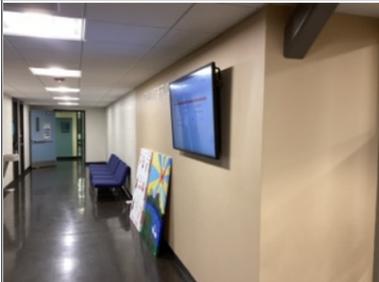
**\*Note:** IHCD is not providing costs for accessibility renovations for interior ramps, lockers or stair railings.

#### **Best Practice and Inclusive Design**

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing an accessible adjustable height podium with knee and toe clearance in the library.

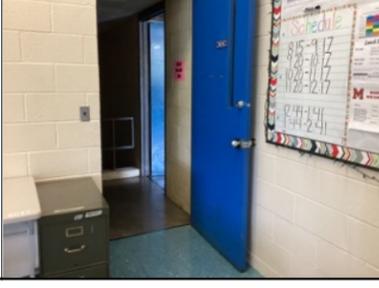
**City of Melrose  
Melrose High School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
<b>Means of Egress</b>												
1	Main Entrance	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. <b>Note:</b> In this instance we are not recommending the inclusion of an illuminated sign with the International Symbol of Accessibility (ISA) because the exit sign is not illuminated.	1	232	\$232
2	Between Gym and Wrestling	2		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	2	232	\$464
3	Door 16	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA). <b>Note:</b> This recommendation applies to accessible egress Doors 4, 12 (by interior Door 133) , 15 and 18 (by physics), 21 and 24.	9	432	\$3888
<b>Interior Access Route</b>												
4	By Guidance	1		Interior Access Route	N/A		Obstructed by protruding objects	5.5"	Reposition screen so it does not protrude more than 4" or provide a cane-detectable barrier 27" max. above the finished floor.	1	306	\$306
5	By Locker Rooms	1		Interior Access Route	N/A		Obstructed by protruding objects	34"	Relocate extinguisher or provide a cane-detectable barrier 27" max. above the finished floor.	1	306	\$306

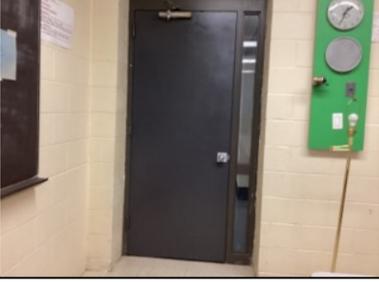
**City of Melrose  
Melrose High School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	By Nurse's Office	2		Interior Access Route	N/A		Obstructed by protruding objects	12"	Relocate paper towel dispenser or provide a cane-detectable barrier 27" max. above the finished floor.	1	306	\$306
7	Hallway All Floors	2		Interior Access Route	N/A		Obstructed by protruding objects	5"	Relocate sanitizer dispenser or provide a cane-detectable barrier 27" max. above the finished floor below the dispenser. Alternately, install a dispenser that protrudes 4" or less. This remedy applies to all identical hand sanitizer dispensers in the school.	1	Labor	\$0
8	Wrestling	2	242	Interior Access Route	N/A		Obstructed by protruding objects	74"	Relocate shelf to at least 80" above the finished floor.	1	256	\$256
9	Art	1	112	Interior Access Route	N/A		Accessible route not provided	-	Provide an accessible route or consider relocating the program. <b>Note:</b> The only interior route into this art room (112) had a staircase. If there are unique programs in this room that are not provided in the accessible art room (Room 113 which has a ramped entry), either provide an accessible route to this art room or relocate the unique programs to an accessible location such as Art Room 113.	1	-	\$0
10	Cafeteria/Performance	2		Interior Access Route	N/A		Accessible route not provided	-	Provide an accessible route up the risers.	1	-	\$0

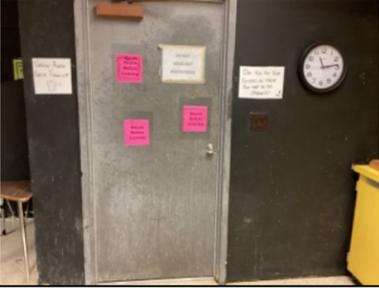
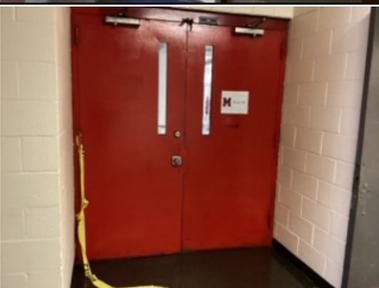
**City of Melrose  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
11	Math	2	234	Interior Access Route	N/A		Accessible route not provided	-	Provide an accessible route to the stage if the stage area is accessed by students or other members of the public. (If needed, cost for an accessible route to stage will depend on method chosen.)	1	-	\$0
12	AP Literature	3	334	Interior Access Route	N/A		Accessible route not provided	-	Provide an accessible route to the stage if the stage area is accessed by students or other members of the public. (If needed, cost for an accessible route to stage will depend on method chosen.)	1	-	\$0
<b>Doors, Doorways, &amp; Gates</b>												
13	Single-User Toilet Room Across From Administration	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	10"	Provide an automatic door opener.	1	3060	\$3060
14	Photography Classroom	1	114	Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided Hardware not operable with a closed fist	8" -	Provide an automatic door opener or keep the door propped open. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	3060	\$3060
15	CAD Classroom	3	338	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided Hardware not operable with a closed fist	- -	Relocate file cabinets to provide 18" min. pull-side maneuvering clearance at the door. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484

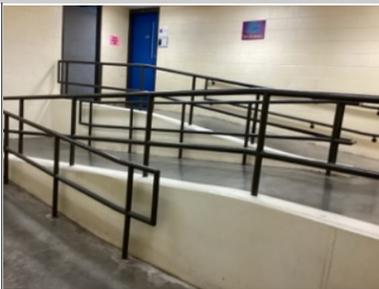
**City of Melrose  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
16	Girls' Locker Room Team Room	1		Doors, Doorways, & Gates	Other		Maneuvering clearance(s) not provided Hardware not operable with a closed fist Door requires > 5 lbs. of force to open	- - -	Relocate the desk to provide maneuvering clearance. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Adjust closers so doors do not require more than 5 pounds of force to open.	1	484	\$484
17	All Gender Toilet Room Across From Library	2		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance not provided at recess > 6"	8"	Install an automatic door opener.	1	3060	\$3060
18	Single-User Toilet Room	3		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance not provided at recess > 6"	8"	Install an automatic door opener.	1	3060	\$3060
19	Math	2	234	Doors, Doorways, & Gates	Classroom		Maneuvering clearance not provided at recess > 6" Hardware not operable with a closed fist	- -	Install an automatic door opener. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	3060	\$3060
20	SPED	3	337	Doors, Doorways, & Gates	Classroom		Maneuvering clearance not provided at recess > 6" Hardware not operable with a closed fist	10" -	Install an automatic door opener./Reverse the swing of the door to provide maneuvering clearance. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	3060	\$3060

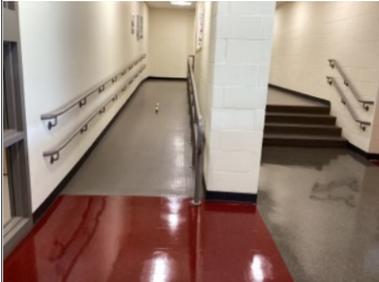
**City of Melrose  
Melrose High School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
21	Photography	1	139A	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
22	Near Nurses Office	2		Doors, Doorways, & Gates	Other		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	2	484	\$968
23	By Nurse	2		Doors, Doorways, & Gates	Other		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
24	Football and Nurse's Office	2	238	Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	2	484	\$968
25	Weight Room	2	240	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484

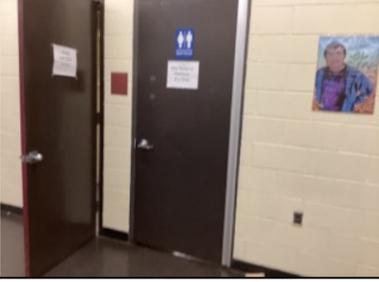
**City of Melrose  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
26	Teacher's Offices	3	317	Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
27	Social Studies	3	317	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
28	Boys' and Girls' Multi-User Toilet Rooms Near Gym	2		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	20 Lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	2	Labor	\$0
29	Heritage Room Language Learning	2		Doors, Doorways, & Gates	Other		Door requires > 5 lbs. of force to open	28 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
<b>Ramps</b>												
30	Ramp Near Room 338B	3	338B	Ramps	Interior		Running slope >1:12 (8.33%)	11%	Further study will be needed to determine whether it is technically feasible to bring this ramp into full compliance with the ADA Standards. (Cost to renovate interior ramp not included.)	1	-	\$0

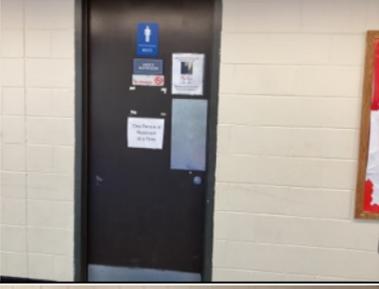
**City of Melrose  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
31	Ramp to Art Room	1	113	Ramps	Interior		Running slope >1:12 (8.33%) Handrails < 34" or > 38" above ramp surface	10.2% 32"	Further study will be needed to determine whether it is technically feasible to bring this ramp into full compliance with the ADA Standards. Alter so the handrails are 34"- 38" high above the floor. (Cost to renovate interior ramp not included.)	1	-	\$0
32	Ramp to Floor 3 in Library	2		Ramps	Interior		Running slope >1:12 (8.33%) Handrails < 34" or > 38" above ramp surface	11% 33"	Further study will be needed to determine whether it is technically feasible to bring this ramp into full compliance with the ADA Standards. Alter so the handrails are 34"- 38" high above the floor. (Cost to renovate interior ramp not included.)	1	-	\$0
<b>Stairways</b>												
33	From 322 to 339	3		Stairways	Other		Handrail not provided on both sides	-	Provide top handrail on one side positioned between 34" and 38" above the ground on the right side.	1	-	\$0
<b>Elevator</b>												
34	Lobby Student Elevator	1		Elevator	Interior		Elevator not in operable working condition.		The student elevator doors could not be opened on the day of the survey, so the elevator could not be surveyed. Ensure the student elevator is maintained in operable working condition.	1	-	\$0
<b>Signage</b>												
35	Single-User Toilet Room	3		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	\$232

**City of Melrose  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
36	Heritage Room Language Learning	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Visual characters < 40" above ground	- - -	Provide text with raised characters duplicated in braille on sign. Mount the sign so that the baseline of the lowest visual character is 40" min. above the finished floor or ground. <b>Note:</b> This signage issue also applies to doors to the gym and to the press box.	3	232	\$696
37	CAD	3	338	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Visual characters < 40" above ground Sign not located on the latch side of the door	- - - -	Provide text with raised characters duplicated in braille on sign. Mount the sign so that the baseline of the lowest visual character is 40" min. above the finished floor or ground. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
38	Nurse's Office Two Single-User Toilet Rooms	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	2	232	\$464
39	Wrestling	2	242	Signage	Designation		Raised characters < 48" or > 60" above ground Braille misplaced on sign Visual characters < 40" above ground	- - 85"	Mount signs so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor. Position the braille below the corresponding text. If text is multi-lined place braille below the entire text.	1	232	\$232
40	Single-User Toilet Room Across From Administration	1		Signage	Designation		Visual characters < 40" above ground Sign not located on the latch side of the door	70" -	Mount the sign so that the baseline of the lowest visual character is 40" min. above the finished floor or ground. Locate the sign at permanent rooms alongside the door on the latch side.	2	Labor	\$0

**City of Melrose  
Melrose High School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
41	Girls' Multi-User Toilet Room	1		Signage	Designation		Visual characters < 40" above ground Sign not located on the latch side of the door Directional sign to access. toilet not provided	- - -	Mount the sign so that the baseline of the lowest visual character is 40" min. above the finished floor or ground. Locate the sign at permanent rooms alongside the door on the latch side. Install a sign indicating the location of the nearest accessible toilet room.	2	232	\$464
42	Girls' Toilet Room by Library	2		Signage	Designation		Visual characters < 40" above ground Sign not located on the latch side of the door Directional sign to access. toilet not provided	- - -	Mount the sign so that the baseline of the lowest visual character is 40" min. above the finished floor or ground. Locate the sign at permanent rooms alongside the door on the latch side. Install a sign indicating the location of the nearest accessible toilet room.	1	232	\$232
43	Boys' Toilet Room by Library	2		Signage	Designation		Visual characters < 40" above ground Sign not located on the latch side of the door Directional sign to access. toilet not provided	- - -	Mount the sign so that the baseline of the lowest visual character is 40" min. above the finished floor or ground. Locate the sign at permanent rooms alongside the door on the latch side. Install a sign indicating the location of the nearest accessible toilet room.	2	232	\$464
44	Boys' Toilet Room	1		Signage	Designation		Sign not located on the latch side of the door Directional sign to access. toilet not provided Signage not located on an accessible route	- - -	Locate the sign at permanent rooms alongside the door on the latch side. Install a sign indicating the location of the nearest accessible toilet room. Relocate sign to an accessible route./Provide an accessible route to the sign.	1	232	\$232
45	Boys' Toilet Room Near Gym	2		Signage	Designation		Sign not located on the latch side of the door Directional sign to access. toilet not provided	- -	Locate the sign at permanent rooms alongside the door on the latch side. Install a sign indicating the location of the nearest accessible toilet room.	2	232	\$464

**City of Melrose  
Melrose High School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Service Counter</b>												
46	Main Entrance	1		Service Counter	N/A		Counter > 36" high	42"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	\$880
47	Administration	1		Service Counter	N/A		Counter > 36" high	44"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	\$880
48	School Store	2		Service Counter	N/A		Counter > 36" high	-	Provide a counter that is 36" max. above the ground or finished floor. <b>Note:</b> On day of survey this room was locked, but the counter appeared to be more than 36" of the finished floor.	1	880	\$880
<b>Operable Parts</b>												
49	Hallway by Stair 2	2		Operable Parts	Other		Element not on an accessible route	-	Ensure the defibrillator is located on an accessible route and that it has opening hardware that can be used without requiring tight grasping, pinching or twisting of the wrist. <b>Note:</b> On the day of the survey the glass case could not be opened in order to provide access to the defibrillator.	1	256	\$256
50	Girls' Locker Room	1		Operable Parts	Other		Side reach > 54"	62"	Relocate at least one hand dryer so that controls are between 15" - 48" above the finished floor.	1	256	\$256

**City of Melrose  
Melrose High School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Dining or Work Surfaces</b>												
51	Cafeteria/Performance Area	2		Dining or Work Surfaces	Dining Surface		At least one or 5% accessible tables not provided	-	Ensure that at least one dining surface is accessible. <b>Note:</b> The dining tables were not set up so the required accessibility could not be determined.	1	-	\$0
<b>Assembly Area</b>												
52	Heritage Room Language Learning	2		Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system.	1	1214	\$1214
<b>Locker Room</b>												
53	Boys' Team Room	1		Locker Room	Boys		5% of lockers are not accessible Storage > 48" high	- 64"	Provide at least one accessible locker (or ensure 5% of all lockers are accessible) with at least one shelf no higher than 48 inches above the ground if a shelf is provided.	1	-	\$0
54	Lockers Near Room 240	2		Locker Room	Other		5% of lockers are not accessible Hook > 48" high	- 55"	Ensure 5% of all lockers are accessible (at least one) in each area of the school where lockers are provided. Locate hook no higher than 48" above the finished floor.	1	-	\$0
55	Girls' Locker Room	1		Locker Room	Girls		Turning space not provided 5% of changing rooms are not accessible	35" -	Provide turning space. Ensure that 5% of changing rooms (at least one) are accessible.	1	5866	\$5866

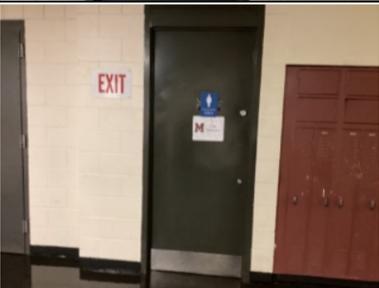
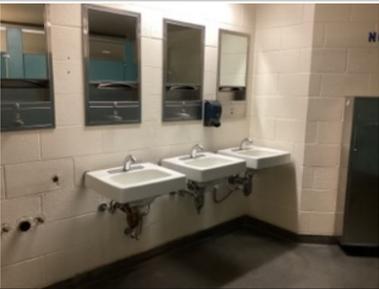
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Melrose High School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
56	Boys' Team Room	1		Locker Room	Boys		Back support not provided at bench Bench < 48" long	- -	Provide at least one bench with back support or that is affixed to a wall with room on the side to transfer. Provide a bench that is 48" long.	1	200	\$200
57	Men's Locker Room	1		Locker Room	Men's		Bench < 24" deep	8"	Provide a bench that is 24" deep.	1	200	\$200
58	Girls' Locker Room	1		Locker Room	Girls		Bench < 24" deep	-	Provide a bench that is 24" deep.	1	200	\$200
<b>Toilet &amp; Bathing Rooms</b>												
<b>Overall Access</b>												
59	One of Two Nurse's Office Single-User Toilet Rooms	2	238	Overall Access	Toilet Room		Turning space not provided Accessible plumbing fixtures or stalls not provided	- -	Add an accessible single-user toilet room.	1	24604	\$24604
60	Men's Locker Room Toilet Room	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	\$6182

**City of Melrose  
Melrose High School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
61	Girls' Locker Room	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	\$6182
62	Girls' Toilet Room	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	\$6182
63	Boys' Toilet Room	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	\$6182
64	Boys' Toilet Room Near Gym	2		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	\$6182
65	Girls' Toilet Room by Library	2		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	\$6182

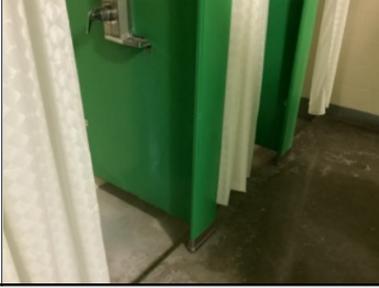
**City of Melrose  
Melrose High School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
66	Boys' Toilet Room by Library	2		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	\$6182
67	Girls' Toilet Room	2	241	Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	\$6182
68	Boys' Toilet Room	3		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	\$6182
69	Girls' Toilet Room	2		Overall Access	Toilet Room		Sign to accessible toilet not provided	-	Provide a directional sign indicating the location of the nearest accessible toilet or bathing room.	1	232	\$232
<b>Lavatory</b>												
70	Girls' Locker Room Toilet Room	1		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	92	\$92

**City of Melrose  
Melrose High School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
71	All Gender Accessible Toilet Room Across From Library	2		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	92	\$92
72	Accessible Single-User Toilet Room	3		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	92	\$92
73	Men's Locker Room Toilet Room	1		Lavatory	N/A		Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40"	- 56"	Insulate or otherwise configure pipes to prevent contact for at least one lavatory. Lower mirror at the accessible lavatory so that the bottom surface is at 40" max. above the finished floor.	1	348	\$348
<b>Single-User Toilet</b>												
74	Single-User Toilet Room	3		Single-User Toilet	N/A		Grab bar not provided Clearance at toilet < 60" clear width Toilet paper dispenser is not compliant	- - -	Provide a rear grab bar. Remove grab bar on left side of toilet (if seated on toilet) to provide clear floor space at the toilet Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet.	1	1198	\$1198
75	All Gender Toilet Room Across From Library	2		Single-User Toilet	N/A		Side or rear grab bar < 33" or > 36" high Clearance at toilet < 60" clear width Toilet paper dispenser is not compliant	- - 43"	Mount grab bars 33"- 36" above the finished floor. Renovate the toilet room to ensure that there is 60" wide min. clear floor space at the toilet (remove existing grab bars.) Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet. <b>Note:</b> Fixtures may not be located above the grab bar.	1	1647	\$1647

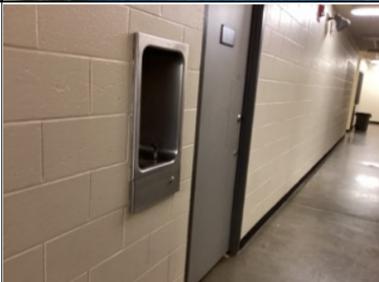
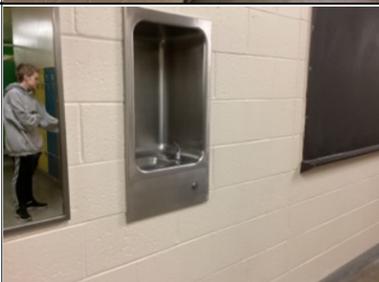
**City of Melrose  
Melrose High School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
76	Single-User Toilet Room Across From Administration	1		Single-User Toilet	N/A		Paper towel dispenser is not compliant	-	Relocate paper towel dispenser so it is not above the grab bar.	1	353	\$353
<b>Dispensers</b>												
77	Girls' Locker Room Toilet Room	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	10"	Relocate paper towel dispenser out of the circulation path.	1	353	\$353
<b>Shower Compartment</b>												
78	Men's Locker Room Shower Area	1		Shower Compartment	N/A		Shower not on an accessible route Accessible shower not provided	4" -	Remove curb. Provide at least one compliant accessible shower. (Reduce level change to 1/2" max., provide grab bars and accessible controls.)	1	9832	\$9832
79	Girls' Locker Room Shower Area	1		Shower Compartment	N/A		Accessible shower on an accessible route not provided.	3"	Provide at least one compliant accessible shower located on an accessible route.	1	6072	\$6072
<b>Additional Access</b>												

**City of Melrose  
Melrose High School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Drinking Fountains</b>												
80	Near Room 117	1		Drinking Fountains	N/A		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
81	Near Exit 4	1		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
82	By Administration	1		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
83	Gym	2		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
84	Near Trainers Office	2		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028

**City of Melrose  
Melrose High School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
85	Near Heritage Center	2		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
86	By Girls' Toilet Room	3		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
87	By Freight Elevator	3		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
88	Men's Locker	1		Drinking Fountains	High		No drinking fountain provided for seated users Knee or toe clearance not provided	- -	Provide an additional drinking fountain for seated and standing users or install a Hi-Lo drinking fountain. Provide knee and toe clearance, 27" min. high at drinking fountain for seated users. (Cost based on a new Hi-Lo drinking fountain.)	1	4216	\$4216
89	Girls' Locker Room	1		Drinking Fountains	High		No drinking fountain provided for seated users Knee or toe clearance not provided	- -	Provide an additional drinking fountain for seated and standing users or install a Hi-Lo drinking fountain. Provide knee and toe clearance, 27" min. high at drinking fountain for seated users. (Cost based on a new Hi-Lo drinking fountain.)	1	4216	\$4216

**City of Melrose  
Melrose High School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
90	Gym	2		Drinking Fountains	High		No drinking fountain provided for seated users Knee or toe clearance not provided	- -	Provide an additional drinking fountain for seated and standing users or install a Hi-Lo drinking fountain. Provide knee and toe clearance, 27" min. high at drinking fountain for seated users. (Cost based on a new Hi-Lo drinking fountain.)	1	4216	\$4216
91	Library	2		Drinking Fountains	Hi-Lo		Standing height fountain does not have cane protection	-	Provide a cane-detectable barrier skirt under the high unit.	1	890	\$890
<b>Sink</b>												
92	Photography	1	139A	Sink	Lab		Toe and knee clearances not provided	8"	Ensure there is a 27" min. knee clearance positioned for a forward approach.	1	1686	\$1686
93	By Nurse	2		Sink	N/A		Toe and knee clearances not provided	18"	Ensure there is a 27" min. knee clearance positioned for a forward approach.	4	1686	\$6744
94	Art	1	112	Sink	Classroom		Toe and knee clearances not provided Rim or counter > 34"	- 36	Ensure there is a 27" min. knee clearance positioned for a forward approach. Relocate sink with the front of the rim or counter no higher than 34" above the finished floor.	1	3094	\$3094

**City of Melrose  
Melrose High School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
95	Photography Classroom	1	114	Sink	Classroom		Toe and knee clearances not provided Rim or counter > 34"	36"	Ensure there is a 27" min. knee clearance positioned for a forward approach. Relocate sink with the front of the rim or counter no higher than 34" above the finished floor.	1	3094	\$3094
96	Science	1	120	Sink	Classroom		Toe and knee clearances not provided Rim or counter > 34"	- 36"	Ensure there is a 27" min. knee clearance positioned for a forward approach. Relocate sink with the front of the rim or counter no higher than 34" above the finished floor.	1	3094	\$3094
97	Art	1	113	Sink	Classroom		Toe and knee clearances not provided Rim or counter > 34" Exposed plumbing underneath sink	- 36" -	Ensure there is a 27" min. knee clearance positioned for a forward approach. Relocate sink with the front of the rim or counter no higher than 34" above the finished floor. Insulate or otherwise configure pipes at sink.	1	3094	\$3094
<b>Best Practice</b>												
<b>Podium</b>												
98	Library	2		Podium	N/A				Recommend providing an accessible adjustable height podium with knee and toe clearance.	1	-	\$0

# Hoover Elementary School



## City of Melrose ADA Transition Plan

November 2022



Institute for Human Centered Design

560 Harrison Avenue, Boston, MA 02118  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/ tty

### Background

Year Built: 1965

Hoover Elementary School is a two-story building located at 47 Glendower Road. It serves about 300 students in grades kindergarten through fifth grade. It has one (1) accessible main entrance on the south side and an additional accessible entrance on the south side.

The first floor contains the main office, principal's office, nurse's office, library, three (3) kindergarten classrooms, 1<sup>st</sup> through 4<sup>th</sup> grade classrooms, multi-purpose room with stage, art/music room, guidance counselor's office, occupational therapy/physical therapy speech room, mindfulness room, reading room and a library. The second floor contains 4<sup>th</sup> and 5<sup>th</sup> grade classrooms. Three (3) staircases provide vertical access to all floors. Three (3) single-user toilet rooms are located on the first floor and boys' and girls' multi-user toilet rooms are located on both floors. There is an additional single-user toilet room in the nurse's office.

Exterior amenities include a parking lot on the south side of the school and additional on-street parking on Echo Street. Other amenities include a wayside, a playground, a picnic table, a bench and a basketball court.

### Key Accessibility Issues

#### Exterior Routes

Accessibility issues include routes with running slopes, cross slopes and level changes that are greater than the maximum allowed, curb ramps that are not flush with the street and lack of an accessible route to amenities such as the wayside. Other accessibility issues include lack of bottom extensions at the handrails at the exterior stairs.

#### Playground

Accessibility issues include lack of an accessible route to and around the playground and lack of a compliant impact-attenuating accessible surface to, under and around play components. Other accessibility issues include lack of an

accessible route to the picnic table and the bench located by the playground and lack of an accessible picnic table with knee and toe clearance.

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component.

#### Interior Accessible Routes

The key accessibility issue at the Hoover School is the lack of an interior accessible vertical route between the school's two (2) floors.

#### Signage

Accessibility issues include lack of tactile signs with raised characters and braille at egress doors, lack of an illuminated International Symbol of Accessibility (ISA) at accessible exit doors and lack of directional signs at the inaccessible entrances/exits and toilet rooms directing people to the nearest accessible entrance/exit or accessible toilet rooms. Other accessibility issues include lack of designation signs with raised characters and braille and signs not located on the latch side of the door.

#### Interior Doors

Accessibility issues include lack of maneuvering clearance at doors due to the location of furniture (pull side), doors with noncompliant door hardware that requires tight grasping, pinching or twisting or the wrists, doors that require excessive opening force and double doors that lack the minimum required clear width.

#### Toilet Rooms

Accessibility issues include lack of accessible toilet rooms inside the 2<sup>nd</sup> and 3<sup>rd</sup> grade classrooms and nurse's office, lack of a fully accessible compartment in the multi-user boys' and girls' toilet rooms (near the reading room), and lack of accessible wheelchair compartments at the toilet rooms located by the speech room (2<sup>nd</sup> floor). In addition, the multi-user men's toilet room located

near the mindfulness room is not accessible because it lacks the minimum required clear width at the entry door, has no compliant door hardware and lacks a wheelchair accessible compartment. Other accessibility issues include mirrors located higher than the maximum height allowed, pipes underneath lavatories that are not wrapped to prevent against contact and paper towel dispensers that protrude into the circulation path.

#### Sinks

Accessibility issues include sinks in classrooms and by the mindfulness room that lack knee and toe clearance positioned for a forward approach and that have exposed pipes underneath.

**Note:** If no classrooms in a given grade or a given type of classroom have a sink, an accessible sink is not required to be provided. It is the presence of a sink in a classroom that triggers the requirement of at least one accessible sink in the same classroom or same type of classroom. Also, only sinks that are used by students or other members of the public must be made accessible.

#### **Additional Accessibility Issues**

- Lack of drinking fountains for standing users (1<sup>st</sup> floor by 2<sup>nd</sup> grade classroom and 2<sup>nd</sup> floor by girls' toilet room).

#### **Order of Magnitude Cost Estimates**

- Renovate toilet rooms: \$90,046
- Provide compliant designation, egress and directional signs: \$7,064
- Provide compliant sinks (with knee and toe clearance): \$10,208
- Miscellaneous corrective actions (accessible door hardware, drinking fountains, coat hook, etc.): \$17,612

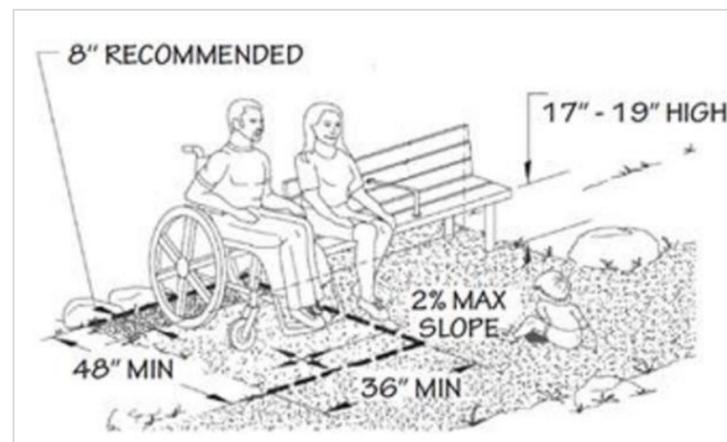
**Total: \$124,930\***

**\*Note:** IHCD is not providing costs for accessibility renovations to outdoor areas. Costs to provide compliant handrails at the interior and exterior stairs and to provide a compliant interior ramp are also not included.

#### **Best Practice and Inclusive Design**

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing contrasting color strips at the edge of each step at the exterior and interior stairs.
- Recommend providing a barrier or railing along a steep drop-off located near the on-street parking.
- Recommend replacing sign at the accessible entrance with one that reads "Accessible Entrance" (Entrance, Door #5).
- Recommend replacing the sign at the bus entrance with one that reads "No Accessible Entrance, Bus Only".
- Recommend providing accessible designation signage with raised characters and braille mounted on the latch side of the door at all permanent rooms that lack designation signage.
- Recommend providing an accessible parking space at the parking lot located on the south side of the school.
- Recommend providing a stable and firm clear floor space at one of the exterior benches. The figure below shows a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to a bench positioned to allow a person using a wheeled mobility device and a person sitting on the bench to have their shoulders aligned.



**City of Melrose  
Hoover Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Echo Street - To Accessible Parking	Ext.		Exterior Access Route	4		Cross slope > 1:50 (2.00%) Route not maintained in operable working condition	5% 9.2% -	Reduce cross slope to be no steeper than 1:50 (2.00%). Ensure the accessible route is maintained in operable working condition.	1	-	\$0
2	Route to Accessible Entrance, Door #5	Ext.		Exterior Access Route	4		Cross slope > 1:50 (2.00%)	5%	Reduce the cross slope to be no steeper than 1:50 (2.00%).  Recommend placing additional directional signage along the walkway.	1	-	\$0
3	Route to Playground	Ext.		Exterior Access Route	4		Cross slope > 1:50 (2.00%) Running slope > 1:20 (5.00%)	3.8% 8%	Reduce the cross slope to be no steeper than 1:50 (2.00%). Reduce the running slope to be no steeper than 1:20 (5.00%).	1	-	\$0
4	Southeast Parking to Main Entrance - Door #1	Ext.		Exterior Access Route	4		Level changes > 1/4"	0.5"	Alter the change in level to be 1/4" high max.	1	-	\$0
5	To Accessible Parking	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:50 (2.00%) Running slope > 1:20 (5.00%)	3% 13.2%	Reduce the cross slope to be no steeper than 1:50 (2.00%). Reduce the running slope to be no steeper than 1:20 (5.00%).	1	-	\$0

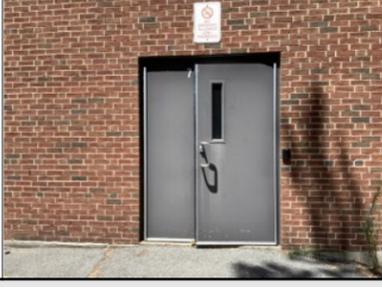
**City of Melrose  
Hoover Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	To Benches	Ext.		Exterior Access Route	4		Cross slope > 1:50 (2.00%)	2.7%	Reduce the cross slope to be no steeper than 1:50 (2.00%).	1	-	\$0
7	To Playground	Ext.		Exterior Access Route	Sidewalk		Surface openings > 1/2"	4"	Repair the surface openings to ensure that the accessible route is maintained in operable working condition.	1	-	\$0
8	Trail Outdoor Classroom	Ext.		Exterior Access Route	Walkway		Exterior route < 36" wide Cross slope > 1:50 (2.00%) Running slope > 1:20 (5.00%)	28" 9.3% 5.7%	Ensure that a clear width of 36" min. is maintained at the accessible route. Reduce cross slope to be no steeper than 1:50 (2.00%). Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	\$0
9	Trail to Outdoor Classroom	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%)	12%	Reduce the cross slope to be no steeper than 1:50 (2.00%).	1	-	\$0
10	Wayside by Main Entrance - Door #1	Ext.		Exterior Access Route			Accessible route not provided	-	Ensure an accessible route is provided to the informational wayside.	1	-	\$0

**City of Melrose  
Hoover Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Curb Ramp</b>												
11	By Benches	Ext.		Curb Ramp	N/A		Transition from curb ramp to street not flush	-	Ensure transition from curb ramp to street is flush or free of changes in level.	1	-	\$0
<b>Curb Ramp</b>												
12	Across Main Entrance - Door #1	Ext.		Curb Ramp	60		Transition from curb ramp to street not flush	-	Ensure transition from curb ramp to street is flush or free of changes in level.	1	-	\$0
13	Benches to Accessible Parking	Ext.		Curb Ramp	60		Transition from curb ramp to street not flush	-	Ensure transition from curb ramp to street is flush or free of changes in level.	1	-	\$0
14	Main Entrance, Egress Door 1 to Benches	Ext.		Curb Ramp	62		Transition from curb ramp to street not flush	-	Ensure transition from curb ramp to street is flush or free of changes in level.	1	-	\$0
<b>Exterior Ramp</b>												
15	Secondary Entrance - Door #5	Ext.		Exterior Ramp	N/A		Handrails < 34" or > 38" above ramp surface	31"	Alter so the handrails are 34"- 38" high above the ground or finished floor.	1	-	\$0

**City of Melrose  
Hoover Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Exterior Stair</b>												
16	Entrance - Door #3	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair	-	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight.	1	-	\$0
<b>Entrance</b>												
17	Entrance - Door #3	Ext.		Entrance	Secondary Entrance		Entrance not on an accessible route Directional sign to accessible entrance not provided	- -	Provide a directional sign indicating the location of the nearest accessible entrance.	1	-	\$0
18	Entrance - Door #4	Ext.		Entrance	Secondary Entrance		Entrance not on an accessible route Directional sign to accessible entrance not provided	- -	Provide a directional sign indicating the location of the nearest accessible entrance.	1	-	\$0
19	Entrance Door #7	Ext.		Entrance	Secondary Entrance		Entrance not on an accessible route Directional sign to accessible entrance not provided	- -	Provide a directional sign indicating the location of the nearest accessible entrance.	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Means of Egress</b>												
20	Egress Door #2	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	432	\$432

**City of Melrose  
Hoover Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
21	Egress Door #3	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
22	Egress Door #4	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
23	Egress Door #5	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	432	\$432
24	Egress Door #7	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
25	Egress to Staircase #1	2		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232

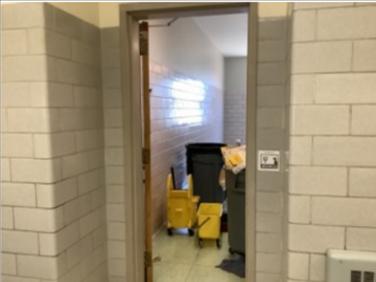
**City of Melrose  
Hoover Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
26	South Egress Door From Kindergarten Classroom	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	432	\$432
27	Staircase #3 Egress	2		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232
28	West Egress From Kindergarten Classroom	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	432	\$432
<b>Interior Access Route</b>												
29	Second Grade Classroom	1		Interior Access Route	N/A		Obstructed by protruding objects Vertical clearance < 80" above finished floor	- 63"	Ensure the object hanging from the ceiling are mounted 80" min. above the finished floor.	1	Labor	\$0
30	To Principal's Office	1		Interior Access Route	N/A		Route < 36" wide	30"	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
31	To Toilet Room - Second Grade Classroom,	1		Interior Access Route	N/A		Route < 36" wide	22"	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0
<b>Doors, Doorways, &amp; Gates</b>												
32	Accessible Route to Stage	1		Doors, Doorways, & Gates	Other		Maneuvering clearance(s) not provided Hardware not operable with a closed fist	11" -	Relocate the recycling bin to maintain the required 18" min. maneuvering clearance. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
33	Boys' Toilet Room Across Reading Room	1		Doors, Doorways, & Gates	Circulation		Door requires > 5 lbs. of force to open	15 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
34	Boys' Toilet Room Across Speech Room	2		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	17 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
35	Fifth Grade Classroom	2		Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided Hardware not operable with a closed fist	13" -	Provide an automatic door opener. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	3060	\$3060

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
36	First Grade Classroom	1		Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	9"	Remove the desk to maintain the required 18" min. maneuvering clearance.	1	Labor	\$0
37	Fourth Grade Classroom	1		Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided Hardware not operable with a closed fist	7" -	Remove the chair to maintain the required 18" min. maneuvering clearance. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
39	Girls' Toilet Room - Across Reading Room	1		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	20 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
38	Girls' Toilet Room - Across Reading Room	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	8"	Reverse the swing of the door to provide maneuvering clearance.	1	1884	\$1884
40	Girls' Toilet Room Across Speech Room	2		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	18 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
41	Library	1		Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided Hardware not operable with a closed fist	6" -	Remove the cabinet to maintain the required 18" min. maneuvering clearance. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
42	Main Office	1		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
43	Men's Multi-User Toilet Room by Mindfulness Room	1		Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32" Hardware not operable with a closed fist	25" -	Widen the door so that there is 32" min. clear width. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.  See ID #85 for additional recommendations.	1	-	\$0
44	Multi-Purpose Room	1		Doors, Doorways, & Gates	Other		If double-leaf door, neither compliant	27"	Keep both doors open during business hours.	1	Labor	\$0
45	Multi-Purpose Room, Stage Side	1		Doors, Doorways, & Gates	Assembly Space		If double-leaf door, neither compliant Door requires > 5 lbs. of force to open	27" 19 lbs	Keep both doors open during business hours. Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
46	Nurse's Office	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided Hardware not operable with a closed fist	- -	Remove carton box and plastic beans to maintain the 18" min. maneuvering clearance at the door. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
47	PT/OT/ Speech Room	1		Doors, Doorways, & Gates	Office		Clear width at door < 32"	27"	Keep both doors open during business hours.	1	Labor	\$0
48	PT/OT/ Speech Room	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided Hardware not operable with a closed fist	- -	Relocate the trash bin to provide the required 18" min. maneuvering clearance. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
49	Reading Room	1		Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided Hardware not operable with a closed fist	- -	Relocate the desk to maintain the required 18" min. maneuvering clearance. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
50	Second Grade Classroom	1		Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided Hardware not operable with a closed fist	- -	Remove the desk to maintain the required 18" maneuvering clearance. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484

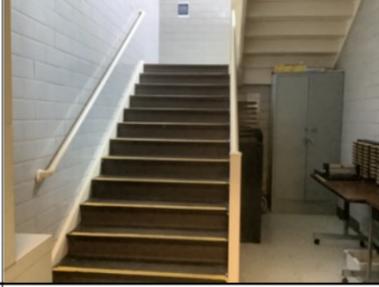
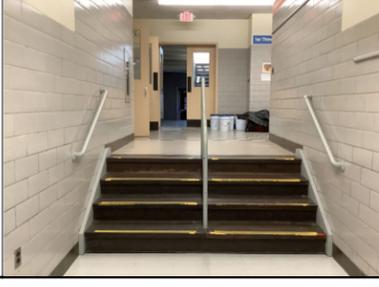
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
51	Staircase #1	1		Doors, Doorways, & Gates	Circulation		If double-leaf door, neither compliant	27"	Keep both doors open during business hours.	1	Labor	\$0
52	Staircase #2	2		Doors, Doorways, & Gates	Circulation		If double-leaf door, neither compliant	27"	Ensure that both doors remain open during school hours.	1	Labor	\$0
53	Staircase #3 Egress	2		Doors, Doorways, & Gates	Circulation		If double-leaf door, neither compliant Door requires > 5 lbs. of force to open	27" 18 lbs	Ensure that at least one of the active leaves is at least 32" min. wide. Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
54	Third Grade Classroom	1		Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided Hardware not operable with a closed fist	6" -	Remove the desk to maintain the required 18" maneuvering clearance. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
55	To Classrooms	1		Doors, Doorways, & Gates	Circulation		If double-leaf door, neither compliant	27"	Keep both doors open during business hours.	1	Labor	\$0

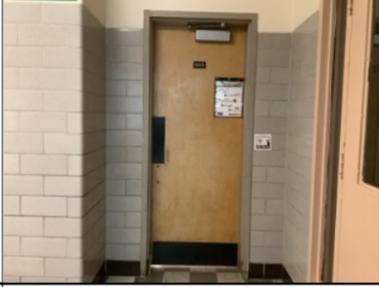
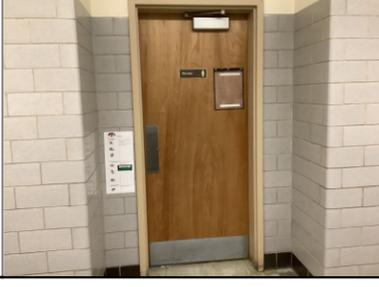
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
56	To Egress Door #4	1		Doors, Doorways, & Gates	Circulation		If double-leaf door, neither compliant	27"	Keep both doors open during business hours.	1	Labor	\$0
57	To Second and Third Grade Classrooms	1		Doors, Doorways, & Gates	Circulation		Clear width at door < 32"	27"	Keep both doors open during business hours.	1	Labor	\$0
58	Toilet Room - Kindergarten Classroom	1		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	16 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
59	Toilet Room - Third Grade Classroom	1		Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32" Hardware not operable with a closed fist	25" -	Widen the door so that there is 32" min. clear width. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.  See ID #89 for additional recommendation.	1	-	\$0
<b>Ramps</b>												
60	Multi-Purpose Room	1		Ramps	Interior		Handrails not provided at both sides if rise is > 6" Edge protection < 4" high	- -	Provide handrails on both sides. Provide edge protection that prevents the passage of a 4" diameter sphere, where any portion of the sphere is within 4" of the finished floor or ground surface. Ensure the 36" min. accessible route is maintained at the top of the ramp.	1	-	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Stairways</b>												
61	Multi-Purpose Room	1		Stairways	Other		Handrail height < 34" or > 38" Handrail not provided on both sides Handrails do not extend 12" from stairs Handrails have non-compliant cross section	31" - - -	Alter so the handrails are 34"- 38" high above the floor. Provide handrail on one side. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. Provide handrails with 1 1/4" - 2" circular cross sections.	1	-	\$0
62	Staircase #1	1		Stairways	Egress		Handrails do not extend 12" from stairs Handrails have non-compliant cross section	- -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. Provide handrails with 1 1/4" - 2" circular cross sections. Note: Recommendation applies to the whole staircase.	1	-	\$0
63	Staircase #2	1		Stairways	Egress		Handrails do not extend 12" from stairs Handrails have non-compliant cross section	- -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. Provide handrails with 1 1/4" - 2" circular cross sections. Note: Recommendation applies to the whole staircase.	1	-	\$0
64	Staircase #3	1		Stairways	Egress		Handrails do not extend 12" from stairs Handrails have non-compliant cross section	- -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. Provide handrails with 1 1/4" - 2" circular cross sections. Note: Recommendation applies to the whole staircase.	1	-	\$0
65	To Staircase #2	1		Stairways	Other		Handrails do not extend 12" from stairs Handrails have non-compliant cross section	- -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. Provide handrails with 1 1/4" - 2" circular cross sections.	1	-	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Signage</b>												
66	Boys' Toilet Room Across Reading Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
67	Boys' Toilet Room Across Speech Room	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
68	First Grade Classroom	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	\$232
69	Fourth Grade Classroom	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	\$232
70	Girls' Toilet Room - Across Reading Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232

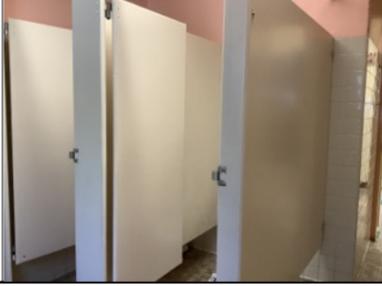
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
71	Girls' Toilet Room Across Speech Room	2		Signage	Designation		<ul style="list-style-type: none"> <li>Raised characters not provided on sign</li> <li>Braille not provided on sign</li> <li>Sign not located on the latch side of the door</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>Provide text with raised characters duplicated in braille on sign.</li> <li>Locate the sign at permanent rooms alongside the door on the latch side.</li> </ul>	1	232	\$232
72	Library	1		Signage	Designation		<ul style="list-style-type: none"> <li>Raised characters not provided on sign</li> <li>Braille not provided on sign</li> <li>Sign not located on the latch side of the door</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>Provide text with raised characters duplicated in braille on sign.</li> <li>Locate the sign at permanent rooms alongside the door on the latch side.</li> </ul>	1	232	\$232
73	Main Office	1		Signage	Designation		<ul style="list-style-type: none"> <li>Raised characters not provided on sign</li> <li>Braille not provided on sign</li> <li>Sign not located on the latch side of the door</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>Provide text with raised characters duplicated in braille on sign.</li> <li>Locate the sign at permanent rooms alongside the door on the latch side.</li> </ul>	1	232	\$232
74	Men's Multi-User Toilet Room by Mindfulness Room	1		Signage	Designation		<ul style="list-style-type: none"> <li>Raised characters &lt; 48" or &gt; 60" above ground</li> <li>Sign not located on the latch side of the door</li> <li>Directional sign to access. toilet not provided</li> </ul>	<ul style="list-style-type: none"> <li>70"</li> <li>-</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>Mount signs so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor.</li> <li>Locate the sign at permanent rooms alongside the door on the latch side.</li> <li>Until toilet room is made accessible, provide a sign indicating the location of the nearest accessible toilet room.</li> </ul>	1	232	\$232
75	Multi-Purpose Room	1		Signage	Designation		<ul style="list-style-type: none"> <li>Raised characters not provided on sign</li> <li>Braille not provided on sign</li> <li>Sign not located on the latch side of the door</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>Provide text with raised characters duplicated in braille on sign.</li> <li>Locate the sign at permanent rooms alongside the door on the latch side.</li> </ul>	1	232	\$232

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
76	Nurse's Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
77	Second Grade Classroom	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign. Ensure a 18" min. by 18" min. clear floor space is provided in front of the sign.	1	232	\$232
78	Single-User Toilet Room by Entrance - Door #3	1		Signage	Designation		Signage is not provided International Symbol of Acc. not provided	- -	Locate compliant signage alongside the door on the latch side. Provide a sign containing the International Symbol of Accessibility (ISA).	1	232	\$232
79	Third Grade Classroom	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	1	232	\$232
<b>Operable Parts</b>												
80	Nurse's Office	1		Operable Parts	Clothes Rod/Hooks		Side reach > 54"	57"	Provide an additional coat hook mounted 48" max. above the finished floor.	1	256	\$256

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Picnic Tables</b>												
81	By Playground	Ext.		Picnic Tables	N/A		At least 5% accessible spaces not provided Picnic table not on an accessible route	- -	Provide an accessible picnic table. Ensure that the picnic table is connected to an accessible route.	1	-	\$0
<b>Exterior Benches</b>												
82	By Playground	Ext.		Exterior Benches	N/A		No accessible route to one bench in area	-	Relocate bench to an accessible route.	1	-	\$0
<b>Toilet &amp; Bathing Rooms</b>												
<b>Overall Access</b>												
83	Boys' Toilet Room Across Reading Room	1		Overall Access	Toilet Room		Audible and visible alarms not provided	-	When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	-	\$0
84	Girls' Toilet Room - Across Reading Room	1		Overall Access	Toilet Room		Audible and visible alarms not provided	-	When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	-	\$0
85	Men's Multi-User Toilet Room by Mindfulness Room	1		Overall Access	Toilet Room		Turning space not provided Accessible plumbing fixtures or stalls not provided Audible and visible alarms not provided	- - -	Renovate toilet room to provide turning space. Provide an accessible single-user toilet room. When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	24604	\$24604

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
86	Single-User Toilet Room by Entrance - Door #3	1		Overall Access	Toilet Room		Audible and visible alarms not provided	-	When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	-	\$0
87	Toilet Room - Nurse's Office	1		Overall Access	Toilet Room		Turning space not provided	-	Provide a directional sign to the accessible toilet.	1	232	\$232
88	Toilet Room - Second Grade Classroom	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	\$6182
89	Toilet Room - Third Grade Classroom	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided Audible and visible alarms not provided	- -	Add an accessible single-user toilet room. When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	24604	\$24604
<b>Lavatory</b>												
90	Boys' Toilet Room - Across Reading Room	1		Lavatory	N/A		Toe or knee clearances not provided Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40"	24" - 44"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. Insulate or otherwise configure pipes to prevent contact for at least one lavatory. Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	2034	\$2034

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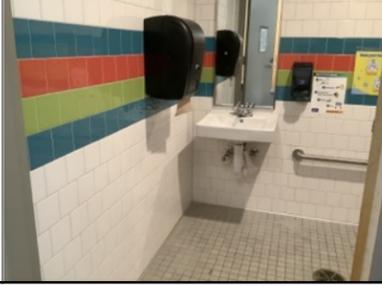
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
91	Girls' Toilet Room - Across Reading Room	1		Lavatory	N/A		Toe or knee clearances not provided Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40"	- - 44"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. Insulate or otherwise configure pipes to prevent contact for at least one lavatory. Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	2034	\$2034
92	Single-User Toilet Room by Entrance - Door #3	1		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	42"	Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	256	\$256
<b>Toilet Compartment</b>												
93	Boys' Toilet Room - Across Reading Room	1		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge	-	Repair hinge.	1	Labor	\$0
94	Boys' Toilet Room - Across Reading Room	1		Toilet Compartment	Accessible Compartment		Grab bars not compliant Clearance at toilet < 60" clear width Clearance at toilet < 72" clear depth (MAAB) Centerline < or > 18" (MAAB)	- 43" 56" 15"	Provide one grab bar on the side wall of the toilet and one on the rear wall. Ensure toilet paper is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet. Provide a wheelchair accessible compartment that is 60" wide and 72" deep. Relocate toilet so the centerline is 18" from the side wall.	1	6182	\$6182
95	Girls' Toilet Room - Across Reading Room	1		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge	-	Repair hinge.	1	Labor	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
96	Girls' Toilet Room - Across Reading Room	1		Toilet Compartment	Accessible Compartment		Grab bars not compliant Clearance at toilet < 60" clear width Clearance at toilet < 72" clear depth (MAAB) Centerline < or > 18" (MAAB)	- 43" 56" 15"	Provide one grab bar on the side wall of the toilet and one on the rear wall. Ensure toilet paper is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet. Provide a wheelchair accessible compartment that is 60" wide and 72" deep. Relocate toilet so the centerline is 18" from the side wall.	1	6182	\$6182
<b>Dispensers</b>												
97	Boys' Toilet Room - Across Reading Room	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	9"	Relocate dispenser out of the circulation path.	1	256	\$256
98	Girls' Toilet Room - Across Reading Room	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	9"	Relocate dispenser out of the circulation path.	1	256	\$256
99	Single-User Toilet Room - Near Kindergarten Classrooms	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	9"	Relocate dispenser out of the circulation path.	1	256	\$256
100	Single-User Toilet Room by Entrance - Door #3	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	- 9"	Relocate dispenser out of the circulation path.	1	256	\$256

**Toilet Rooms for Children**

**City of Melrose  
Hoover Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Lavatory (Children)</b>												
101	Boys' Toilet Room - Across Speech Room	2		Lavatory (Children)	N/A		Toe or knee clearances not provided Exposed plumbing underneath Mirror above lavatory w/reflective surface > 31"	23" - 43"	Provide at least one lavatory with 25" min. knee clearance positioned for a forward approach. Ensure toe clearance is also provided. Insulate or otherwise configure pipes to prevent contact, for at least one lavatory. Lower mirror so that the bottom surface is at 31" above the finished floor.	1	2034	\$2034
102	Girls' Toilet Room - Across Speech Room	2		Lavatory (Children)	N/A		Toe or knee clearances not provided Exposed plumbing underneath Mirror above lavatory w/reflective surface > 31"	23" - 43"	Provide at least one lavatory with 25" min. knee clearance positioned for a forward approach. Ensure toe clearance is also provided. Insulate or otherwise configure pipes to prevent contact, for at least one lavatory. Lower mirror so that the bottom surface is at 31" above the finished floor.	1	2034	\$2034
<b>Dispensers (Children)</b>												
103	Boys' Toilet Room - Across Speech Room	2		Dispensers (Children)	Paper Towel Dispenser		Dispenser is a protruding object	9"	Relocate dispenser out of the circulation path.	1	256	\$256
104	Girls' Toilet Room - Across Speech Room	2		Dispensers (Children)	Paper Towel Dispenser		Dispenser is a protruding object	9"	Relocate dispenser out of the circulation path.	1	Labor	\$0
105	Toilet Room - Kindergarten Classroom	1		Dispensers (Children)	Paper Towel Dispenser		Dispenser is a protruding object	9"	Relocate dispenser out of the circulation path.	1	256	\$256

**City of Melrose  
Hoover Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Overall Access (Children)</b>												
106	Boys' Toilet Room - Across Speech Room	2		Overall Access (Children)	Toilet Room		Accessible fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	\$6182
107	Girls' Toilet Room - Across Speech Room	2		Overall Access (Children)	Toilet Room		Accessible fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	\$6182
<b>Additional Access</b>												
<b>Drinking Fountains</b>												
108	By Girls' Toilet Room Across Speech Room	2		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
109	By Second Grade Classroom	1		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users.	1	4028	\$4028
<b>Sink</b>												
110	By Multi-User Toilet Room by Mindfulness Room	1		Sink	Other		Toe and knee clearances not provided Exposed plumbing underneath sink	- -	Ensure there is a 27" min. knee clearance positioned for a forward approach. Insulate or otherwise configure pipes at sink.	1	1686	\$1686

**City of Melrose  
Hoover Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
111	Nurse's Office	1		Sink	Other		Exposed plumbing underneath sink	-	Insulate or otherwise configure pipes at sink.	1	92	\$92
<b>Sinks for Children's Use</b>												
112	Fifth Grade Classroom	2		Sinks for Children's Use	Classroom		Exposed plumbing underneath Knee/toe clearance <27" at sink > 31" high	- -	Insulate or otherwise configure pipes to prevent contact, for at least one sink. Provide at least one sink with 27" high knee and toe clearance positioned for a forward approach (per 521 CMR 12.2.2.c).	1	1686	\$1686
113	First Grade Classroom	1		Sinks for Children's Use	Classroom		Exposed plumbing underneath Knee/toe clearance <27" at sink > 31" high	- -	Insulate or otherwise configure pipes to prevent contact, for at least one sink. Provide at least one sink with 27" high knee and toe clearance positioned for a forward approach (per 521 CMR 12.2.2.c).	1	1686	\$1686
114	Fourth Grade Classroom	1		Sinks for Children's Use	Classroom		Exposed plumbing underneath Knee/toe clearance <27" at sink > 31" high	- -	Insulate or otherwise configure pipes to prevent contact, for at least one sink. Provide at least one sink with 27" high knee and toe clearance positioned for a forward approach (per 521 CMR 12.2.2.c).	1	1686	\$1686
115	Second Grade Classroom	1		Sinks for Children's Use	Classroom		Exposed plumbing underneath Knee/toe clearance <27" at sink > 31" high	- -	Insulate or otherwise configure pipes to prevent contact, for at least one sink. Provide at least one sink with 27" high knee and toe clearance positioned for a forward approach (per 521 CMR 12.2.2.c).	1	1686	\$1686

**City of Melrose  
Hoover Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
116	Third Grade Classroom	1		Sinks for Children's Use	Classroom		Exposed plumbing underneath Knee/toe clearance <27" at sink > 31" high	- -	Insulate or otherwise configure pipes to prevent contact, for at least one sink. Provide at least one sink with 27" high knee and toe clearance positioned for a forward approach (per 521 CMR 12.2.2.c).	1	1686	\$1686
<b>Play and Sport Areas</b>												
<b>Play Areas</b>												
117	Playground	Ext.		Play Areas	N/A		Accessible route not provided around playground Accessible route not provided to play components Surface not stable, firm, and slip-resistant	- - -	Provide an accessible route around the play area. Provide a compliant impact-attenuating surface to and around the play components. Repair surface and ensure that surface is firm, stable and slip-resistant (to areas around play components).	1	-	\$0
118	Playground	Ext.		Play Areas	N/A		Accessible route not provided at play components Surface not stable, firm, and slip-resistant	- -	Provide a compliant impact-attenuating surface under and around the play components. Repair the surface and ensure that surface is firm, stable and slip-resistant (to areas under and around play components).	1	-	\$0
<b>Best Practice</b>												
<b>Bench</b>												
119	Benches	Ext.		Bench	N/A				Recommend providing a stable and firm clear floor space at one of the benches.	1	-	\$0

**City of Melrose  
Hoover Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Railing</b>												
120	By On Street Accessible Parking Space	Ext.		Railing	N/A				Recommend providing a barrier or railing along steep drop-off.	1	-	\$0
<b>Signage</b>												
121		Ext.		Signage	N/A				Recommend replacing sign with one that reads "Accessible Entrance."	1	-	\$0
122	Entrance - Door #5	1		Signage	N/A				Recommend replacing sign with one that reads "Accessible Entrance."	1	-	\$0
<b>Stairs</b>												
123	Entrance - Door #3	Ext.		Stairs	N/A			-	Recommend providing contrasting color strips at the edge of each step at the exterior and interior stairs.	1	-	\$0
<b>Accessible Space</b>												
124	Parking Lot - South Side	Ext.		Accessible Space	N/A				Recommend providing an accessible parking space here.	1	-	\$0

# Horace Mann School



## City of Melrose ADA Transition Plan

October 2022



Institute for Human Centered Design

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

### Background

Year Built: 1950

Year Renovated: 1956, 2018

Horace Mann School is a two-story building located at 40 Damon Avenue, serving approximately 270 students in Grades K-5. It has an accessible main entrance on the east side, a secondary accessible entrance and drop-off area on the west side, and a third accessible entrance on the north side near a playground. There is also an egress from the first floor to a staircase on the east side, and a second floor egress to a fire escape on the north side.

The first floor contains the art room, library, main office, guidance counselor office, psychologist office, social worker office, nurse's office, kindergarten classrooms, fifth grade classrooms, gymnasium/cafeteria, stage and principal's office, boys' and girls' multi-user toilet rooms, and single-user toilet rooms. The second floor contains first grade, second grade, third grade and fourth grade classrooms, an occupational therapy/physical therapy room, reading room, speech therapy, teacher's lounge and boys' and girls' multi-user toilet rooms. Interior vertical access is provided by a ramp and two (2) staircases.

#### Note

Information about exterior amenities including the school parking lot, a playground and Hesseline Park including a basketball court and baseball field located on the west side of the site are covered in the Hesseline Park narrative report.

### Key Accessibility Issues

#### Exterior Routes

Accessibility issues include routes with cross slopes, surface openings, and level changes that are greater than allowed, and routes to the parking lot and playground are not maintained in operable working condition. Additionally, there are curb ramps with excessive running slopes. The curb ramp located on the west side of the school has slopes at the flares that are greater than allowed.

#### Stairs

Accessibility issues with exterior stairs include stairs with handrails that lack handrail extensions and have a non-compliant cross section. Accessibility issues with interior stairs include handrails that are located higher than allowed, lack handrail extensions and have non-compliant cross sections.

#### Ramps

Accessibility issues with exterior ramps include handrails located higher or lower than allowed, lack of handrail extensions, lack of handrails on both sides. Additionally, the ramp on the west side of the school lacks 48-inch clear width. Accessibility issues with interior ramps include a ramp to the gymnasium/cafeteria with an excessive running slope. Additionally, the handrails are located higher than allowed, lack handrail extensions and have a noncompliant cross section.

#### Signage

Accessibility issues include lack of signage with raised characters and braille at egress doors, lack of an illuminated International Symbol of Accessibility (ISA) at accessible egress doors and lack of directional signage at inaccessible egress directing people to the nearest accessible egress doors. Additionally, issues include lack of compliant designation signage with raised characters and braille mounted alongside the door on the latch side, signage that lacks clear floor space at the sign, and one (1) instance where a designation sign lacks a non-glare finish with characters that have a high contrast to the background.

#### Assembly Areas

Accessibility issues at assembly areas include lack of an assistive listening system (ALS) and lack of an accessible route to the stage in the gymnasium/cafeteria.

**Note:** If audible communication is integral to the use of the space, an assistive listening system is required. A sign with the International Symbol of Access for Hearing Loss must also be provided.

### Doors

Accessibility issues include one (1) automatic door opener that is not in operable working condition, lack of the minimum required maneuvering clearance at doors, noncompliant door hardware, doors that require more than 5 lbs. of force to open, and lack of the minimum required clear width at doorways.

### Interior Route

The key accessibility issue at the Horace Mann School is the lack of an interior accessible vertical route between the school's two (2) floors. Accessibility issues also include routes obstructed by protruding objects and routes that are less than 36 inches wide. Additionally, there is no accessible route provided to the principal's office located on the cafeteria stage.

**Note:** Until an accessible route is provided to the principal's office, have the principal arrange to meet with the public at an alternate accessible location within the school.

### Toilet Rooms

Accessibility issues with toilet rooms include lack of an accessible single-user toilet room and exposed plumbing under the lavatory at the single-user toilet room in the nurse's office, lack of clear floor space in front of the toilet at the first floor single-user toilet room due to the location of stored objects, lack of an accessible toilet compartment and lack of an ambulatory toilet compartment at the girls' and boys' first and second floor multi-user toilet rooms and lack of an accessible urinal at the boys' first and second floor multi-user toilet rooms. Additional issues with toilet rooms include lack of accessible door hardware, malfunction self-closing door hinges, coat hooks mounted higher than allowed, flush controls not on the open or transfer side of the toilet and dispensers mounted above the grab bar in accessible compartments. There are also dispensers that protrude into the circulation path, mirrors mounted higher than allowed, lack of knee and toe clearances at one (1) lavatory and one (1) lavatory rim mounted higher than allowed.

### Drinking Fountains

Accessibility issues include lack of drinking fountains for standing users in three (3) locations. Additionally, there is a lack of knee

and toe clearance at the drinking fountain by the art room and by the girls' multi-user toilet room on the second floor.

### Sinks

Accessibility issues include sinks lacking knee and toe clearance, sinks with exposed pipes underneath, sinks that lack clear floor space, and a sink with a counter that is higher than allowed.

**Note:** If no classrooms in a given grade or a given type of classroom have a sink, an accessible sink is not required to be provided. It is the presence of a sink in a classroom that triggers the requirement of at least one accessible sink in the same classroom or same type of classroom. Also, only sinks that are used by students or other members of the public must be made accessible.

### Dispensers

Accessibility issues include lack of required clear floor space at dispensers and dispensers that act as protruding objects.

## **Best Practice and Inclusive Design**

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing detectable warnings at both sides of the cross walk located at the walkway leading towards the drop-off entrance on the west side of the school.
- Recommend relocating the sanitary napkin disposal bin in the girls' and women's accessible toilet compartments to be on the side wall by but not above the grab bar.
- At the main entrance on the east side, recommend providing an additional ISA sign at a more visible location, such as by the start of the walkway.
- Recommend providing color contrast striping on stair treads.
- Recommend providing designation signage with raised characters and braille on the latch side of the door to all permanent rooms that lack designation signage.
- Recommend providing a directional sign to the boys' toilet room located on the second floor.

## **Order of Magnitude Cost Estimates**

- Renovate toilet rooms: \$80,476
- Renovate doors (including installing six (6) automatic doors): \$27,996
- Provide three (3) drinking fountains for standing users: \$14,112
- Renovate three (3) sinks: \$5,150
- Provide an assistive listening system in the gymnasium/cafeteria: \$1,214
- Miscellaneous corrective actions (signage, protruding objects, etc.): \$5,350

**Total: \*\$134,298**

**\*Note:** IHCD is not providing costs for accessibility renovation to outdoor areas or for the renovation of stair railings. Costs to provide an accessible route to the stage and to renovate the interior ramp to the gym and cafeteria are also not provided.

**City of Melrose  
Horace Mann School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Fire Escape	Ext.		Exterior Access Route	Exterior		Surface openings > 1/2" Level changes > 1/4"	3" 0.5"	Repair crack in asphalt at fire escape stair base. Alter change in level to be 1/4" high max.	1	-	\$0
2	Ruggles Street Walkway	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%)	4.3%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	\$0
3	Route to Egress Door 4	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%)	4.6%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	\$0
4	Route to Egress Door 4	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:50 (2.00%)	5.2%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	\$0
5	Route to Playground by Egress Door 2	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%) Route not maintained in operable working condition	3.5% -	Reduce cross slope to be no steeper than 1:50 (2.00%). Ensure the accessible route is maintained in operable working condition.	1	-	\$0

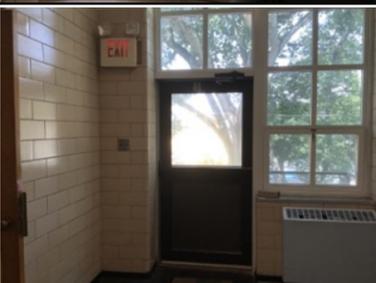
**City of Melrose  
Horace Mann School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Walkway to Egress Door 1, Drop-Off Entrance	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition by repairing surface.	1	-	\$0
<b>Curb Ramp</b>												
7	Walkway to Egress Door 1, Drop-Off Entrance	Ext.		Curb Ramp	Parallel		Running slope > 1:12 (8.33%)	9.3%	Reduce running slope to be no steeper than 1:12 (8.33%).	1	-	\$0
8	Egress Door 1, Drop-Off Entrance	Ext.		Curb Ramp	Parallel		Running slope > 1:12 (8.33%) Curb ramp flares > 1:10 (10%)	10.7% 16%	Reduce running slope to be no steeper than 1:12 (8.33%). Reduce slope at curb ramp flares to be no steeper than 1:10 (10%).	1	-	\$0
<b>Exterior Ramp</b>												
9	Ramp to Egress Door 1, Drop-Off Entrance	Ext.		Exterior Ramp	N/A		No lower handrail 18"-20" high provided Ramp < 48" wide	22" 46.6"	Provide a lower handrail between 18" to 20" high above the ground. Widen ramp so that the clear width is 48" min.	1	-	\$0
10	Ramp to Secondary Entrance, Egress Door 2	Ext.		Exterior Ramp	N/A		Ramp < 48" wide Handrails < 34" or > 38" above ramp surface Handrails do not extend 12" past top & bottom	44.9" 29.6" -	Widen ramp so that the clear width is 48" min. Alter so the handrails are 34"- 38" high above the ground or finished floor. Alter handrails to extend horizontally above the landing for 12" min. beyond the top and bottom of ramp runs.	1	-	\$0

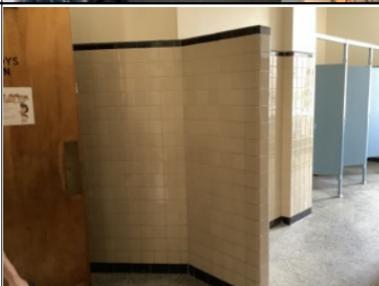
**City of Melrose  
Horace Mann School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
11	Ramp to Secondary Entrance, Egress Door 2	Ext.		Exterior Ramp	N/A		Handrails not provided at both sides if rise is > 6" Handrails do not extend 12" past top & bottom	- -	Provide handrails on both sides. Alter handrails to extend horizontally above the landing for 12" min. beyond the top and bottom of ramp runs.	1	-	\$0
<b>Exterior Stair</b>												
12	Fire Escape, Egress Door 3	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair Cross section of handrail is not compliant	- -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight. Provide handrails with 1 1/4" - 2" circular cross sections or 4"- 6 1/4" non-circular cross sections.	1	-	\$0
13	Egress Door 4	Ext.		Exterior Stair	N/A		Handrails not provided	-	Provide handrail on both sides.	1	-	\$0
<b>Entrance</b>												
14	Egress Door 4	Ext.		Entrance	Other		Entrance not on an accessible route Directional sign to accessible entrance not provided	- -	Provide a directional sign indicating the location of the nearest accessible entrance.	1	-	\$0
<b>Access to Goods and Services</b>												

**City of Melrose  
Horace Mann School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Means of Egress</b>												
15	Egress Door 2	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232
16	Egress Door 1, Drop-Off Entrance	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232
17	Main Entrance, Egress Door 5	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232
18	Egress Door 4	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
19	Fire Escape, Egress Door 3	2		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464

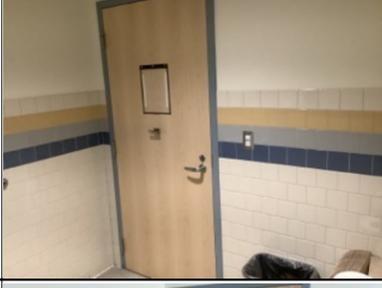
**City of Melrose  
Horace Mann School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Interior Access Route</b>												
20	To Principal's Office	1		Interior Access Route	N/A		Route < 36" wide	30"	Relocate desk to ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0
21	Social Worker Office	1	110	Interior Access Route	N/A		Route < 36" wide	24"	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0
22	Boys' Multi-User Toilet Room	1		Interior Access Route	N/A		Route < 36" wide	15"	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0
23	Nurse's Office	1	114	Interior Access Route	N/A		Route < 36" wide	30"	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0
24	Library	1	111	Interior Access Route	N/A		Obstructed by protruding objects	39"	Relocate flag to be lower than 80" above the finished floor.	1	256	\$256

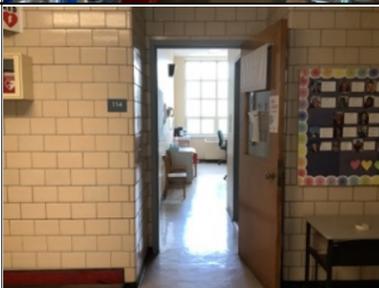
**City of Melrose  
Horace Mann School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
25	By Single-User Toilet Room	1		Interior Access Route	N/A		Obstructed by protruding objects	5"	Provide a cane-detectable barrier 27" max. above the finished floor underneath the hand sanitizer dispenser or relocate it out of the accessible route.	1	306	\$306
26	By Nurses	1		Interior Access Route	N/A		Obstructed by protruding objects	7.5"	Relocate defibrillator out of the accessible route or provide a cane-detectable barrier 27" max. above the ground below the defibrillator.	1	306	\$306
27	To Principal's Office	1		Interior Access Route	N/A		Accessible route not provided	-	Relocate stored objects to provide a 36" min. wide accessible route.	1	Labor	\$0
28	Speech Therapist	2	207B	Interior Access Route	N/A		Route < 36" wide	25"	Relocate cabinet to ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0
29	Reading Room	2	207A	Interior Access Route	N/A		Route < 36" wide	27"	Relocate cabinet to ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0

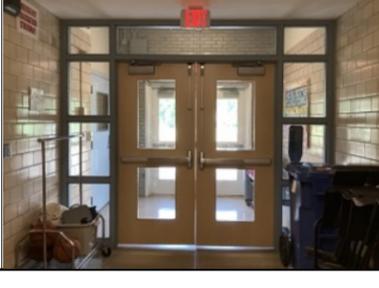
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Horace Mann School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
30	Occupational Therapy/Physical Therapy	2		Interior Access Route	N/A		Obstructed by protruding objects	6"	Provide a cane-detectable barrier 27" min. above the finish floor underneath the TV monitor or adjust the monitor so it does not protrude more than 4" into the accessible route.	1	306	\$306
<b>Doors, Doorways, &amp; Gates</b>												
31	Art Room	1	112	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	14" -	Remove the trash can to provide 18" min. pull side maneuvering clearance on the latch side of the door.	1	Labor	\$0
32	Single-User Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Remove the rocking chair to provide 18" min. pull side maneuvering clearance on the latch side of the door.	1	Labor	\$0
33	Single-User Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	13"	Remove the trash can to provide 18" min. pull side maneuvering clearance on the latch side of the door.	1	Labor	\$0
34	Social Worker Office	1	110	Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided	-	Relocate table to provide 18" min. pull side maneuvering clearance on the latch side of the door.	1	Labor	\$0

**City of Melrose  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
35	Psychologist	1	109	Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided	-	Relocate the desk to provide 18" min. pull side maneuvering clearance at the latch side of the door. Consider leaving door permanently open or open door as needed to provide access.	1	Labor	\$0
36	Kindergarten Classroom, Single-User Toilet Room	1	105	Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Remove the trash can to provide 18" min. pull side maneuvering clearance on the latch side of the door.	1	Labor	\$0
37	To Principal's Office	1		Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided Hardware not operable with a closed fist	- -	Remove the trash can to provide 18" min. pull side maneuvering clearance on the latch side of the door. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
38	Library	1	111	Doors, Doorways, & Gates	Other		Maneuvering clearance(s) not provided Door requires > 5 lbs. of force to open	10" 10 lbs	Relocate shelves with stored items to provide 18" min. pull side maneuvering clearance on the latch side of the door. Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
39	Nurse's Office	1	114	Doors, Doorways, & Gates	Office		Maneuvering clearance not provided at recess > 6" Hardware not operable with a closed fist	- -	Install an automatic door opener. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	3060	\$3060

**City of Melrose  
Horace Mann School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
40	Fifth Grade Classroom	1	106	Doors, Doorways, & Gates	Circulation		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
41	Egress To Kindergarten and Fifth Grade	1	106	Doors, Doorways, & Gates	Circulation		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
42	Fifth Grade Classroom	1	106	Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
43	South Staircase Egress	1		Doors, Doorways, & Gates	Circulation		Door requires > 5 lbs. of force to open	10 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
44	Egress Door 1, Drop-Off Entrance	1		Doors, Doorways, & Gates	Emergency Egress		Door requires > 5 lbs. of force to open	12 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0

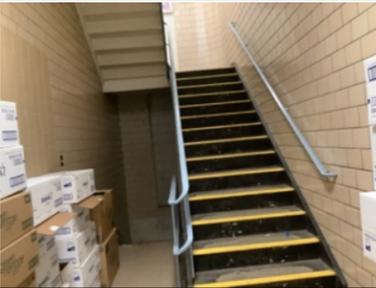
**City of Melrose  
Horace Mann School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
45	Boys' Multi-User Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	17 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
46	Main Office	1		Doors, Doorways, & Gates	Office		Door requires > 5 lbs. of force to open	10 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
47	Kindergarten Classroom	1	105	Doors, Doorways, & Gates	Classroom		Not maintained in operable working condition		Repair door, automatic door opener failed to open door.	1	Labor	\$0
48	To Boys' Multi-User Toilet Room	2		Doors, Doorways, & Gates	Circulation		Clear width at door < 32"	26"	Widen the door so that there is 32" min. clear width.	1	3366	\$3366
49	Boys' Multi-User Toilet Room	2		Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32" Door requires > 5 lbs. of force to open	26" 10 lbs	Widen the door so that there is 32" min. clear width. Adjust closers so doors do not require more than 5 pounds of force to open.	1	3366	\$3366

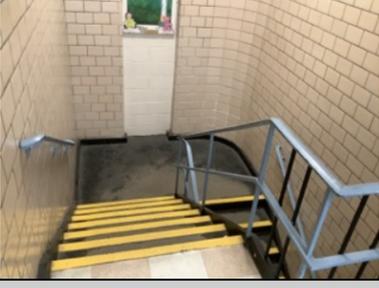
**City of Melrose  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
50	To Occupational Therapy/Physical Therapy	2		Doors, Doorways, & Gates	Occupational Therapy/Physical Therapy		Maneuvering clearance not provided at recess > 6"	-	Install an automatic door opener./Reverse the swing of the door to provide maneuvering clearance.	1	3060	\$3060
51	Third Grade Classroom	2	202	Doors, Doorways, & Gates	Classroom		Maneuvering clearance not provided at recess > 6" Hardware not operable with a closed fist	6.5" -	Install an automatic door opener. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	3060	\$3060
52	Fourth Grade Classroom	2	206	Doors, Doorways, & Gates	Classroom		Maneuvering clearance not provided at recess > 6" Hardware not operable with a closed fist	- -	Install an automatic door opener. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	3060	\$3060
53	Second Grade Classroom	2	203	Doors, Doorways, & Gates	Classroom		Maneuvering clearance not provided at recess > 6" Hardware not operable with a closed fist	6" -	Install an automatic door opener. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	3060	\$3060
54	First Grade Classroom	2	209	Doors, Doorways, & Gates	Classroom		Maneuvering clearance not provided at recess > 6" Hardware not operable with a closed fist	6" -	Install an automatic door opener. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	3060	\$3060

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
55	Occupational Therapy/Physical Therapy	2		Doors, Doorways, & Gates	Occupational Therapy/Physical Therapy		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
56	To Occupational Therapy/Physical Therapy	2		Doors, Doorways, & Gates	Circulation		Hardware not operable with a closed fist Door requires > 5 lbs. of force to open	- 10 lbs	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Adjust closers so doors do not require more than 5 pounds of force to open.	1	484	\$484
57	Girls' Multi-User Toilet Room	2		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	10 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
<b>Ramps</b>												
58	Ramp to Gymnasium/Cafeteria	1		Ramps	Interior		Running slope >1:12 (8.33%) Handrails < 34" or > 38" above ramp surface Handrails do not extend 12" past top & bottom Handrails have non-compliant cross section	22% 32" - -	Reduce running slope to be no steeper than 1:12 (8.33%). Alter so the handrails are 34"- 38" high above the floor. Alter handrails to extend horizontally above the landing for 12" min. beyond the top and bottom of ramp runs. Provide handrails with 1 1/4" - 1 1/2" circular cross section.	1	-	\$0
<b>Stairways</b>												
59	South Staircase	1		Stairways	Egress		Handrail height < 34" or > 38" Handrails do not extend 12" from stairs	31" -	Alter so the handrails are 34"- 38" high above the floor. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	1	-	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
60	North Staircase	1		Stairways	Egress		Handrail height < 34" or > 38" Handrails do not extend 12" from stairs Handrails have non-compliant cross section	31" - -	Alter so the handrails are 34"- 38" high above the floor. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. Provide handrails with 1 1/4" - 2" circular cross sections.	1	-	\$0
61	To Principal's Office	1		Stairways	Other		Handrails do not extend 12" from stairs Handrails have non-compliant cross section	- -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Provide handrails with 1 1/4" - 2" circular cross sections.	1	-	\$0
62	North Staircase	2		Stairways	Egress		Handrail height < 34" or > 38" Handrails do not extend 12" from stairs Handrails have non-compliant cross section	31" - -	Alter so the handrails are 34"- 38" high above the floor. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. Provide handrails with 1 1/4" - 2" circular cross sections.	1	-	\$0
63	South Staircase	2		Stairways	Egress		Handrail height < 34" or > 38" Handrails do not extend 12" from stairs Handrails have non-compliant cross section	31" - -	Alter so the handrails are 34"- 38" high above the floor. Top: Ensure handrails extend horizontally above the landing for 12" min. on both sides beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. Provide handrails with 1 1/4" - 2" circular cross sections.	1	-	\$0
<b>Signage</b>												
64	Fifth Grade Classroom	1	106	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Visual characters < 40" above ground	- - -	Provide text with raised characters duplicated in braille on sign. Mount the sign so that the baseline of the lowest visual character is 40" min. above the finished floor or ground.	1	232	\$232

**City of Melrose  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
65	Girls' Multi-User Toilet Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
66	Library	1	111	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
67	Boys' Multi-User Toilet Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Locate compliant room designation signage alongside the door on the latch side with corresponding braille and raised characters.	1	232	\$232
68	Art Room	1	112	Signage	Designation		Non-glare finish and contrast not provided on sign	-	Install a designation sign with a non-glare finish with characters that have a high contrast to the background.	1	232	\$232
69	Main Office	1		Signage	Designation		Signage lacks 18" by 18" clear floor space	-	Relocate the table to provide a clear floor space of 18" min. by 18" min. at the sign.	1	Labor	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
70	Kindergarten Classroom	1	105	Signage	Designation		Signage lacks 18" by 18" clear floor space		Relocate the trash can to provide a clear floor space of 18" min. by 18" min. at the sign.	1	Labor	\$0
71	Third Grade Classroom	2	202	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
72	Boys' Multi-User Toilet Room	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232 Labor	\$232
73	Fourth Grade Classroom	2	206	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
74	Second Grade Classroom	2	203	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
75	Girls' Multi-User Toilet Room	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
76	First Grade Classroom	2	209	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
<b>Assembly Area</b>												
77	Gymnasium/ Cafeteria, Stage Access	1		Assembly Area	N/A		Accessible route to stage not provided Assistive listening devices not provided	- -	Provide an accessible route to the stage. If audible communication is integral to the use of the space, provide an assistive listening system. Cost for an accessible route to the stage not provided. Cost is for an assistive listening system with a transmitter, receiver, ear speaker, neck loop and USB charger - Capacity: 50 or less.	1	1214	\$1214
<b>Toilet &amp; Bathing Rooms</b>												
<b>Overall Access</b>												
78	Nurse's Office, Single-User Toilet Room	1	114	Overall Access	Toilet Room		Not on an accessible route Turning space not provided Accessible plumbing fixtures or stalls not provided	10% - -	Provide an accessible single-user toilet room.	1	24604	\$24604
79	Boys' Multi-User Toilet Room	1		Overall Access	Toilet Room		Not on an accessible route 6 fixtures, but no ambulatory compartment provided	- -	Provide an accessible route to at least one accessible urinal. Provide one ambulatory accessible compartment.	1	3012	\$3012

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
80	Boys' Multi-User Toilet Room	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	\$6182
81	Girls' Multi-User Toilet Room	2		Overall Access	Toilet Room		Turning space not provided Accessible plumbing fixtures or stalls not provided	55" -	Provide one accessible wheelchair compartment.	1	6182	\$6182
82	Boys' Multi-User Toilet Room	2		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	\$6182
<b>Lavatory</b>												
83	Nurse's Office	1	114	Lavatory	N/A		Clear floor space not provided at lavatory Plumbing underneath is exposed	- -	Relocate the recycling bin to maintain the required knee and toe clearance positioned for a forward approach at the lavatory. Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	92	\$92
84	Boys' Multi-User Toilet Room	1		Lavatory	N/A		Clear floor space not provided at lavatory Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40"	- - 46"	Relocate trash bin to provide the lavatory with a 30" min. by 48" min. clear floor space positioned for a forward approach at the lavatory. Insulate or otherwise configure pipes to prevent contact for at least one lavatory. Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	348	\$348

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
85	Girls' Multi-User Toilet Room	1		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	92	\$92
86	Boys' Multi-User Toilet Room	2		Lavatory	N/A		Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40"	- 42"	Insulate or otherwise configure pipes to prevent contact for at least one lavatory. Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	348	\$348
<b>Single-User Toilet</b>												
87	Single-User Toilet Room	1		Single-User Toilet	Single-User Toilet Room		Clearance at toilet < 72" clear depth	33"	Relocate table to ensure there is a 42" min. clearance between the toilet and the nearest obstacle.	1	-	\$0
<b>Toilet Compartment</b>												
88	Girls' Multi-User Toilet Room	1		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Coat hook > 48" (2010 ADA)	- 68"	Repair hinge. Locate the coat hook no higher than 48" above the finished floor.	1	150	\$150
89	Girls' Multi-User Toilet Room	1		Toilet Compartment	Accessible Compartment		Side grab bar < 42" long Non-compliant toilet paper dispenser Clearance at toilet < 72" clear depth (MAAB)	- - 56"	Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall. Relocate toilet paper so that it is located under the grab bar. Provide a wheelchair accessible compartment that is 60" wide and 72" deep.	1	6182	\$6182

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Urinal</b>												
90	Boys' Multi-User Toilet Room	2		Urinal	N/A		Rim > 17" high Clear floor space not provided at urinal	22" -	Provide at least one urinal with the rim no higher than 17" above the finished floor.	1	3248	\$3248
<b>Dispensers</b>												
91	Girls' Multi-User Toilet Room	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	9"	Relocate paper towel dispenser out of the circulation path.	1	256	\$256
<b>Toilet Rooms for Children</b>												
<b>Lavatory (Children)</b>												
92	Girls' Multi-User Toilet Room	2		Lavatory (Children)	N/A		Toe or knee clearances not provided Lavatory rim or counter > 30" Mirror above lavatory w/reflective surface > 31"	- 32" 41"	Provide at least one lavatory with 25" min. knee clearance positioned for a forward approach. Ensure toe clearance is also provided. Relocate lavatory with the front of the rim or counter no higher than 30" above the finished floor. Lower mirror so that the bottom surface is at 31" above the finished floor.	1	1942	\$1942
<b>Dispensers (Children)</b>												
93	Girls' Multi-User Toilet Room	2		Dispensers (Children)	Paper Towel Dispenser		Dispenser is a protruding object	9"	Relocate dispenser out of the circulation path.	1	256	\$256

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Overall Access (Children)</b>												
94	Girls' Multi-User Toilet Room	1		Overall Access (Children)	Toilet Room		6 fixtures, no ambulatory compartment provided Audible and visible alarms are not provided	-	Provide one ambulatory accessible compartment. When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	3012	\$3012
95	Boys' Multi-User Toilet Room	2		Overall Access (Children)	Toilet Room		Accessible fixtures or stalls not provided 6 fixtures, no ambulatory compartment provided Audible and visible alarms are not provided	- - -	Provide one accessible wheelchair compartment. Provide one ambulatory accessible compartment. When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	9194	\$9194
96	Girls' Multi-User Toilet Room	2		Overall Access (Children)	Toilet Room		Accessible fixtures or stalls not provided 6 fixtures, no ambulatory compartment provided Audible and visible alarms are not provided	- - -	Provide one accessible wheelchair compartment. Provide one ambulatory accessible compartment. When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	9194	\$9194
<b>Additional Access</b>												
<b>Drinking Fountains</b>												
97	By Girls' Multi-User Toilet Room	1		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
98	Near Library	1		Drinking Fountains	Low		No drinking fountain provided for standing users Knee or toe clearance not provided	- 23"	Provide an additional drinking fountain for standing users. Provide knee and toe clearance, 27" min. high at drinking fountain for seated users.	1	6056	\$6056

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
99	By Teacher's Lounge	2		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
<b>Sink</b>												
100	Near Art Room	1		Sink	Other		Clear floor space not provided at sink Toe and knee clearances not provided	- 3"	At the sink provide a 30" by 48" clear floor space positioned for a forward approach. At the sink ensure there is a 27" min. knee clearance positioned for a forward approach.	1	1686	\$1686
101	Third Grade Classroom	2	202	Sink	Classroom		Clear floor space not provided at sink Toe and knee clearances not provided Exposed plumbing underneath sink	- - -	Provide a 30" by 48" clear floor space positioned for a forward approach. Ensure there is a 27" min. knee clearance positioned for a forward approach. Insulate or otherwise configure pipes at sink.	1	1778	\$1778
102	By Girls' Multi-User Toilet Room	2		Sink	Classroom		Toe and knee clearances not provided	3"	Provide a sink with 27" min. knee and toe clearance positioned for a forward approach.	1	1686	\$1686
<b>Best Practice</b>												
103	Girls' Multi-User Toilet Room	2			563			-	Recommend relocating sanitary napkin disposal bin in the women's accessible toilet compartment to be on the side wall. However, the disposal bin should not be mounted above the grab bar per 521 CMR, the regulations of the Massachusetts Architectural Access Board (MAAB).	1	-	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
104	Egress Door 4	Ext.							Recommend providing color contrast striping on stair treads.	1	-	\$0
<b>American Flag</b>												
105	Second Grade Classroom	2	203	American Flag	N/A				Recommend relocating flag so that the bottom of the flag is located 80" min. above the finished floor.	1	-	\$0
<b>Detectable Warning</b>												
106	Walkway to Egress Door 1, Drop-Off Entrance	Ext.		Detectable Warning					Recommend providing detectable warning at both sides of crosswalk.	1	-	\$0
<b>Signage</b>												
107	Principal's Office	1		Signage	N/A				Recommend providing designation signage with raised characters and braille on the latch side of the door to all permanent rooms that lack designation signage.	1	-	\$0
108	Nurse's Office	1	114	Signage	Designation				Recommend providing designation sign on the latch side of the door.	1	-	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
109	To Boys' Multi-User Toilet Room	2		Signage	Designation				Recommend providing a directional sign to the toilet room.	1	-	\$0
110	Main Entrance, Egress Door 5	Ext.		Signage	Directional				Recommend providing an additional International Symbol of Accessibility (ISA) sign at a more visible location such as at the start of the walkway since the existing sign is not visible from the sidewalk or street.	1	-	\$0

# Lincoln Elementary School



## City of Melrose ADA Transition Plan

November 2022



Institute for Human Centered Design

560 Harrison Avenue, Boston, MA 02118  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/ tty

## Background

Year Built: 1896

Year Renovated: 2000

Lincoln Elementary School is a three-story building located at 80 West Wyoming Avenue. The school has approximately 404 students in Grades K-5. There is an accessible main entrance on the east side of the building and a secondary accessible entrance on the east side. There is also an accessible entrance by a playground on the south side of the building and accessible egress doors on the school's eastern, western and southern sides. An elevator provides accessible vertical access to all floors. Exterior amenities include a bike rack and a garden on the west side, playgrounds on the south and northwest sides of the building, a basketball court on the south side, and exterior benches and parking on the east and southern sides of the building.

**Note:** Information about Lincoln Park Baseball Field, which is located southeast of the school, was submitted in a separate report.

## Key Accessibility Issues

### Exterior Routes

Accessibility issues include routes with running slopes and level changes that are greater than allowed, route surfaces that are not stable, firm and slip resistant and routes not maintained in operable working condition. Additional accessibility issues include lack of an accessible route to amenities such as a bench in the south playground and to a garden on the west side of the school.

### Parking

Accessibility issues include one (1) car and two (2) van accessible parking spaces with signs that are mounted lower than the minimum height required and one van accessible parking space sign is faded and not in operable working condition.

### Playgrounds

Accessibility issues with the playground on the south side of the school include lack of an accessible route to the playground and lack of an impact-attenuating accessible surface to, under and around play components in the playground. The playground on the northwest side of the school lacks an accessible route to and around that playground and also lacks an impact-attenuating accessible surface to, under and around play components in the playground.

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component.

### Signage

Accessibility issues include lack of signage with raised characters and braille at the egress doors, lack of an illuminated International Symbol of Accessibility (ISA) at accessible egress doors, and lack of directional signage at inaccessible exits directing people to the nearest accessible exit. Additional issues include lack of compliant designation signage with raised characters and braille, designation signs not mounted alongside the door on the latch side and signs that are located higher than the maximum height allowed.

### Toilet Rooms

Accessibility issue include lavatories in five (5) toilet rooms for children that lack 25" minimum knee and toe clearance, eight (8) toilet paper dispensers lack 1 1/2" minimum clear space between the side grab bar and the dispenser, four (4) paper towel dispensers protrude into the circulation path, the paper towel dispenser in the nurse's office single-user toilet room is mounted above the grab bar and multiple accessible compartment doors lack an accessible door pull or have a malfunctioning self-closing hinge. In addition, there is lack of an ambulatory accessible toilet compartment at a multi-user girl's toilet room on the second floor, and both the nurse's office single-user toilet room and the girls'

## Lincoln Elementary School

multi-user toilet room by the gym lack clear floor space at the toilet due to the location of a trash container.

### Assembly Areas

Accessibility issues include lack of an assistive listening system (ALS) in the cafeteria.

**Note:** If audible communication is integral to the use of the space, an assistive listening system is required. A sign with the International Symbol of Access for Hearing Loss must also be provided.

### Sinks

Accessibility issues include hallway sinks on the first and third floors that lack the minimum required knee and toe clearance, sinks in two (2) classrooms that have exposed plumbing and a sink in one classroom lacks knee and toe clearance due to the location of stored items under the sink.

**Note:** If no classrooms in a given grade or a given type of classroom have a sink, an accessible sink is not required to be provided. It is the presence of a sink in a classroom that triggers the requirement of at least one accessible sink in the same classroom or same type of classroom. Also, only sinks that are used by students or other members of the public must be made accessible.

### Drinking Fountains

Accessibility issues include lack of four (4) drinking fountains for standing users.

**Note:** A low drinking fountain on the second floor has 25" knee and toe clearance. This height, might be fine, since the users in this school are children. But it may not comply with the requirements of 521 CMR, the regulations of the Massachusetts Architectural Access Board (MAAB). A variance may be required since the knee and toe clearance is lower than 27" above the finished floor.

### **Additional Accessibility Issues**

- Lack of an accessible service counter in the main office.

- Objects including a pipe in Stairwell B, hand sanitizers and a paper towel dispenser in the cafeteria protrude into the interior circulation path.
- The door to Resource Room A lacks the minimum required pull side maneuvering clearance due to the location of furniture and other doors require excessive opening force.

### **Order of Magnitude Cost Estimates**

- Renovate toilet rooms: \$18,379
- Renovate sinks: \$3,556
- Renovate drinking fountains: \$16,112
- Provide signage: \$3,016
- Provide an assistive listening system in the cafeteria: \$1,214
- Miscellaneous corrective actions (protruding objects, accessible service counter, etc.): \$1,798

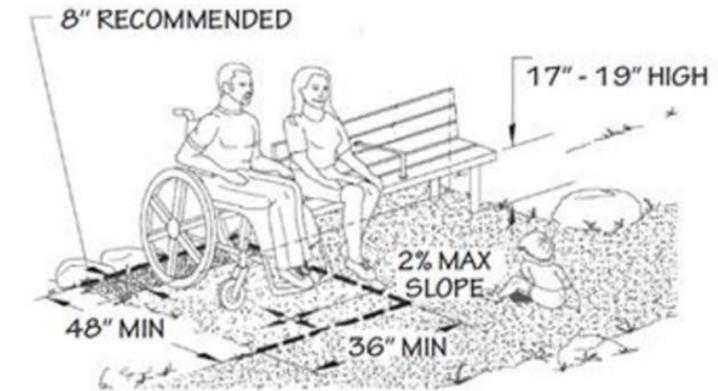
**Total: \*\$44,075**

**\*Note:** IHCD is not providing costs for accessibility renovation to outdoor areas or for the renovation of stair railings.

### **Best Practice and Inclusive Design**

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing accessible designation signage with raised characters and braille mounted on the latch side of the door at all permanent rooms that lack designation signage.
- Recommend providing a 36" x 48" stable, firm and slip-resistant surface adjacent to the bench near the basketball court positioned to allow a person in a wheeled mobility device and a person sitting on the bench to have their shoulders aligned in a manner that is substantially similar to what is shown in Figure 1 below:



**City of Melrose  
Lincoln Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Walkway by Front of School	Ext.		Exterior Access Route	Sidewalk		Running slope > 1:20 (5.00%)	6.5%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	\$0
2	Route From School to Garden	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%)	9%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	\$0
3	Route From Back of School by Garden	Ext.		Exterior Access Route	Exterior		Level changes > 1/4" Surface is not stable, firm, and slip-resistant Route not maintained in operable working condition	1" - -	Alter change in level to be 1/4" high max. Repair surface.	1	-	\$0
4	Northwest Playground by Cottage Street	Ext.		Exterior Access Route	Walkway		Surface is not stable, firm, and slip-resistant Route not maintained in operable working condition	-	Repair surface.	1	-	\$0
5	Garden	Ext.		Exterior Access Route	Exterior		Accessible route not provided		Ensure an accessible route is provided to and within the garden.	1	-	\$0

**City of Melrose  
Lincoln Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Curb Ramp</b>												
6	Curb Ramp at Front of School	Ext.		Curb Ramp	Perpendicular		Transition from curb ramp to street not flush	-	Ensure transition from curb ramp to street is flush or free of changes in level.	1	-	\$0
<b>Off-Street Parking Lot or Garage</b>												
7	Car Accessible Space by Door 2	Ext.		Off-Street Parking Lot or Garage	Visitor		Sign bottom < 60" above finished grade	49"	Locate sign with the bottom of the sign 60" above the ground.	1	-	\$0
<b>Passenger Loading Zones</b>												
8	Van and Car Spaces by Door 1 Main Entrance	Ext.		Passenger Loading Zones	N/A		Sign bottom < 60" above finished grade	50"	Provide a sign with the bottom of the sign 60" above the ground. Recommend replacing fading sign.	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Means of Egress</b>												
9	Door 13	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232

**City of Melrose  
Lincoln Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
10	Door 10	1	138	Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232
11	Door 9	1		Means of Egress			Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)		Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232
12	Door 8 in Cafeteria	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)		Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232
13	Door 12	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)		Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232
14	Gym	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)		Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232

**City of Melrose  
Lincoln School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
15	Gym Towards Playground	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)		Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232
16	Door 10	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	232	\$464
17	Towards Main Street Door 11	2		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	232	\$464
<b>Interior Access Route</b>												
18	Office Hand Sanitizer	1	138	Interior Access Route	N/A		Obstructed by protruding objects	5"	Provide a cane-detectable barrier below dispenser or relocate dispenser out of the interior accessible route.	1	306	\$306
19	Cafeteria by Door 8	1		Interior Access Route	N/A		Obstructed by protruding objects	12"	Relocate paper towel dispenser out of the circulation path or provide a cane-detectable barrier.	1	306	\$306

**City of Melrose  
Lincoln Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
20	Stairwell B by Door 12	3		Interior Access Route	N/A		Obstructed by protruding objects	-	Provide a cane-detectable barrier 27" max. above the finished floor under the pipe.	1	306	\$306
<b>Doors, Doorways, &amp; Gates</b>												
21	Resource Room A	2		Doors, Doorways, & Gates	Other		Maneuvering clearance(s) not provided	-	Relocate furniture to provide 18" min. pull-side maneuvering clearance at the door.	1	Labor	\$0
22	Single-User Toilet Room by Office	1		Doors, Doorways, & Gates	N/A		Door requires > 5 lbs. of force to open	11 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
<b>Signage</b>												
23	Gym	1		Signage	Designation				For double-leaf doors when each door is active, the sign must be located to the right of the door. Ensure also that there is clear floor space at the sign.	1	Labor	\$0
24	Main Entrance Door 1	Ext.		Signage	Informational		Signage is not provided	-	Provide accessible signage with raised characters and braille duplicating the Lincoln Elementary School wording above the main entrance. Locate the accessible sign alongside the main entry doors on the right side.	1	-	\$0

**City of Melrose  
Lincoln Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
25	Special Education Coordinator's Office	1	138	Signage	Designation		Raised characters not provided on sign Braille not provided on sign		Provide text with raised characters duplicated in braille on sign.	1	232	\$232
26	Social Worker's Office	1	138	Signage			Raised characters not provided on sign Braille not provided on sign		Provide text with raised characters duplicated in braille on sign. Provide braille on the sign.	1	232	\$232
27	Psychologist Office	1	138	Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	-	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side. (Recommend mounting sign on glass closer to the door's latch.) Sign at psychologist office reads "Conference Room" Update designation sign to correct room name.	1	Labor	\$0
28	Single-User All Gender Toilet Room by Gym	1		Signage	Designation		Visual characters < 40" above ground Sign not located on the latch side of the door	64" -	Mount the sign so that the baseline of the lowest visual character is 40" min. above the finished floor or ground. Locate the sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
29	Main Office	1		Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side. (Recommend mounting sign on glass closer to the door's latch.)	1	Labor	\$0

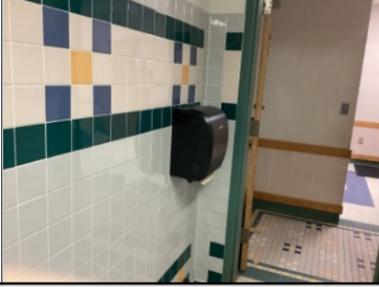
**City of Melrose  
Lincoln Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
30	Principal's Office	1		Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side. (Recommend mounting sign on glass closer to the door's latch.)	1	Labor	\$0
<b>Service Counter</b>												
31	Main Office	1		Service Counter	N/A		Counter > 36" high	40"	Provide a counter that is 36" max. above the ground or finished floor.	1	880	\$880
<b>Assembly Area</b>												
32	Cafeteria	1		Assembly Area	N/A		Assistive listening devices not provided		If audible communication is integral to the use of the space, provide an assistive listening system.	1	1214	\$1214
<b>Exterior Benches</b>												
33	South Playground by School	Ext.		Exterior Benches	N/A		No accessible route to one bench in area	-	Provide an accessible route to one bench in this area or relocate bench to an accessible route.	1	-	\$0
34	Northwest Playground by Cottage Street	Ext.		Exterior Benches	N/A		No accessible route to one bench in area	-	Provide an accessible route to one bench in this area or relocate bench to an accessible route.	1	-	\$0

**City of Melrose  
Lincoln Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
35	Bench by Parking	Ext.		Exterior Benches	N/A		No accessible route to one bench in area	-	Provide an accessible route to one bench in this area or relocate bench to an accessible route.	1	-	\$0
<b>Toilet &amp; Bathing Rooms</b>												
<b>Lavatory</b>												
36	Boys' Multi-User Toilet Room by Reading	2		Lavatory	N/A		Toe or knee clearances not provided	23"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach.	1	1686	\$1686
<b>Single-User Toilet</b>												
37	Women's Single-User Toilet Room by Gym	1		Single-User Toilet	N/A		Clearance at toilet < 60" clear width	19.5"	Relocate table and stored items.	1	Labor	\$0
38	Single-User Toilet Room by Office	1		Single-User Toilet	N/A		Toilet paper dispenser is not compliant	.5"	Relocate toilet paper so that it has a clearance of 1 1/2 inches (38 mm) minimum below the grab bar.	1	353	\$353

**City of Melrose  
Lincoln School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Toilet Compartment</b>												
39	Single-User All Gender Toilet Room by Gym	1		Toilet Compartment			Door has incorrect swing Clearance at toilet < 60" clear width Centerline < or > 18" (MAAB) Non-compliant toilet paper dispenser	.5" 20"	Reverse swing at door so the door swings out. Relocate toilet paper so that it has a clearance of 1 1/2 inches (38 mm) minimum below the grab bar. Relocate toilet so the centerline is 18" from the side wall.	1	353	\$353
40	Single-User All Gender Toilet Room by Gym	1		Toilet Compartment			Coat hook > 48" (2010 ADA)	70"	Locate the coat hook no higher than 48" above the finished floor.	1	150	\$150
<b>Dispensers</b>												
41	Boys' Multi-User Toilet Room by Gym	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object		Relocate the paper towel dispenser out of the circulation path or provide a cane-detectable barrier under the dispenser.	1	306	\$306
<b>Toilet Rooms for Children</b>												
<b>Toilet Compartment (Children)</b>												
42	Boys' Multi-User Toilet Room	3		Toilet Compartment (Children)	Accessible Compartment		Door with non-compliant hardware		Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	70	\$70

**City of Melrose  
Lincoln Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
43	Girls' Multi-User Toilet Room	1		Toilet Compartment (Children)	Accessible Compartment		Door with non-compliant hardware Door with malfunctioning self-closing hinge		Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Provide a door pull on each side of the door Repair self-closing hinge.	1	70 Labor	\$70
44	Boys' Multi-User Toilet Room by Gym	1		Toilet Compartment (Children)	Accessible Compartment		Door with non-compliant hardware Door pull not provided		Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	140	\$140
45	Boys' Multi-User Toilet Room	1		Toilet Compartment (Children)			Door with malfunctioning self-closing hinge Door with non-compliant hardware		Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Provide a door pull on each side of the door Repair self-closing hinge.	1	70 Labor	\$70
46	Girls' Multi-User Toilet Room	3	307	Toilet Compartment (Children)	Accessible Compartment		Door with malfunctioning self-closing hinge Door with non-compliant hardware		Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Provide a door pull on each side of the door Repair self-closing hinge.	1	70 Labor	\$70
47	All Gender Single-User Toilet Room	2		Toilet Compartment (Children)	Accessible Compartment		Door with malfunctioning self-closing hinge Door pull not provided		Repair self-closing hinge. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	Labor 70	\$70

**City of Melrose  
Lincoln School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
48	Girls' Multi-User Toilet Room by Stairs and Media Center	2		Toilet Compartment (Children)			Door with malfunctioning self-closing hinge Door pull not provided		Repair self-closing hinge. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	Labor 70	\$70
49	Girls' Multi-User Toilet Room by Reading	2		Toilet Compartment (Children)			Door with malfunctioning self-closing hinge Door pull not provided		Repair self-closing hinge. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	Labor 70	\$70
50	Boys' Multi-User Toilet Room by Reading	2		Toilet Compartment (Children)	Accessible Compartment		Door with malfunctioning self-closing hinge Door pull not provided		Repair self-closing hinge. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	Labor 70	\$70
51	Boys' Multi-User Toilet Room by Gym	1		Toilet Compartment (Children)	Accessible Compartment		Non-compliant toilet paper dispenser	-	Relocate toilet paper so that it has a clearance of 1 1/2 inches (38 mm) minimum below the grab bar.	1	353	\$353
52	All Gender Single-User Toilet Room	2		Toilet Compartment (Children)	Accessible Compartment		Non-compliant toilet paper dispenser		Relocate toilet paper so that it has a clearance of 1 1/2 inches (38 mm) minimum below the grab bar.	1	353	\$353

**City of Melrose  
Lincoln School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
53	Girls' Multi-User Toilet Room by Stairs and Media Center	2		Toilet Compartment (Children)	Accessible Compartment		Non-compliant toilet paper dispenser		Relocate toilet paper so that it has a clearance of 1 1/2 inches (38 mm) minimum below the grab bar.	1	353	\$353
54	Girls' Multi-User Toilet Room by Reading	2		Toilet Compartment (Children)	Accessible Compartment		Non-compliant toilet paper dispenser	.5"	Relocate toilet paper so that it has a clearance of 1 1/2 inches (38 mm) minimum below the grab bar.	1	353	\$353
55	Boys' Multi-User Toilet Room by Reading	2		Toilet Compartment (Children)	Accessible Compartment		Non-compliant toilet paper dispenser	.5"	Relocate toilet paper so that it has a clearance of 1 1/2 inches (38 mm) minimum below the grab bar.	1	353	\$353
56	Girls' Multi-User Toilet Room by Gym	1		Toilet Compartment (Children)	Accessible Compartment		Non-compliant toilet paper dispenser Clearance at toilet < 60" clear width	- -	Provide a wheelchair accessible compartment that is 60" wide min. and 72" deep min. (Relocate stored items.) Relocate toilet paper so that it has a clearance of 1 1/2 inches (38 mm) minimum below the grab bar.	1	353	\$353
<b>Lavatory (Children)</b>												
57	Boys' Multi-User Toilet Room by Gym	1		Lavatory (Children)	N/A		Toe or knee clearances not provided	23"	Provide at least one lavatory with 25" min. knee clearance positioned for a forward approach. Ensure toe clearance is also provided.	1	1686	\$1686

**City of Melrose  
Lincoln School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
58	Girls' Multi-User Toilet Room by Gym	1		Lavatory (Children)	N/A		Toe or knee clearances not provided	23"	Provide at least one lavatory with 25" min. knee clearance positioned for a forward approach. Ensure toe clearance is also provided.	1	1686	\$1686
59	All Gender Single-User Toilet Room	2		Lavatory (Children)	N/A		Toe or knee clearances not provided	23.6"	Provide at least one lavatory with 25" min. knee clearance positioned for a forward approach. Ensure toe clearance is also provided.	1	1686	\$1686
60	Girls' Multi-User Toilet Room by Stairs and Media Center	2		Lavatory (Children)	N/A		Toe or knee clearances not provided	22.5"	Provide at least one lavatory with 25" min. knee clearance positioned for a forward approach. Ensure toe clearance is also provided. Ensure toe clearance is also provided. (Relocate paper towel dispenser and trash container.)	1	1686	\$1686
61	Girls' Multi-User Toilet Room by Reading	2		Lavatory (Children)	N/A		Toe or knee clearances not provided	22.5"	Provide at least one lavatory with 25" min. knee clearance positioned for a forward approach. Ensure toe clearance is also provided.	1	1686	\$1686
<b>Dispensers (Children)</b>												
62	Girls' Multi-User Toilet Room	3		Dispensers (Children)	Paper Towel Dispenser		Dispenser is a protruding object		Relocate the paper towel dispenser out of the circulation path or provide a cane-detectable barrier under the dispenser.	1	306	\$306

**City of Melrose  
Lincoln Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
63	Boys' Multi-User Toilet Room	3		Dispensers (Children)	Paper Towel Dispenser		Dispenser is a protruding object		Relocate the paper towel dispenser out of the circulation path or provide a cane-detectable barrier under the dispenser.	1	306	\$306
64	Girls' Multi-User Toilet Room by Gym	1		Dispensers (Children)	Paper Towel Dispenser		Dispenser is a protruding object	-	Relocate the paper towel dispenser out of the circulation path or provide a cane-detectable barrier under the dispenser.	1	306	\$306
65	Nurse's Office Single-User Toilet Room	1		Dispensers (Children)	Paper Towel Dispenser		Paper towel dispenser located above grab bar.		Relocate paper towel dispenser so it is not above the grab bar.	1	353	\$353
<b>Overall Access (Children)</b>												
66	Girls' Multi-User Toilet Room by Reading	2		Overall Access (Children)	Toilet Room		6 fixtures, no ambulatory compartment provided	-	Provide one ambulatory accessible compartment.	1	3012	\$3012
<b>Additional Access</b>												
<b>Drinking Fountains</b>												
67	Drinking Fountain by Toilet Rooms	1		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028

**City of Melrose  
Lincoln School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
68	Drinking Fountain by Gym	1		Drinking Fountains	Low		No drinking fountain provided for standing users		Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
69	Drinking Fountain by Stairs and Toilet Rooms	2		Drinking Fountains	Low		No drinking fountain provided for standing users		Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
70	Drinking Fountain by Classroom 209	2		Drinking Fountains	Low		No drinking fountain provided for standing users		Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
<b>Sink</b>												
71	Hallway Sink By Gym	1		Sink	Other		Toe and knee clearances not provided	9.4"	Ensure there is a 27" min. knee clearance positioned for a forward approach.	1	1686	\$1686
<b>Sinks for Children's Use</b>												
72	Classroom	3	307	Sinks for Children's Use	Classroom		Exposed plumbing underneath	-	Insulate or otherwise configure pipes to prevent contact, for at least one sink.	1	92	\$92

**City of Melrose  
Lincoln Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
73	Nurse's Office	1		Sinks for Children's Use	Other		Exposed plumbing underneath Knee/toe clearance <27" at sink > 31" high		Insulate or otherwise configure pipes to prevent contact, for at least one sink. Provide at least one sink with 27" high knee and toe clearance positioned for a forward approach (per 521 CMR 12.2.2.c). (Relocate trash can.)	1	92	\$92
74	By Toilet Rooms	3	307	Sinks for Children's Use	N/A		Knee/toe clearance <24" at sink 31" high	12"	Provide at least one sink with 27" high knee and toe clearance positioned for a forward approach (per 521 CMR 12.2.2.c).	1	1686	\$1686
<b>Play and Sport Areas</b>												
<b>Play Areas</b>												
75	Northwest Playground by Cottage Street	Ext.		Play Areas	N/A		Accessible route not provided to playground	-	Install an accessible route to the playground.	1	-	\$0
76	South Playground by School	Ext.		Play Areas	N/A		Accessible route not provided to playground Accessible route not provided to play components		Install an accessible route to the playground. Provide a compliant impact-attenuating surface to and around the play components.	1	-	\$0
77	Northwest Playground by Cottage Street	Ext.		Play Areas	N/A		Accessible route not provided around playground Accessible route not provided to play components		Provide an accessible route around the play area. Provide a compliant impact-attenuating surface to and around the play components.	1	-	\$0

**Best Practice**

**City of Melrose  
Lincoln Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Bench</b>												
78	By Basketball	Ext.		Bench	N/A				Recommend providing a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to the bench.	1	-	\$0

# Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors



## City of Melrose ADA Transition Plan

November 2022



Institute for Human Centered Design

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

### Background

Year Built: 2007

Melrose Veterans Memorial Middle School (MVMMS) is a four-story building located at 350 Lynn Fells Parkway. The school serves approximately 770 students in Grades Six (6) through Eight (8). The school building has an accessible main entrance on the south side and an accessible secondary entrance on the east side. Both of the entrances and eight (8) additional doors provide accessible means of egress.

Visitor parking is provided on the southeast and south sides of the high school off Melrose Street, on the north side of the middle school by the gymnasium entrance and on the southwest side of the middle school by Lynn Fells Parkway. A staff parking area is also provided on the south side between the middle school and the high school.

The first floor contains the main office, nurse's office, auditorium, cafeteria, art, chorus, orchestra, band, life skills and special education classrooms, boys' and girls' multi-user toilet rooms, and boys' and girls' locker rooms and team rooms. The second floor contains the sixth grade English, math, science, health, world languages, history, and special education classrooms, a project work room, boys' and girls' multi-user toilet rooms, and single-user toilet rooms. The third floor contains the seventh grade English, math, science, health, world languages, history and special education classrooms, a project work room, the media center, boys' and girls' multi-user toilet rooms, and single-user toilet rooms. The fourth floor contains the eighth grade English, math, science, health, world languages, history, and special education classrooms, a project work room, a computer room, the assistant principal's office, boys' and girls' multi-user toilet rooms, and single-user toilet rooms. Multiple staircases and two (2) elevators (with one (1) elevator connecting to all four (4) floors and one (1) elevator connecting to the first three (3) floors) provide vertical access in the building.

**Note:** The football stadium and baseball field were surveyed separately and findings were submitted in a separate report.

**Note:** Issues with exterior routes including walkways, sidewalks and curb ramps outside both the middle and high school including routes to and from the baseball field, football stadium and to a soccer field, issues with exterior amenities at both schools including accessible parking, exterior doors, exterior stairs and with an exterior ramp are covered in this narrative report and survey catalog.

### Key Accessibility Issues

#### Exterior Routes at the High School and Middle School

Accessibility issues with exterior routes at both the high school and middle school include routes not maintained in operable working condition, excessive running slopes, cross slopes and changes in level, a curb ramp lacks a compliant landing, multiple curb ramps have a transition that is not flush with the street, and there is lack of an accessible route to the boundary of sport activity at the soccer field.

#### Parking

Accessibility issues with the parking area off Melrose Street include lack of one (1) van accessible parking space. In addition, four (4) car accessible parking spaces have access aisles that are narrower than allowed and lack identification signs with the International Symbol of Accessibility (ISA). At the parking area in front of the high school, a van accessible parking space has an access aisle that is narrower than allowed and an identification sign with the International Symbol of Accessibility (ISA) is mounted lower than allowed. A van accessible parking space southwest of the middle school needs an identification sign with the International Symbol of Accessibility (ISA) and the designation "Van Accessible". At the parking area north of the middle school by the gymnasium entrance, the identification and designation sign at the van accessible parking space is mounted higher than the maximum height allowed.

## Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors

### Drop-off Area by Middle School

A drop-off area by the middle school lacks a marked access aisle that is at least 60" wide that extends the full length of the vehicle pull-up space.

### Exterior Stairs

Accessibility issues with exterior stairs include stairs not maintained in operable working condition by the middle school main entrance, and stairs that lack handrail extensions above the top and bottom riser by Doors 2 and 7.

### Exterior Ramp at High School Entrance

Accessibility issues with the top of the accessible route at the main high school entrance include lack of handrails on both sides. (The running slope as one gets close to the top of the route exceeds 5% and therefore that portion of the route should be treated as a ramp.)

### Exterior Doors

Accessibility issues with exterior doors include thresholds that are higher than the maximum height allowed at Doors 15 and 17.

### Signage

Accessibility issues include lack of signage with raised characters and braille at egress doors, lack of an illuminated International Symbol of Accessibility (ISA) at accessible exit doors, and lack of directional signs at inaccessible entrances and exits directing visitors to the nearest accessible entrance or exit. There is also a lack of designation signs with raised characters and braille, designation signs not located on the latch side of doors, lack of clear floor space at signs, and signs mounted higher than allowed.

### Assembly Areas

Accessibility issues include lack of an assistive listening system (ALS) in the orchestra and band room.

**Note:** If audible communication is integral to the use of the space, an assistive listening system is required. A sign with the International Symbol of Access for Hearing Loss must also be provided.

### Interior Doors

Accessibility issues include lack of maneuvering clearance at doors due to the location of stored objects and doors that require excessive opening force.

### Toilet Rooms

Accessibility issues include lack of a toilet paper dispenser in the in the boys' locker room accessible compartment, a tampon dispenser that protrudes into the circulation path in the girls' third floor multi-user toilet room, and there is lack of an ambulatory compartment in the girls' team room multi-user toilet room and in the girls' multi-user toilet room on the third floor. Additional accessibility issues include accessible compartment doors that lack compliant door hardware and that have a malfunctioning self-closing hinge.

### Locker and Team Rooms

Accessibility issues in the boys' and girls' team rooms and in both boys' locker rooms include lack of at least one (1) bench that is 24" min. deep with back support. One (1) girls' and one (1) boys' locker room each have a transfer shower with a noncompliant grab bar located above the seat, and a second boys' locker room near the training room lacks an accessible shower. In addition, both boys' locker rooms lack an accessible changing room.

**Note:** There are two boy's locker rooms in separate areas that both have noncompliant changing rooms and showers.

### Drinking Fountains

Accessibility issues include lack of drinking fountains for standing users in five (5) locations. There is also lack of a cane-detectable barrier skirt at the Hi-Lo drinking fountains by the boys' and by the girls' team rooms.

### Sinks

Accessibility issues include a sink with exposed plumbing in Art Room 113 and a sink in a training room that lacks clear floor space due to the location of a stored trash container.

**Note:** If no classrooms in a given grade or a given type of classroom have a sink, an accessible sink is not required to be provided. It is the presence of a sink in a classroom that triggers

the requirement of at least one (1) accessible sink in the same classroom or same type of classroom. Also, only sinks that are used by students or other members of the public must be made accessible.

### **Additional Accessibility Issues**

- Lack of a retractable bread board under the hinged oven in the life skills room.
- Interior access route are obstructed by protruding objects.
- Lack of knee and toe clearance for at least one (1) dining table in the cafeteria.
- A dining surface is higher than allowed in the cafeteria.
- The down direction visual indicator outside of the elevator that goes to all four (4) floors is not in operable working condition.

### **Order of Magnitude Cost Estimates**

- Renovate toilet rooms: \$7,173
- Renovate drinking fountains: \$21,920
- Provide compliant signage (designation, egress and directional): \$5,430
- Renovate three (3) showers: \$10,456
- Provide two (2) accessible changing rooms: \$11,732
- Provide an assistive listening system: \$1,214
- Miscellaneous corrective actions (protruding objects, retractable bread board, exposed plumbing under sink, accessible dining surface, etc.): \$3,834

**Total: \$61,759\***

**\*Note:** Cost to renovate handrails is not provided.

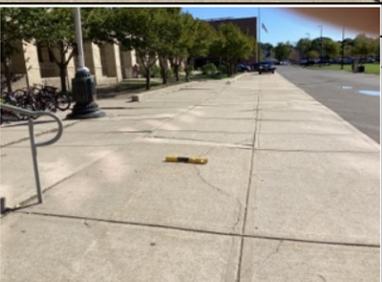
**\*\*Note:** IHCD is not providing costs for accessibility renovation to outdoor areas.

### **Best Practice and Inclusive Design**

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing accessible designation signage with raised characters and braille mounted on the latch side of the door at all permanent rooms that lack accessible designation signage.
- Recommend providing a detectable warning at the one side of the crosswalk that lacks a detectable warning near the reserved parking area.
- Recommend providing a detectable warning at both sides of the crosswalk by the north football parking at Marcoux Memorial Gymnasium.
- Recommend providing a curb ramp at the gymnasium entrance by the parking lot on the north side of the school.
- Recommend providing a curb ramp before the fire hydrant at the bottom of Union Street sidewalk that is by the football stadium entrance so visitors, including visitors with wheeled mobility devices, can exit the sidewalk without having to backtrack.
- Recommend providing a curb ramp at the transition to the walkway between the middle school and high school.
- Recommend providing contrasting color strips on all exterior and interior stairs treads throughout the building that do not already have them.
- Recommend replacing faded directional International Symbol of Accessibility (ISA) signs at the front of the middle school by Door 2 and by the sidewalk on Melrose Street.
- Recommend re-striping the access aisle at the accessible parking on the north side of the middle school by the gymnasium entrance. At present the access aisle is a bit uneven and slightly curved.

**City of Melrose**  
**Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Footbalk Parking To Football Main Entrance	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:50 (2.00%)	4.6%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	\$0
2	By North Football Parking	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:50 (2.00%)	3.8%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	\$0
3	Union Street Sidewalk to Football Main Entrance	Ext.		Exterior Access Route	21		Cross slope > 1:50 (2.00%) Running slope > 1:20 (5.00%)	6.0% 10.0%	Reduce cross slope to be no steeper than 1:50 (2.00%). Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	\$0
4	Middle School to Ramp and Main Entrance	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:50 (2.00%) Level changes > 1/4" Route not maintained in operable working condition	4.5% 2" -	Reduce cross slope to be no steeper than 1:50 (2.00%). Alter change in level to be 1/4" high max. Ensure the accessible route is maintained in operable working condition.	1	-	\$0
5	Middle School to Ramp and Main Entrance	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:50 (2.00%) Route not maintained in operable working condition	6.3% -	Reduce cross slope to be no steeper than 1:50 (2.00%). Ensure the accessible route is maintained in operable working condition.	1	-	\$0

City of Melrose

Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Middle School to Ramp and Main Entrance	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:50 (2.00%) Route not maintained in operable working condition	10.8% -	Reduce cross slope to be no steeper than 1:50 (2.00%). Ensure the accessible route is maintained in operable working condition.	1	-	\$0
7	Middle School Chess Table	Ext.		Exterior Access Route	Exterior		Cross slope > 1:50 (2.00%) Accessible route not provided	9.3% -	Reduce cross slope to be no steeper than 1:50 (2.00%). Ensure an accessible route is provided.	1	-	\$0
8	Football Secondary Entrance off Tremont Street	Ext.		Exterior Access Route	Exterior		Running slope > 1:20 (5.00%)	7%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	\$0
9	Football and Baseball Entry Off Tremont Street	Ext.		Exterior Access Route	Sidewalk		Running slope > 1:20 (5.00%)	13.2%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	\$0
10	Middle School to Ramp and Main Entrance	Ext.		Exterior Access Route	Sidewalk		Running slope > 1:20 (5.00%) Level changes > 1/4"	13% 2"	Reduce running slope to be no steeper than 1:20 (5.00%). Alter change in level to be 1/4" high max.	1	-	\$0

**City of Melrose**  
**Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
11	By Middle School Main Entrance	Ext.		Exterior Access Route	Sidewalk		Level changes > 1/4"	2"	Alter change in level to be 1/4" high max.	1	-	\$0
12	Walkway at Tremont Street by End Zone	Ext.		Exterior Access Route	Sidewalk		Level changes > 1/4"	1"	Alter change in level to be 1/4" high max.	1	-	\$0
13	Football Entry at Treemont and Lynn Fells Parkway	Ext.		Exterior Access Route	Exterior		Level changes > 1/4"	1"	Alter change in level to be 1/4" high max.	1	-	\$0
14	Walkway Between Middle and High School	Ext.		Exterior Access Route	Sidewalk		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.	1	-	\$0
15	Football Entry at Treemont and Lynn Fells Parkway	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.	1	-	\$0

**City of Melrose**  
**Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
16	Middle School to Drop off Near Door 14	Ext.		Exterior Access Route	Sidewalk		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.	1	-	\$0
17	Front of High School	Ext.		Exterior Access Route	Sidewalk		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.	1	-	\$0
18	By Door 15	Ext.		Exterior Access Route	Exterior		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.	1	-	\$0
19	Front of High School	Ext.		Exterior Access Route	Exterior		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.	1	-	\$0
<b>Curb Ramp</b>												
20	By Melrose Street Parking	Ext.		Curb Ramp	N/A		Transition from curb ramp to street not flush	-	Ensure transition from curb ramp to street is flush or free of changes in level.	1	-	\$0

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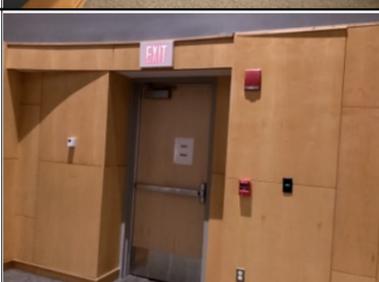
Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
21	By North Football Parking at Marcoux Memorial Gymnasium	Ext.		Curb Ramp	N/A		Landing not provided at top of curb ramp	7%	Provide landing at top of curb ramp or reconfigure ramp.	1	-	\$0
<b>Off-Street Parking Lot or Garage</b>												
22	Parking by Melrose Street	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces Access aisle < 60" wide at car/van space Sign not provided	112 4 0 56" -	Provide 1 van accessible parking space 96" wide min. with a marked access aisle 96" wide min. with an identification sign with the International Symbol of Accessibility (ISA) and the designation "Van Accessible". Provide access aisles at the 4 car accessible parking spaces 60" wide min. Provide identification signs with the International Symbol of Accessibility (ISA) at the 4 car accessible parking spaces.	1	-	\$0
23	Parking at Front of High School	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces Access aisle < 96" wide at van space Sign bottom < 60" above finished grade	72 1 3 59" 54"	Provide a marked access aisle that is at least 96" wide. Locate sign with the bottom of the sign 60" above the ground.	1	-	\$0
24	Middle School Parking Southwest Side	Ext.		Off-Street Parking Lot or Garage	N/A		Sign not provided Sign does not have the designation "Van Accessible"	- -	Provide an identification sign with the International Symbol of Accessibility (ISA) and the designation "Van Accessible" at the van accessible space.	1	-	\$0
25	Parking North of the Middle School by the Gymnasium Entrance	Ext.		Off-Street Parking Lot or Garage	N/A		Sign top > 96" above finished grade	110"	Locate sign with the top of the sign 96" above the ground.	1	Labor	\$0

**City of Melrose**  
**Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Passenger Loading Zones</b>												
26	Middle School Drop Off at Melrose Street	Ext.		Passenger Loading Zones	N/A		Access aisle not provided Sign with ISA not provided (MAAB)	- -	Provide a marked access aisle that is at least 60" wide and that extends the full length of the vehicle pull-up space. Provide a sign that includes the International Symbol of Accessibility (ISA) at the head of the space. Locate the sign so that the bottom is 60" min. above the ground and the top is 96" max. above the ground.	1	-	\$0
<b>Exterior Stair</b>												
27	Stairs Near Middle School Drop Off and Parking Between Middle and High School	Ext.		Exterior Stair	N/A		Not maintained in operable working condition	-	Ensure stairs are maintained in operable working condition.	1	-	\$0
<b>Entrance</b>												
28	West Side of Middle School by Football	Ext.		Entrance	130		Entrance not on an accessible route	-	Provide a directional sign indicating the location of the nearest accessible entrance.	1	-	\$0
29	Near Door 22	Ext.		Entrance	N/A		Entrance not on an accessible route	-	Provide a directional sign indicating the location of the nearest accessible entrance.	1	-	\$0
30	Doors 8, 9 and 12 by Football	Ext.		Entrance	Other		International Symbol of Accessibility not provided	-	Provide a sign with the International Symbol of Accessibility (ISA).	1	-	\$0

**City of Melrose**  
**Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
<b>Means of Egress</b>												
31	Auditorium	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232
32	Auditorium	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232
33	Auditorium	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232
34	Auditorium Near Lighting Booth	2		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232
35	Auditorium	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232

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Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
36	Auditorium	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232
37	Cafeteria	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232
38	Chorus	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232
39	Orchestra and Band Door 15	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232
40	Art Door 16	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232

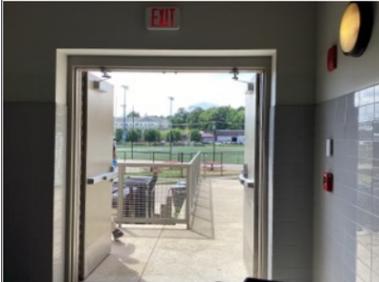
City of Melrose

Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
41	Drama Door 17	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232
42	Door 18	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232
43	Door 19	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232
44	Door 9 to Football	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232
45	Door 13	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232

City of Melrose

Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
46	Door 1 Main Entrance	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232
47	Door 6	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	232	\$464
48	Stair 32	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	232	\$464
<b>Interior Access Route</b>												
49	Cafeteria	1		Interior Access Route	N/A		Obstructed by protruding objects	7"	Relocate napkin dispenser out of the accessible route or provide a cane-detectable barrier 27" max. above the finished floor.	1	306	\$306
50	Chorus	1		Interior Access Route	N/A		Obstructed by protruding objects	12"	Relocate paper towel dispenser out of the accessible route or provide a cane-detectable barrier 27" max. above the finished floor.	1	306	\$306

**City of Melrose**  
**Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
51	Outside Auditorium	1		Interior Access Route	N/A		Obstructed by protruding objects	5"	Relocate sanitizer out of the accessible route or provide a cane-detectable barrier 27" max. above the finished floor positioned below the dispenser. (This recommendation applies to all similarly situation hand sanitizer dispensers that protrude more than 4" in to the accessible route.)	1	306	\$306
<b>Doors, Doorways, &amp; Gates</b>												
52	Life Skills	1	A121	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	10"	Relocate the desk to provide 18" min. pull-side maneuvering clearance at the door.	1	Labor	\$0
53	SPED	1	111	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate the cabinet to provide 18" min. pull-side maneuvering clearance at the door.	1	Labor	\$0
54	Nurse's Office	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided	4"	Relocate the desk to provide 18" min. pull-side maneuvering clearance at the door.	1	Labor	\$0
55	Chorus	1		Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate the cabinet to provide 12" min. push-side maneuvering clearance at the door.	1	Labor	\$0

City of Melrose

Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
56	Door 15	Ext.		Doors, Doorways, & Gates	Emergency Egress		Threshold > 1/2" high	-	Alter the threshold to be 1/2" high max.	1	-	\$0
57	Door 17	Ext.		Doors, Doorways, & Gates	Emergency Egress		Threshold > 1/2" high	-	Alter the threshold to be 1/2" high max.	1	-	\$0
58	Nurse's Office Toilet Room	1		Doors, Doorways, & Gates	Other		Door requires > 5 lbs. of force to open Maneuvering clearance(s) not provided	- 17 lbs	Remove the purifier to provide 18" min. pull-side maneuvering clearance at the door. Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
<b>Ramps</b>												
59	Top of Ramp to Main High School Entrance	Ext.		Ramps	N/A		Handrails not provided at both sides if rise is > 6"	7.0%	Provide handrails on both sides. (The running slope of the accessible route in this area exceeds 5.0% (1:20) and therefore becomes a ramp.)	1	-	\$0
<b>Stairways</b>												
60	Stair at Door 7	Ext.		Stairways	Other		Handrails do not extend 12" from stairs	-	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	1	-	\$0

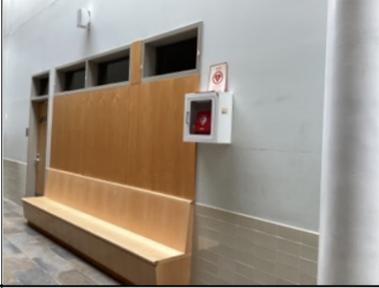
**City of Melrose**  
**Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
61	Door 2	Ext.		Stairways	Egress		Handrails do not extend 12" from stairs	-	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	1	-	\$0
62	By Middle School Main Entrance	Ext.		Stairways	Egress		Not maintained in operable working condition	-	Ensure stairs are maintained in operable working condition.	1	-	\$0
<b>Elevator</b>												
63	Elevator 1	1		Elevator	Interior		Elevator visual down arrow not in operable working condition		Repair or replace broken elevator direction of travel indicator.	1	Labor	\$0
<b>Signage</b>												
64	Satir 2	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.  Note: Sign is faded and needs to be replaced.	1	232	\$232
65	Nurse's Office Toilet Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Visual characters < 40" above ground Sign not located on the latch side of the door	- - 63" -	Provide text with raised characters duplicated in braille on sign. Mount the sign so that the baseline of the lowest visual character is 40" min. above the finished floor or ground. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232

**City of Melrose**  
**Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors**

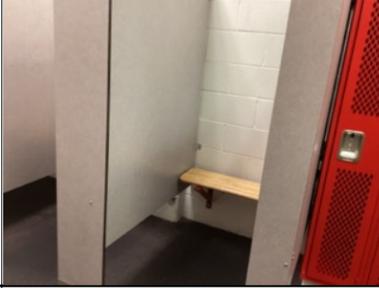
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
66	Gymnasium Entrance by Parking on the North Side of the School	Ext.		Signage	Exterior		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign with the braille reading, "Melrose Gymnasiums" like the large sign above the doors. For double-leaf doors with one active leaf, locate sign on the inactive leaf. If each door has an active leaf, locate sign to the right of the right hand door.	1	326	\$326
67	Main Office	1		Signage	Designation		Sign not located on the latch side of the door	-	Relocate the sign to the glass area closer to the door.	1	Labor	\$0
68	Boys' Toilet Room by Locker Room	1		Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
69	Principal's Office	4		Signage	Designation		Signage lacks 18" by 18" clear floor space	-	Relocate chair to provide a clear floor space of 18" min. by 18" min. at the sign.	1	Labor	\$0
<b>Operable Parts</b>												
70	Clothing Drop Off	Ext.		Operable Parts	Other		Element not on an accessible route	-	Ensure clothing drop off bins are located on an accessible route.	1	-	\$0

**City of Melrose**  
**Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors**

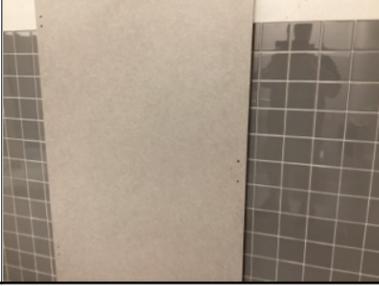
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
71	Outside Auditorium	1		Operable Parts	Other		Side reach > 54"	-	Relocate defibrillator so that controls are between 15" - 48" above the finished floor. Ensure that if the defibrillator is relocate, it does not protrude into the accessible route.	1	256	\$256
72	SPED	1	A115	Operable Parts	Clothes Rod/Hooks		Side reach > 54"	70"	Provide at least one coat hook that is between 15" - 48" above the finished floor.	1	256	\$256
<b>Dining or Work Surfaces</b>												
73	Cafeteria	1		Dining or Work Surfaces	Dining Surface		At least one or 5% accessible tables not provided Top of dining/work surface < 28" or > 34"	- 40"	Ensure that at least one dining or work surface is accessible. Provide at least one dining or work surface with tops between 28"- 34" above the floor and 27" clear height underneath.	1	1100	\$1100
<b>Assembly Area</b>												
74	Orchestra and Band	1		Assembly Area	Assembly Area		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system.	1	1214	\$1214
<b>Locker Room</b>												
75	Boys' Locker Room	1		Locker Room	Boys		5% of lockers are not accessible	35"	Ensure that 5% of changing rooms (at least one) are accessible with a 60" diameter min. circular or compliant T-shaped turning space, a bench that is at least 24" deep and 48" long, and with 30" clear floor space alongside the bench to allow for transfer.	1	5866	\$5866

City of Melrose

Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
76	Boys' Locker Room	1		Locker Room	Boys		5% of changing rooms are not accessible	43"	Ensure that 5% of changing rooms (at least one) are accessible with a 60" diameter min. circular or compliant T-shaped turning space, a bench that is at least 24" deep and 48" long, and with 30" clear floor space alongside the bench to allow for transfer.	1	5866	\$5866
77	Boys' Locker Rooms	1		Locker Room	Boys		Back support not provided at bench Bench < 24" deep	- -	Provide at least one bench with back support or that is affixed to a wall with room on the side to transfer. Provide a bench that is 24" deep.	2	200	\$400
78	Boys' Team Room	1		Locker Room	Boys		Back support not provided at bench Bench < 24" deep	- -	Provide at least one bench with back support or that is affixed to a wall with room on the side to transfer. Provide a bench that is 24" deep.	1	200	\$200
79	Girls' Team Room	1		Locker Room	Girls		Back support not provided at bench Bench < 24" deep	- -	Provide at least one bench with back support or that is affixed to a wall with room on the side to transfer. Provide a bench that is 24" deep.	1	200	\$200
<b>Kitchens and Kitchenettes</b>												
80	Life Skills	1		Kitchens and Kitchenettes	N/A		If a bottom hinged oven is provided		Provide a retractable bread board adjacent to the oven door.	1	412	\$412
<b>Toilet &amp; Bathing Rooms</b>												

**City of Melrose**  
**Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Overall Access</b>												
81	Girls' Team Room Multi-User Toilet Room	1		Overall Access	Toilet Room		6 fixtures, but no ambulatory compartment provided	-	Provide one ambulatory accessible compartment.	1	3012	\$3012
82	Girls' Multi-User Toilet Room	3		Overall Access	Toilet Room		6 fixtures, but no ambulatory compartment provided	-	Provide one ambulatory accessible compartment.	1	3012	\$3012
<b>Toilet Compartment</b>												
83	Boys' Team Room Multi-User Toilet Room	1		Toilet Compartment	Accessible Compartment		Door has non-compliant hardware	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	70	\$70
84	Girls' Multi-User Toilet Room	3		Toilet Compartment	Accessible Compartment		Door has non-compliant hardware	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	70	\$70
85	Women's Toilet Room by Auditorium	1		Toilet Compartment	Accessible Compartment		Door has non-compliant hardware Door has malfunctioning self-closing hinge	- -	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Repair hinge.	1	70	\$70

City of Melrose

Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
86	Men's Toilet Room by Auditorium	1		Toilet Compartment	Accessible Compartment		Door has non-compliant hardware Door has malfunctioning self-closing hinge	- -	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Repair hinge.	1	70	\$70
87	Boys' Locker Room Accessible Compartment	1		Toilet Compartment	Accessible Compartment		Door has non-compliant hardware Door has malfunctioning self-closing hinge	- -	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Repair hinge.	1	70	\$70
88	Girls' Locker Room Accessible Compartment	1		Toilet Compartment	Accessible Compartment		Door has non-compliant hardware Door has malfunctioning self-closing hinge	- -	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Repair hinge.	1	70	\$70
89	Girls' Team Room Accessible Compartment	1		Toilet Compartment	Accessible Compartment		Door has non-compliant hardware Door has malfunctioning self-closing hinge	- -	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Repair hinge.	1	70	\$70
90	Girls' by Locker Room Accessible Compartment	1		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge	-	Repair hinge.	1	Labor	\$0

City of Melrose

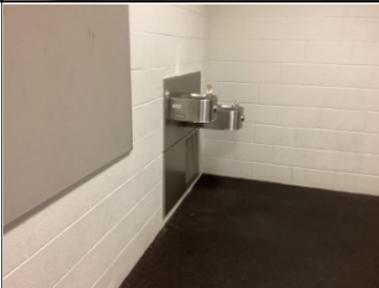
Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
91	Boys' Accessible Compartment by Locker Room	1		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge	-	Repair hinge.	1	Labor	\$0
92	Boys' Multi-User Toilet Room	3		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge	-	Repair hinge.	1	Labor	\$0
93	Boys' Locker Room Accessible Compartment	1		Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Provide a toilet paper dispenser located so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet.	1	353	\$353
<b>Dispensers</b>												
94	Girls' Multi-User Toilet Room	3		Dispensers	Tampon Dispenser		Dispenser acts as a protruding object	-	Relocate tampon dispenser out of the circulation path or provide a cane-detectable barrier 27" max. above the finished floor.	1	306	\$306
<b>Shower Compartment</b>												
95	Boys' Locker Room Shower Near Training Room	1		Shower Compartment	N/A		Grab bars not provided Seat not provided (transfer compartment) Accessible shower not provided	- - -	Provide at least one accessible shower.	1	6072	\$6072

**City of Melrose**  
**Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
96	Girls' Locker Room Shower	1		Shower Compartment	N/A		Grab bars mounted in wrong location	-	Provide compliant grab bar on the wall opposite the seat. Ensure grab bars are not provided over the seat (replace existing grab bar). For a roll-in shower with a seat, grab bars shall be provided on the back wall and side wall opposite the seat. Ensure seat is a folding seat.	1	2192	\$2192
97	Boys' Locker Room Shower	1		Shower Compartment	N/A		Grab bars mounted in wrong location	-	Ensure grab bars are not provided over the seat. (Replace existing grab bar.) For a roll-in shower with a seat, grab bars shall be provided on the back wall and side wall opposite the seat. Here a grab bar is missing on the side wall opposite the seat. Ensure seat is a folding seat.	1	2192	\$2192
<b>Additional Access</b>												
<b>Drinking Fountains</b>												
98	Drinking Fountain By Auditorium Toilet Rooms	1		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
99	Drinking Fountain By Door 9	1		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
100	Drinking Fountain By Elevator	2		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028

**City of Melrose**  
**Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
101	Drinking Fountain By Girls' Multi-User Toilet Room	3		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
102	Drinking Fountain By Girls' Multi-User Toilet Room	4		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
103	Drinking Fountain By Boys' Team Room	1		Drinking Fountains	Hi-Lo		Standing height fountain does not have cane protection	-	Provide a cane-detectable barrier skirt under the high unit.	1	890	\$890
104	Drinking Fountain By Girls' Team Room	1		Drinking Fountains	Hi-Lo		Standing height fountain does not have cane protection	-	Provide a cane-detectable barrier skirt under the high unit.	1	890	\$890
<b>Sink</b>												
105	Training Room	1		Sink	Other		Clear floor space not provided at sink	-	Provide a 30" by 48" clear floor space positioned for a forward approach. (Relocate disposal container that is under the sink.)	1		\$0

**City of Melrose**  
**Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
106	Art	1		Sink	Classroom		Exposed plumbing underneath sink	-	Insulate or otherwise configure pipes at sink.	1	92	\$92
<b>Play and Sport Areas</b>												
<b>Field</b>												
107	Middle School Practice Soccer Field	Ext.		Field	Soccer		Field not connected to an accessible route	-	Provide a stable, firm and slip resistant accessible route to the boundary of sport activity at the soccer field.	1	-	\$0
<b>Best Practice</b>												
<b>Access Aisle</b>												
108	Parking North Side of Middle School by the Gymnasium Entrance	Ext.		Access Aisle	N/A				Recommend re-stripping access aisle. At present aisle width is a bit uneven and curved.	1	-	\$0
<b>Curb Ramp</b>												
109	Gymnasium Entrance by Parking on the North Side of the School	Ext.		Curb Ramp	Exterior				Recommend providing a curb ramp at the gymnasium entrance by the parking lot on the north side of the school.	1	-	\$0

**City of Melrose**  
**Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Detectible Warning</b>												
110	By Reserved Parking	Ext.		Detectible Warning	21				Recommend providing a detectable warning at the far side of the crosswalk.	1	-	\$0
111	By North Football Parking at Marcoux Memorial Gymnasium	Ext.		Detectible Warning	N/A				Recommend providing a detectable warning on both sides of the crosswalk.	1	-	\$0
<b>Exterior Access Route</b>												
112	Union Street Sidewalk to Football Main Entrance	Ext.		Exterior Access Route	Curb Ramp				Recommend providing a curb ramp before the fire hydrant so visitors, including visitors with wheeled mobility devices, can exit the sidewalk at this point on route to football stadium rather than having to backtrack to exit the sidewalk.	1	-	\$0
113	Walkway Between Middle and High School	Ext.		Exterior Access Route	Sidewalk				Recommend providing a curb ramp at the transition to the walkway between the middle school and high school.	1	-	\$0
<b>Signage</b>												
114	Melrose Street Directional Accessibility Sign	Ext.		Signage	N/A				Recommend replacing faded directional International Symbol of Accessibility sign.	1	-	\$0

City of Melrose

Melrose Veterans Memorial Middle School and Both Middle and High School Exteriors

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
115	Front of Middle School by Door 2	Ext.		Signage	N/A				Recommend replacing faded directional International Symbol of Accessibility sign.	1	-	\$0

# Ripley Elementary School



## City of Melrose ADA Transition Plan

October 2022



Institute for Human Centered Design

560 Harrison Avenue Boston, MA 02118  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/ tty

## Background

Year Built: 1924                      Years Renovated: 1930, 1965

The Ripley Elementary School is located at 94 Lebanon Street. It has been leased to the SEEM Collaborative which provides educational programs and services to students with moderate to severe disabilities. According to a SEEM Collaborative web page ([https://www.seemcollaborative.org/?page\\_id=41](https://www.seemcollaborative.org/?page_id=41)), the Hurd Elementary Program at the Ripley School is a therapeutic day school that serves students in Grades K-5 with a variety of social, emotional, behavioral, and learning needs. (IHCD team was shown classrooms that were said to be for kindergarten through Grade 6 and was told that students range in age from 6 to 11.) The building has a basement level and a first floor.

There is a parking lot at the northeast corner of the school. Other exterior amenities include two (2) small playgrounds. One of the playgrounds is located adjacent to the school's northwest corner and the other playground is located at the southwest corner of the school's property. Additional amenities include a small garden, a sandbox, picnic tables at two (2) locations and a bench.

The Ripley School has two (2) entrances and three (3) egresses, but there is no fully accessible entry or egress to either the basement or the first floor of the building. A noncompliant ramp connects to the only partially accessible school entry at what is labeled as Door 3 which opens to a kindergarten classroom on the first floor on the southwest side. Exterior stairs lead to the inaccessible main entrance on the east side of the school off Lebanon Street. There is an egress door on the first floor that connects to a set of stairs by Forest Street on the building's southeast side, and an egress from the first floor auditorium that connects to a set of stairs. There is also an inaccessible basement egress on the east side of the building.

The interior of the first floor and basement are connected by a set of stairs that are located near the auditorium. There is no accessible vertical access between the two (2) floors.

The first floor has an auditorium with a stage, classrooms for kindergarten through the sixth grade, the principal's office, the health office which contains a single-user toilet room, the administrator's office, boys' and girls' multi-user toilet rooms, a second single-user toilet room, the behavioral support office, a counselor's office, a speech room and a time out area.

The basement level contains a single-user toilet room, a counselor's office, the occupational therapy room, the vice principal's office and an unidentified office. A sink is located near the occupational therapy office.

**Note:** On the basement level single-user toilet rooms are located in both the principal's and vice principal's offices. IHCD team was told that they are for exclusive use by the office occupant and therefore do not need be made accessible under Title II of the ADA.

**Note:** IHCD team was also told that students eat at the desks so there is no cafeteria in the school, and that students do not have lockers.

## Key Accessibility Issues

### Exterior Routes

Accessibility issues with the sidewalks and walkways around the school include excessive running and cross slopes and surfaces that are not maintained in operable working condition. There is also lack of an accessible route to exterior amenities including to a small garden, a sand box and to picnic tables located in two (2) locations.

### Exterior Ramp

Accessibility issues with the exterior ramp include lack of the minimum required 48" clear width, handrails that do not extend 12" past the bottom of the ramp on one side, lack of edge protection and lack of level landing at the bottom of the ramp.

### Parking

Accessibility issues include lack of a van accessible parking space in the parking lot on the northeast side of the school with a

## Ripley School

marked access aisle, identification sign with the International Symbol of Accessibility (ISA) and the designation "Van Accessible".

### Playgrounds

Accessibility issues include lack of an accessible route to and around both playgrounds and lack of an impact-attenuating accessible surface to, under and around play components in each playground. Other accessibility issue includes lack of an accessible route to at least one (1) bench by the playground at the southwest corner of the school.

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component and around the playground.

### Entrances

Accessibility issues include lack of a fully accessible entrance to either the first floor or to the basement level of the school.

### Interior Accessible Routes

Accessibility issues include lack of accessible vertical access between the basement and the first floor, lack of an accessible route to the auditorium stage, parts of the interior access route are less than 36" wide due to the location of furniture and stored objects, and items such as a paper towel dispenser in the auditorium protrude into the-circulation path.

### Toilet Rooms

Accessibility issues at the boys' and girls' multi-user toilet rooms on the first floor include lack of a wheelchair accessible compartment and lack of insulated pipes at the lavatories. The mirror at the lavatory in the girls' multi-user toilet room is mounted higher than the maximum height allowed while the lavatory in the boys' multi-user toilet room lacks the minimum required toe and knee clearance and a paper towel dispenser protrudes into the circulation path. Other accessibility issues include lack of an accessible single-user toilet room on both the first floor and at the basement level due to lack of the minimum required clear floor space at the toilet and the lack of accessible fixtures.

### Doors

Accessibility issues include doors with less than 32" clear width, and lack of the minimum required maneuvering clearance at doors.

### Signage

Accessibility issues include designation signs that lack raised characters and braille and designation signs not located alongside the door on the latch side. There is also a lack of tactile exit signs at the emergency exits and lack of directional signs at the inaccessible entrances and exits directing people to the accessible entrances and exits.

### Sinks

Accessibility issues include lack of knee and toe clearance and lack of insulated pipes at sinks. Locations with these issues include sinks in the occupational therapy room, in the behavioral support room, in a sixth grade classroom and in the speech room. In addition, a sink in the principal's office lacks clear floor space due to the placement of stored objects under the sink.

## Order of Magnitude Cost Estimates

- Provide an accessible route between the basement and the first floor (cost based on a Limited-Use/Limited-Application (LULA) elevator): \$90,000
- Renovate toilet rooms (including providing two (2) accessible single-user toilet rooms and two (2) wheelchair accessible compartments): \$65,946
- Renovate five (5) sinks: \$7,204
- Renovate doors (including installing three (3) automatic doors): \$9,180
- Provide an accessible route to the auditorium stage (cost based on a new lift): \$21,660
- Provide an assistive listening system in the auditorium: \$1,214
- Miscellaneous corrective actions (signage, protruding objects, etc.): \$2,418

**Total: \$197,622**

**\*Note:** IHCD is not providing costs for accessibility renovation to outdoor areas or for the renovation of stair railings.

## Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing designation signs with raised characters and braille mounted on the latch side of the door at all permanent rooms that lack designation signage.
- Recommend providing contrasting color strips on the nosings of all stairs.
- Recommend providing a stable, firm and slip resistant surface alongside the bench by the playground located at the southwest corner of the school so an individual using a wheeled mobility device could sit with his or her shoulders aligned with someone seated on the bench. See Fig. 1.

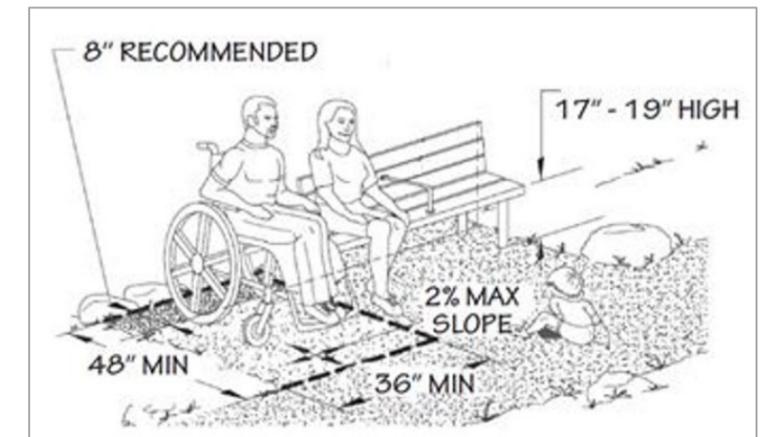


Fig. 1

- Recommend providing a 48" min. stable, firm, and slip-resistant surface around at least one (1) accessible picnic table at each location where picnic tables are provided in a manner that is substantially similar to what is shown in Figure 2.

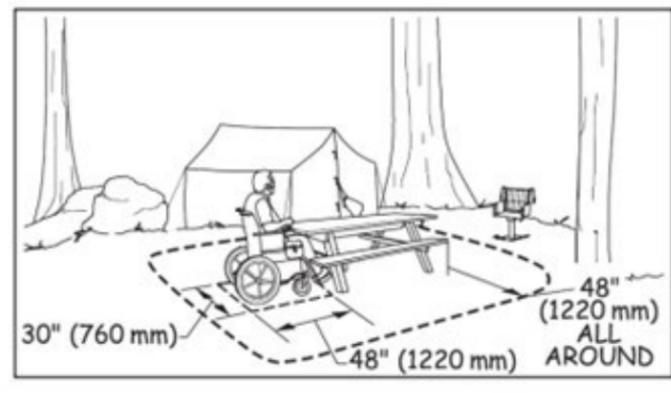


Fig. 2

- Recommend providing an accessible route on both sides of the vehicle parking space that connects to the charging station for easier charging station access. (With the current configuration this could be a significant issue if cars are parked in the parking spaces that are alongside the parking spaces that have the charging stations.) See Figure 3.

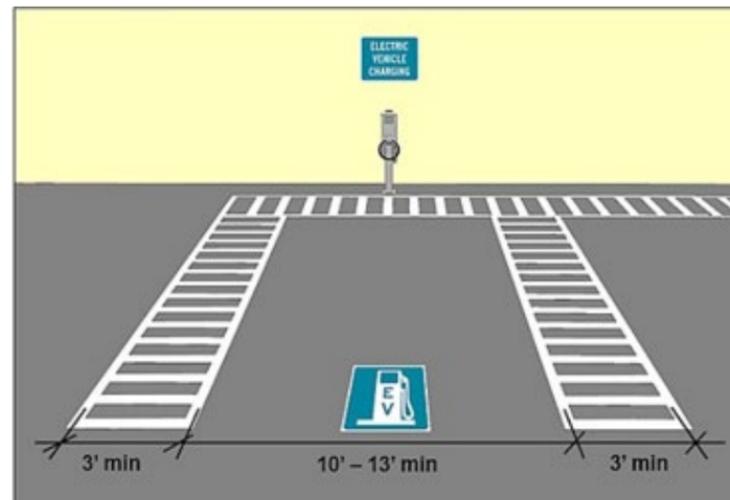


Fig.3

**City of Melrose  
Ripley School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Main Entrance on Lebanon Street	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%) Running slope > 1:20 (5.00%)	4.4% 12.2%	Reduce cross slope to be no steeper than 1:50 (2.00%). Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	\$0
2	Forest Street Entrance	Ext.		Exterior Access Route	Exterior		Running slope > 1:20 (5.00%)	13%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	\$0
3	Entry to Paved Area by South Side Playground	Ext.		Exterior Access Route	Exterior		Running slope > 1:20 (5.00%)	18%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	\$0
4	Northwest Playground Entry	Ext.		Exterior Access Route	Exterior		Route not maintained in operable working condition		Ensure the accessible route to the playground is maintained in operable working condition.	1	-	\$0
5	Walkway to Main Entrance	Ext.		Exterior Access Route	Sidewalk		Route not maintained in operable working condition		Ensure the accessible route is maintained in operable working condition.	1	-	\$0

**City of Melrose  
Ripley school**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Walkway From Main Entrance Towards Second Playground	Ext.		Exterior Access Route	Sidewalk		Route not maintained in operable working condition		Ensure the accessible route is maintained in operable working condition.	1	-	\$0
7	Garden Above Northwest Parking	Ext.		Exterior Access Route	Exterior		Accessible route not provided		Ensure an accessible route is provided. (Relocate the garden to an accessible location.)	1	-	\$0
<b>Off-Street Parking Lot or Garage</b>												
8	Main Parking Northwest of School	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces Access aisle not provided Sign not provided Sign does not have the designation "Van Accessible"	25 - - - -	Provide a compliant van accessible parking space with both the space and a marked access aisle that are at least 96" wide. Provide a sign with the International Symbol of Accessibility (ISA) with bottom of the sign 60" min. above the ground and the top 96" max. above the ground. Add the designation "Van Accessible" to the sign located at the van accessible space.	1	-	\$0
<b>Entrance</b>												
9	Main Entrance on Lebanon Street	Ext.		Entrance	Main Entrance		Entrance not on an accessible route Directional sign to accessible entrance not provided	- -	Provide a directional sign indicating the location of the nearest accessible entrance. Provide a directional sign indicating the location of the nearest accessible entrance.	1	-	\$0
10	Forest Street Entrance	Ext.		Entrance	Secondary Entrance		Entrance not on an accessible route Directional sign to accessible entrance not provided	- -	Provide a directional sign indicating the location of the nearest accessible entrance. Provide a directional sign indicating the location of the nearest accessible entrance.	1	-	\$0

**City of Melrose  
Ripley School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
11	Basement Entrance to Stairs Near Playground and Parking Lot	B		Entrance	Secondary Entrance		Directional sign to accessible entrance not provided	-	Provide a directional sign indicating the location of the nearest accessible entrance.	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Means of Egress</b>												
12	Kindergarten Classroom	1		Means of Egress	N/A		Tactile exit sign not provided		Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. <b>Note:</b> When the ramp at this egress is made fully compliant, an illuminated International Symbol of Accessibility (ISA) sign should be provided.	1	232	\$232
13	Basement Egress Near Playground and Parking Lot	B		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	232	\$232
14	Auditorium	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	232	\$232
15	Fourth Grade Classroom Egress Door	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided		Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	-	\$0

**City of Melrose  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Interior Access Route</b>												
16	Occupational Therapy	B		Interior Access Route	N/A		Route < 36" wide	24"	Relocate stored items to ensure that a clear width of 36" min. is maintained at the accessible route.	1	-	\$0
17	Hallway to Principal's Office	1		Interior Access Route	N/A		Route < 36" wide	33"	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0
18	Boys' Multi-User Toilet Room	1		Interior Access Route	N/A		Route < 36" wide	32"	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0
19	Auditorium	1		Interior Access Route	N/A		Obstructed by protruding objects	43"	Relocate object out of the circulation path or provide a cane-detectable barrier.	1	306	\$306
20	Hallway Near Behavioral Support	1		Interior Access Route	N/A		Obstructed by protruding objects	66"	Relocate object to at least 80" above the finished floor.	1	256	\$256

**City of Melrose  
Ripley School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
21	Stairs to The Basement	1		Interior Access Route	N/A		Accessible route not provided	-	Provide an accessible route between the first floor and the basement. (Cost for a 2-stop limited-use/limited-application (LULA) elevator.)	1	90000	\$90000
22	Staircase to Back of Stage	1		Interior Access Route	N/A		Accessible route not provided		Provide an accessible route to the stage. (Cost for a new interior unenclosed lift.) <b>Note:</b> Alternatively the option exists to provide an accessible route to the stage approaching from ground level of the main auditorium area.	1	21660	\$21660
<b>Doors, Doorways, &amp; Gates</b>												
23	Basement Single-User Toilet Room	B		Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32"	21"	Widen the door so that there is 32" min. clear width. <b>Note:</b> Cost to widen the door is included in the cost to provide an accessible single-user toilet room at the basement level. See ID #54.	1	-	\$0
24	Counselor's Office	B		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided		Remove or relocate stored items and furniture to provide 18" min. pull side maneuvering clearance at the door.	1	-	\$0
25	Second Basement Office	B		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided		Relocate stored objects to provide 18" min. pull-side maneuvering clearance at the door.	1	-	\$0

**City of Melrose  
Ripley School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
26	Health Office	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided		Relocate stored objects to provide 18" min. pull-side maneuvering clearance at the door.	1	-	\$0
27	Administrator's Office	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided		Relocate stored objects to provide 18" min. pull-side maneuvering clearance at the door.	1	-	\$0
28	Counselor's Office	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided	-	Relocate bookcase to provide 18" min. pull-side maneuvering clearance at the door.	1	-	\$0
29	Speech Room	1		Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided		Relocate metal cabinet to provide 18" min. pull-side maneuvering clearance at the door.	1	-	\$0
30	Kindergarten Classroom	1		Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided		Relocate trash container and other items to provide 18" min. pull-side maneuvering clearance at the door.	1	-	\$0

**City of Melrose  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
31	Vice Principal's Office	B		Doors, Doorways, & Gates	Office		Maneuvering clearance not provided at recess > 6"	-	Install an automatic door opener.	1	3060	\$3060
32	Behavioral Supprt	1		Doors, Doorways, & Gates	Classroom		Maneuvering clearance not provided at recess > 6"	-	Install an automatic door opener.	1	3060	\$3060
33	Sixth Grade Classroom	1		Doors, Doorways, & Gates	Classroom		Maneuvering clearance not provided at recess > 6"	4"	Install an automatic door opener.	1	3060	\$3060
<b>Ramps</b>												
34	Accessible Entrance at Southwest Side of School	Ext.		Ramps	Other		Ramp < 48" wide Handrails do not extend 12" past top & bottom Landing has a slope > 1:50 (2.00%) Edge protection < 4" high	41" 4.4%	Widen ramp so that the clear width is 48" min. (Repair to this ramp might be technically infeasible.) Alter handrail on one side to extend horizontally above the landing for 12" min. beyond the bottom ramp run. Rebuild the ramp to ensure that the slope of the landing does not exceed 1:50 (2.00%). Provide edge protection.	1	-	\$0
<b>Stairways</b>												
35	Egress Stairs to the Main Parking Lot by Northwest Playground	Ext.		Stairways	Egress		Handrails do not extend 12" from stairs		Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	1	-	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
36	Main Entrance on Lebanon Street	Ext.		Stairways	Other		Handrails do not extend 12" from stairs		Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	1	-	\$0
37	Forest Street Entrance	Ext.		Stairways	Other		Handrails do not extend 12" from stairs		Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	1	-	\$0
<b>Signage</b>												
38	Boys' Multi-User Toilet Room	1		Signage	Designation		Signage is not provided		Locate compliant signage alongside the door on the latch side.	1	232	\$232
39	Girls' Multi-User Toilet Room	1		Signage	Designation		Signage is not provided		Locate compliant signage alongside the door on the latch side.	1	232	\$232
40	Counselor's Office	B		Signage	Designation		Raised characters not provided on sign Raised characters < 48" or > 60" above ground Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Mount signs so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor. Locate the sign at permanent rooms alongside the door on the latch side. <b>Note:</b> This same issue repeats throughout the school.	1	232	\$232

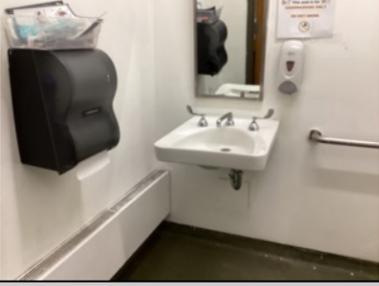
**City of Melrose  
Ripley School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
41	Health Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Visual characters < 40" above ground Sign not located on the latch side of the door	- - - 61"	Provide text with raised characters duplicated in braille on sign. Mount the sign so that the baseline of the lowest visual character is 40" min. above the finished floor or ground. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
42	Basement Single-User Toilet Room	B		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door International Symbol of Acc. not provided		Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side. Once the toilet room has been made accessible, provide a sign with the International Symbol of Accessibility (ISA).	1	232	\$232
43	Single-User Toilet Room by E1	1		Signage	Designation		Visual characters < 40" above ground Sign not located on the latch side of the door	72"	Mount the sign so that the baseline of the lowest visual character is 40" min. above the finished floor or ground. Locate the sign at permanent rooms alongside the door on the latch side.	1	-	\$0
44	Principal's Office	1		Signage	Designation		Sign not located on the latch side of the door Visual characters < 40" above ground	60"	Mount the sign so that the baseline of the lowest visual character is 40" min. above the finished floor or ground. Locate the sign at permanent rooms alongside the door on the latch side.	1	-	\$0
<b>Assembly Area</b>												
45	Auditorium	1		Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system.	1	1214	\$1214

**City of Melrose  
Ripley School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Picnic Tables</b>												
46	Above Northwest Parking	Ext.		Picnic Tables	N/A		Toe or knee clearance at tables not provided Picnic table not on an accessible route	- -	Provide at least 1 picnic table (or ensure that 5% of picnic tables) have toe and knee clearance. Ensure that the picnic table and the sandbox are connected to an accessible route. (Relocate sandbox and picnic table.)	1	-	\$0
47	Near Main Entrance	Ext.		Picnic Tables	N/A		Toe or knee clearance at tables not provided Picnic table not on an accessible route	- -	Provide at least 1 picnic table (or ensure that 5% of picnic tables) have toe and knee clearance. Ensure that the picnic table is connected to an accessible route.	1	-	\$0
<b>Exterior Benches</b>												
48	Playground Near Southwest Ramp	Ext.		Exterior Benches	N/A		No accessible route to one bench in area	-	Provide an accessible route to one bench in this area.	1	-	\$0
<b>Toilet Rooms for Children</b>												
<b>Single-User Toilet (Children)</b>												
49	Single-User Toilet Room by E1	1		Single-User Toilet (Children)	N/A		Non-compliant toilet paper dispenser	-	Relocate toilet paper dispenser so that it is between 14"- 19" above the floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars.	1	256	\$256

**City of Melrose  
Ripley School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Lavatory (Children)</b>												
50	Boys' Multi-User Toilet Room	1		Lavatory (Children)	N/A		Toe or knee clearances not provided Exposed plumbing underneath	22" -	Provide at least one lavatory with 25" min. knee clearance positioned for a forward approach. Ensure toe clearance is also provided. Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	1778	\$1778
51	Girls' Multi-User Toilet Room	1		Lavatory (Children)	N/A		Toe or knee clearances not provided Mirror above lavatory w/reflective surface > 31"	21" 38"	Provide at least one lavatory with 25" min. knee clearance positioned for a forward approach. Ensure toe clearance is also provided.  Lower mirror so that the bottom surface is at 31" above the finished floor.	1	1942	\$1942
52	Single-User Toilet Room by E1	1		Lavatory (Children)	N/A		Exposed plumbing underneath		Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	92	\$92
<b>Dispensers (Children)</b>												
53	Boys' Multi-User Toilet Room	1		Dispensers (Children)	Paper Towel Dispenser		Dispenser is a protruding object	-	Relocate paper towel dispenser out of the circulation path when entering the toilet room from the main entry door or provide a cane-detectible barrier under the paper towel dispenser.	1	306	\$306
<b>Overall Access (Children)</b>												
54	Basement Single-User Toilet Room	B		Overall Access (Children)	Toilet Room		Accessible fixtures or stalls not provided	-	Provide an accessible single-user toilet room.	1	24604	\$24604

**City of Melrose  
Ripley School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
55	Health Office	1		Overall Access (Children)	Toilet Room		Accessible fixtures or stalls not provided	-	Provide an accessible single-user toilet room.	1	24604	\$24604
56	Boys' Multi-User Toilet Room	1		Overall Access (Children)	Toilet Room		Accessible fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	\$6182
57	Girls' Multi-User Toilet Room	1		Overall Access (Children)	Toilet Room		Accessible fixtures or stalls not provided	-	Provide one accessible wheelchair compartment.	1	6182	\$6182
<b>Additional Access</b>												
<b>Sink</b>												
58	Principal's Office	1		Sink	Other		Exposed plumbing underneath sink Clear floor space not provided at sink	- -	If this sink is used by students or members of the public provide a 30" by 48" clear floor space positioned for a forward approach. Insulate or otherwise configure pipes at sink.	1	92	\$92
<b>Sinks for Children's Use</b>												
59	Near Occupational Therapy	B		Sinks for Children's Use	N/A		Exposed plumbing underneath Knee/toe clearance <27" at sink > 31" high		Insulate or otherwise configure pipes to prevent contact, for at least one sink. Provide at least one sink with 27" high knee and toe clearance positioned for a forward approach (per 521 CMR 12.2.2.c).	1	1778	\$1778

**City of Melrose  
Ripley School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
60	Behavioral Support	1		Sinks for Children's Use	Other		Exposed plumbing underneath Knee/toe clearance <27" at sink > 31" high		Insulate or otherwise configure pipes to prevent contact, for at least one sink. Provide at least one sink with 27" high knee and toe clearance positioned for a forward approach (per 521 CMR 12.2.2.c).	1	1778	\$1778
61	Sixth Grade Classroom	1		Sinks for Children's Use	Classroom		Exposed plumbing underneath Knee/toe clearance <27" at sink > 31" high	- -	Insulate or otherwise configure pipes to prevent contact, for at least one sink. Provide at least one sink with 27" high knee and toe clearance positioned for a forward approach (per 521 CMR 12.2.2.c).	1	1778	\$1778
62	Speech Room	1		Sinks for Children's Use	Other		Exposed plumbing underneath Knee/toe clearance <27" at sink > 31" high	27"	Insulate or otherwise configure pipes to prevent contact, for at least one sink. Provide at least one sink with 27" high knee and toe clearance positioned for a forward approach (per 521 CMR 12.2.2.c).	1	1778	\$1778
<b>Play and Sport Areas</b>												
<b>Play Areas</b>												
63	Northwest Playground	Ext.		Play Areas	N/A		Accessible route not provided to playground Accessible route not provided around playground Surface not stable, firm, and slip-resistant		Install a 48" wide min. stable, firm and slip resistant accessible route to and around the playground. Provide a compliant impact-attenuating accessible route around the play area to all unique play elements. Repair surface and ensure that surface is firm, stable and slip-resistant (to areas around play components).	1	-	\$0
64	Playground Near Southwest Ramp	Ext.		Play Areas	N/A		Accessible route not provided to playground Accessible route not provided around playground Surface not stable, firm, and slip-resistant		Install a 48" wide min. stable, firm and slip resistant accessible route to and around the playground. Provide a compliant impact-attenuating accessible route around the play area to all unique play elements. Repair surface and ensure that surface is firm, stable and slip-resistant (to areas around play components).	1	-	\$0
<b>Best Practice</b>												

**City of Melrose  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Bench</b>												
65	Playground at Southwest Side of School	Ext.		Bench	N/A				Recommend providing a stable, firm and slip resistant surface alongside the bench by the playground located at the southwest corner of the school so an individual using a wheeled mobility device could sit with his or her shoulders aligned with someone seated on the bench.	1	-	\$0
<b>Picnic Table</b>												
66	Near Main Entrance	Ext.		Picnic Table	N/A				Recommend providing a 48" min. stable, firm, and slip-resistant surface around at least one (1) accessible picnic table at each location where picnic tables are provided.	1	-	\$0
<b>Sign</b>												
67	Entrance at Exterior Ramp	Ext.		Sign	N/A				Recommend changing sign language from "Handicap" to "Accessible".	1	-	\$0
<b>Stairs</b>												
68	Main Entrance Stairs	Ext.		Stairs	N/A				Recommend providing contrasting color strips on the nosings of all stairs.	1	-	\$0

# Roosevelt Elementary School



## City of Melrose ADA Transition Plan

November 2022



Institute for Human Centered Design

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617-695-1225 voice/ tty

## Background

Year Built: 2002

The Roosevelt Elementary School is a three-story building located at 253 Vinton Street. It serves about 420 students in grades kindergarten through the fifth grade. It has an accessible main entrance on the northeast side to the first floor and an accessible secondary entrance on the southwest side to the second floor.

The first floor contains a main office with a single-user toilet room, a health office with a single-user toilet room, the principal's office, assistant principal's office, kindergarten and first grade classrooms with single-user toilet rooms, a music room, a cafeteria, men's and women's multi-user toilet rooms and three (3) single-user toilet rooms. (A staff only single-user toilet room in the kitchen area of the first floor was not surveyed.) The second floor contains second and third grade classrooms, math and reading small group rooms, one large and one small occupational therapy/physical therapy room, guidance counselor offices, the library and media center, boys' and girls' multi-user toilet rooms and two (2) single-user toilet rooms. The third floor contains fourth and fifth grade classrooms, a small group room, an art room, an occupational therapy/physical therapy room (with a designation sign that reads, "Music Room"), boys' and girls' multi-user toilet rooms and two (2) single-user toilet rooms. An elevator and two (2) staircases provide vertical access to all floors.

Exterior amenities include a parking lot on the northeast side of the site and Messengers Field containing one (1) playground, one (1) basketball court, and one (1) baseball field. These amenities were not included in this survey, and were surveyed separately.

## Key Accessibility Issues

### Exterior Routes

Accessibility issues include exterior routes with cross slopes, running slopes, and level changes that are greater than allowed and routes that are not maintained in operable working condition.

In addition, the stair to the secondary entrance lacks handrails, there are curb ramps with transitions that are not flush with the street and there is a bench and a bicycle rack that are not located on an accessible route.

### Parking Lots

Refer to the Messengers Field narrative report for parking information.

### Signage

Accessibility issues include lack of signage with raised characters and braille at egress doors, lack of an illuminated International Symbol of Accessibility (ISA) at accessible exit doors, and lack of directional signage directing people to the nearest accessible egress door. There is also a lack of compliant designation signage with raised characters and braille located alongside the door on the latch side and noncompliant signage at most toilet room doors, including lack of the International Symbol of Accessibility (ISA) where required.

### Doors

Accessibility issues with interior doors include lack of the minimum required maneuvering clearance at doors and doors that require excessive opening force.

### Interior Routes

Accessibility issues include routes that are obstructed by protruding objects.

### Toilet Rooms

Accessibility issues include a single-user toilet room by egress Door 8 and a single-user toilet room in a kindergarten classroom that have a toilet paper dispenser that is mounted above the grab bar and a paper towel dispenser that protrudes into the circulation path. Single-user toilet rooms in the health office and main office have coat hooks that are mounted higher than allowed, and the main office single-user toilet room has a paper towel dispenser that protrudes into the circulation path. The urinal is mounted higher than allowed in the men's multi-user toilet room on Floor 1 and in the boys' multi-user toilet room on Floor

## Roosevelt School

2. Additional issues with toilet rooms include accessible compartments with doors that have a malfunctioning self-closing hinge or lack a compliant door pull, toilet paper and toilet cover dispensers that are mounted above the grab bar.

### Drinking Fountains

Accessibility issues include lack of drinking fountains for standing users at four (4) locations and two (2) drinking fountains for seated users lack the minimum required knee and toe clearance.

### Sinks

Accessibility issues include three accessible sinks that lack clear floor space due to the presence of stored objects.

**Note:** If no classrooms in a given grade or a given type of classroom have a sink, an accessible sink is not required to be provided. It is the presence of a sink in a classroom that triggers the requirement of at least one accessible sink in the same classroom or same type of classroom. Also, only sinks that are used by students or other members of the public must be made accessible.

### Benches

Accessibility issues include exterior benches that are not located on an accessible route.

### **Additional Accessibility Issues**

- A paper towel dispenser in one (1) classroom is located higher than allowed.
- Lack of an accessible computer table work station in the library.
- The cafetorium ramp to the stage lacks handrails that extend at least 12" beyond the top and bottom of the ramp.

### **Order of Magnitude Cost Estimates**

- Renovate toilet rooms: \$12,825
- Renovate four (4) drinking fountains: \$20,168
- Renovate signage: \$5,280

- Renovate doors (including installing an automatic door at the OT/PT room): \$3,060
- Miscellaneous corrective actions (protruding objects, accessible work surface in library, etc.): \$1,006

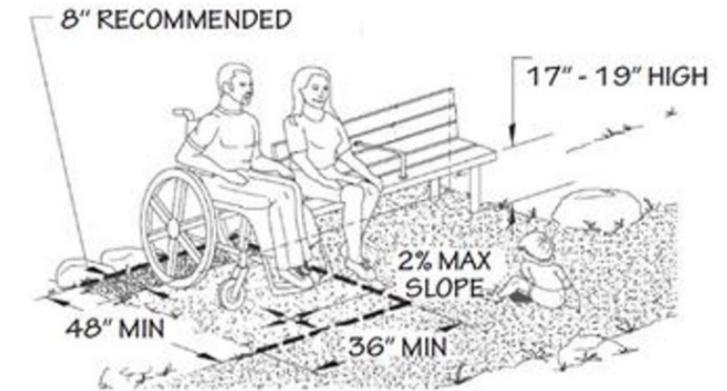
**Total: \$42,339**

**\*Note:** IHCD is not providing costs for accessibility renovation to outdoor areas or for the renovation of stair railings.

### **Best Practice and Inclusive Design**

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend relocating the sanitary napkin disposal bin in the women's first floor and girls' second floor multi-user toilet room accessible toilet compartments to a location closer to the toilet such as on the side wall but not above the grab bar.
- Recommend continuing the fencing along a steep drop-off at the blacktop located on the southeast side of the school.
- Recommend providing designation signage with raised characters and braille on the latch side of the door to all permanent rooms that lack designation signage.
- Recommend providing a detectible warning at the Vinton Street crosswalk curb ramp that lacks a detectible warning.
- Recommend providing a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to at least one bench in each area where benches are provided positioned to allow a person in a wheeled mobility device and a person sitting on the bench to have their shoulders aligned in a manner that is substantially similar to what is shown in Figure 1.

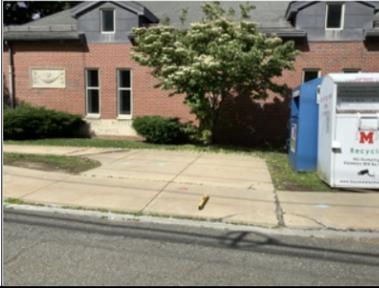


**Figure 1**

**City of Melrose  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Walkway to Secondary Entrance, Egress Door 5	Ext.		Exterior Access Route	Walkway		Surface openings > 1/2"	7"	Repair crack in walkway to ensure the accessible route is maintained in operable working condition.	1	-	\$0
2	Vinton Street Crosswalk	Ext.		Exterior Access Route	Walkway		Surface openings > 1/2" Route not maintained in operable working condition	1.5" -	Repair crack in walkway to ensure the accessible route is maintained in operable working condition.	1	-	\$0
3	Route to Egress Door 3 and Egress Door 4	Ext.		Exterior Access Route	Exterior		Cross slope > 1:50 (2.00%)	3.7%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	\$0
4	Stair to Secondary Entrance, Egress Door 5	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%)	7.3%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	\$0
5	Walkway to Secondary Entrance, Egress Door 5	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Repair crack in walkway to ensure the accessible route is maintained in operable working condition.	1	-	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Vinton Street Drop-Off Area	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	To ensure the accessible route is maintained in operable working condition, remove the grass in the sidewalk to create a flush and smooth walkway.	1	-	\$0
<b>Curb Ramp</b>												
7	Walkway to Secondary Entrance, Egress Door 5	Ext.		Curb Ramp	N/A		Transition from curb ramp to street not flush	-	Ensure transition from curb ramp to street is flush or free of changes in level.	1	-	\$0
<b>Exterior Stair</b>												
8	Stair to Secondary Entrance, Egress Door 5	Ext.		Exterior Stair	N/A		Handrails not provided	-	Provide handrail on one side of the staircase.	1	-	\$0
<b>Emergency Exit</b>												
9	Cafeteria, Egress Door 13	1		Emergency Exit	N/A		Illuminated Int. Symbol of Acc. not provided (MAAB 2006)	-	Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	-	\$0
10	Cafeteria, Egress Door 12	1		Emergency Exit	N/A		Illuminated Int. Symbol of Acc. not provided (MAAB 2006)	-	Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	-	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
11	Egress Door 7	Ext.		Emergency Exit	N/A				Provide an accessible sign at the interior of this door directing users to the nearest accessible egress when sandbags or other elements temporarily make this egress inaccessible.	1	-	\$0
12	Egress Door 4	Ext.		Emergency Exit	N/A		Directional sign to accessible emergency exit not provided	-	Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Means of Egress</b>												
13	Cafeteria, Egress Door 13	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	432	\$432
14	Cafeteria, Egress Door 12	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	432	\$432
15	Egress Door 9, Stair 1	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	432	\$432

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
16	Egress Door 4, Gymnasium	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	432	\$432
17	Egress Door 2, Stair 2	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	432	\$432
18	Cafeteria, Egress Door 10	1		Means of Egress	N/A		Illuminated ISA symbol not provided (MAAB)	-	Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	200	\$200
19	Egress Door 8	1		Means of Egress	N/A		Illuminated ISA symbol not provided (MAAB)	-	Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	200	\$200
20	Egress Door 7	1		Means of Egress	N/A		Illuminated ISA symbol not provided (MAAB)	-	Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	200	\$200

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
21	Stair 1	3		Means of Egress	N/A		Directional sign to accessible emergency exit not provided		Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	232	\$232
22	Secondary Entrance, Egress Door 5	Ext.		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	432	\$432
<b>Interior Access Route</b>												
23	Health Office	1		Interior Access Route	N/A		Route < 36" wide	32"	Relocate the wooden table to ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0
24	Cafeteria	1		Interior Access Route	N/A		Obstructed by protruding objects	9.3"	Relocate paper towel dispenser or provide a cane-detectable barrier 27" max. above the ground under the dispenser.	1	306	\$306
25	Library and Media Center	2		Interior Access Route	N/A		Route < 36" wide	24.6"	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Doors, Doorways, &amp; Gates</b>												
26	Single-User Toilet Room by Music Room	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	- 59.6"	Relocate the trash can to provide 18" min. maneuvering clearance on the latch side of the door.	1	Labor	\$0
27	Health Office	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided	-	Remove the chair to provide 18" min. maneuvering clearance on the latch side of the door.	1	Labor	\$0
28	Conference Room	1		Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided	-	Relocate the heater to provide 18" min. maneuvering clearance at the latch side of the door.	1	Labor	\$0
29	Kindergarten Classroom Passage to Single-User Toilet Room	1		Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided	-	Relocate the shelf to provide 18" min. maneuvering clearance on the latch side of the door.	1	Labor	\$0
30	Single-User Toilet by Egress Door 8	1		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	10 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0

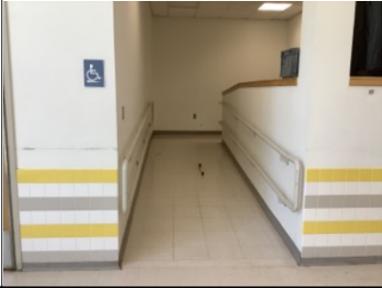
**City of Melrose  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
31	Women's Multi-User Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	10 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
32	Men's Multi-User Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	10 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
33	Third Grade Classroom	2	205	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	18.7"	Relocate the cabinet to provide 48" clear depth in front of the door.	1	Labor	\$0
34	Occupational Therapy/Physical Therapy	2	210	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	5"	Relocate the desk and chair to provide 18" min. maneuvering clearance on the latch side of the door.	1	Labor	\$0
35	Guidance Counselors Office	2	212	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate the table to provide 60" min. deep door maneuvering clearance. Relocate the desk and microwave to provide 18" min. maneuvering clearance on the latch side of the door.	1	Labor	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
36	Occupational Therapy/Physical Therapy, Entrance Across From Boys' Multi-User Toilet Room	2	208	Doors, Doorways, & Gates	Classroom		Maneuvering clearance not provided at recess > 6"	-	Install an automatic door opener.	1	3060	\$3060
37	Boys' Multi-User Toilet Room	2		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	10 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
38	Girls' Multi-User Toilet Room	2		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	10 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
39	Fifth Grade Classroom	3	305	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	6"	Relocate the desk to provide 18" min. maneuvering clearance on the latch side of the door.	1	Labor	\$0
40	Fourth Grade Classroom	3	309	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	6"	Relocate the desk to provide 18" min. maneuvering clearance on the latch side of the door.	1	Labor	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
41	Boys' Multi-User Toilet Room	3		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	10 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
42	Girls' Multi-User Toilet Room	3		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	10 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
<b>Ramps</b>												
43	Cafetorium, Ramp to Stage	1		Ramps	Interior		Handrails do not extend 12" past top & bottom	-	Alter handrails to extend horizontally above the landing for 12" min. beyond the top and bottom of ramp runs.	1	-	\$0
<b>Signage</b>												
44	Vestibule to Music Room	1	113	Signage	Designation		Compliant room designation on signage is not provided	-	Replace sign so field contents read "Music Room" instead of "Work Room".	1	232	\$232
45	Music Room	1	113	Signage	Designation		Braille not provided on sign	-	Provide braille on the sign.	1	232	\$232

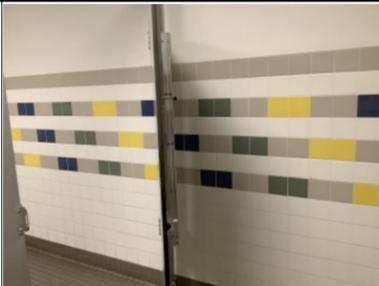
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
46	Assistant Principal's Office	1		Signage	Designation		Braille not provided on sign	-	Provide braille on the sign.	1	232	\$232
47	Health Office Single-User Toilet Room	1		Signage	Designation		Sign not located on the latch side of the door	-	Locate the sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
48	Kindergarten Classroom, Single-User Toilet Room	1		Signage	Designation		Signage lacks 18" by 18" clear floor space	-	Relocate the cabinet to provide a clear floor space of 18" min. by 18" min.	1	Labor	\$0
49	Occupational Therapy/Physical Therapy	2	208	Signage	Designation		Signage is not provided	-	Locate compliant signage alongside the door on the latch side.	1	232	\$232
50	Occupational Therapy/Physical Therapy	2	210	Signage	Designation		Signage is not provided	-	Locate compliant signage alongside the door on the latch side.	1	232	\$232

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
51	Boys' Multi-User Toilet Room	2		Signage	Designation		International Symbol of Acc. not provided	-	Replace the sign with a sign containing the International Symbol of Accessibility (ISA).	1	232	\$232
52	OT/PT Former Music Room	3	317	Signage	Designation		Designation signage has wrong room name		Update designation signage to reflect change in room use from music room to OP/PT.	1		\$0
<b>Dining or Work Surfaces</b>												
53	Library and Media Center	2		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	26"	Provide at least one computer work surface with 27" min. knee and toe clearance.	1	700	\$700
<b>Exterior Benches</b>												
54	Brunswick Park Road	Ext.		Exterior Benches	N/A		No accessible route to one bench in area	-	Relocate one bench to an accessible route or provide an accessible route to at least one bench in this area.	1	-	\$0
<b>Toilet &amp; Bathing Rooms</b>												

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Single-User Toilet</b>												
55	Health Office, Single-User Toilet Room	1		Single-User Toilet	N/A		Hook located > 54" high	59.4"	Locate the coat hook no higher than 48" above the finished floor.	1	150	\$150
56	Main Office, Single-User Toilet Room	1		Single-User Toilet	N/A		Hook located > 54" high	61.5"	Locate the coat hook no higher than 48" above the finished floor.	1	150	\$150
<b>Toilet Compartment</b>												
57	Women's Multi-User Toilet Room	1		Toilet Compartment	Accessible Compartment		Door has non-compliant hardware Door has malfunctioning self-closing hinge Door pull not provided	- - -	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Repair hinge. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	140	\$140
58	Men's Multi-User Toilet Room	1		Toilet Compartment	Accessible Compartment		Door has non-compliant hardware Door has malfunctioning self-closing hinge Door pull not provided	- - -	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Repair hinge. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	140	\$140
59	Girls' Multi-User Toilet Room	2		Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser Non-compliant toilet cover dispenser	- -	Relocate toilet paper so that it is 24" min high, located under the grab bar, and between 7" and 9" from the front of the toilet. Relocate toilet cover dispenser so the operable parts are no higher than 42" on the side of the toilet.	1	706	\$706

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
60	Girls' Multi-User Toilet Room	2		Toilet Compartment	Accessible Compartment		Door pull not provided	-	Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	70	\$70
<b>Urinal</b>												
61	Men's Multi-User Toilet Room	1		Urinal	N/A		Rim > 17" high	18.7"	Provide at least one urinal with the rim no higher than 17" above the finished floor.	1	3248	\$3248
<b>Dispensers</b>												
62	Women's Multi-User Toilet Room	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	9.7"	Relocate paper towel dispenser out of the circulation path or provide a cane-detectible barrier 27" max. above the finished floor below the dispenser.	1	306	\$306
63	Men's Multi-User Toilet Room	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	9.4"	Relocate paper towel dispenser out of the circulation path or provide a cane-detectible barrier 27" max. above the finished floor below the dispenser.	1	306	\$306
64	Single-User Toilet Room by Music Room	1		Dispensers	Paper Towel Dispenser		Paper towel dispenser acts as a protruding object	9.6"	Relocate paper towel dispenser out of the circulation path or provide a cane-detectible barrier 27" max. above the finished floor below the dispenser.	1	306	\$306

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
65	Health Office Single-User Toilet Room	1		Dispensers	Paper Towel Dispenser		Paper towel dispenser acts as a protruding object	9.6"	Relocate paper towel dispenser out of the circulation path or provide a cane-detectible barrier 27" max. above the finished floor below the dispenser.	1	306	\$306
66	Main Office Single-User Toilet Room	1		Dispensers	Paper Towel Dispenser		Paper towel dispenser acts as a protruding object	9.6"	Relocate paper towel dispenser out of the circulation path or provide a cane-detectible barrier 27" max. above the finished floor below the dispenser.	1	306	\$306
67	Single-User Toilet by Egress Door 8	1		Dispensers	Paper Towel Dispenser		Paper towel dispenser acts as a protruding object	10.2"	Relocate paper towel dispenser out of the circulation path or provide a cane-detectible barrier 27" max. above the finished floor below the dispenser.	1	306	\$306
68	Girls' Multi-User Toilet Room	2		Dispensers	Paper Towel Dispenser		Paper towel dispenser acts as a protruding object	9.7"	Relocate paper towel dispenser out of the circulation path or provide a cane-detectible barrier 27" max. above the finished floor below the dispenser.	1	306	\$306
<b>Toilet Rooms for Children</b>												
<b>Single-User Toilet (Children)</b>												
69	Single-User Toilet by Egress Door 8	1		Single-User Toilet (Children)	444		Non-compliant toilet paper dispenser	-	Relocate toilet paper dispenser so that it is between 14"- 19" above the floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars./Replace dispenser as it does not allow continuous paper flow.	1	353	\$353

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Toilet Compartment (Children)</b>												
70	Boys' Multi-User Toilet Room	2		Toilet Compartment (Children)	Accessible Compartment		Door with malfunctioning self-closing hinge Door pull not provided	- -	Repair self-closing hinge. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	70	\$70
71	Boys' Multi-User Toilet Room	2		Toilet Compartment (Children)	Accessible Compartment		Non-compliant toilet paper dispenser	-	Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet.	1	353	\$353
72	Girls' Multi-User Toilet Room	3		Toilet Compartment (Children)	Accessible Compartment		Door with malfunctioning self-closing hinge Door pull not provided	- -	Repair self-closing hinge. Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist.	1	70	\$70
73	Boys' Multi-User Toilet Room	3		Toilet Compartment (Children)	Accessible Compartment		Door pull not provided Coat hook not within reach range	- 47.2"	Provide a door pull on each side of the door between 34" to 48" above the finished floor that does not require tight grasping, pinching or twisting of the wrist. Lower hook so that it is no higher than 36" high for children ages 3-4/40" for children ages 5-8/44" for children ages 9-12.	1	220	\$220
74	Boys' Multi-User Toilet Room	3		Toilet Compartment (Children)	Accessible Compartment		Non-compliant toilet paper dispenser	-	Relocate toilet paper dispenser so that it is between 14"- 19" above the finished floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars./Replace dispenser as it does not allow continuous paper flow.	1	353	\$353

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Dispensers (Children)</b>												
75	Kindergarten Classroom Single-User Toilet Room	1		Dispensers (Children)	Paper Towel Dispenser		Dispenser is a protruding object	9.6"	Relocate dispenser out of the circulation path.	1	256 / 353	\$256353
76	Boys' Multi-User Toilet Room	2		Dispensers (Children)	Paper Towel Dispenser		Paper towel dispenser is a protruding object	9.9"	Relocate paper towel dispenser out of the circulation path.	1	353	\$353
77	Girl's Multi-User Toilet Room	3		Dispensers (Children)	Paper Towel Dispenser		Dispenser is a protruding object	9.7"	Relocate dispenser out of the circulation path.	1	353	\$353
<b>Urinal (Children)</b>												
78	Boys' Multi-User Toilet Room	2		Urinal (Children)	N/A		Rim > 15" high (MAAB)	16.7"	Provide at least one urinal with the rim no higher than 15" above the finished floor.	1	3248	\$3248
<b>Toilet Paper Dispensers (Children)</b>												
79	Girls' Multi-User Toilet Room	3		Toilet Paper Dispensers (Children)	N/A		Dispenser located above grab bar	-	Relocate the toilet paper dispenser 1.5" min. underneath the grab bar.	1	353	\$353

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Additional Access</b>												
<b>Drinking Fountains</b>												
80	By Egress Door 7	1		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
81	By Main Office	1		Drinking Fountains	Low		No drinking fountain provided for standing users Knee or toe clearance not provided	- 22.5"	Provide an additional drinking fountain for standing users. Provide knee and toe clearance, 27" min. high at drinking fountain for seated users.	1	6056	\$6056
82	By Library and Media Center	2		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	4028	\$4028
83	By Elevator	3		Drinking Fountains	Low		No drinking fountain provided for standing users Knee or toe clearance not provided	- 24"	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain. Provide knee and toe clearance, 27" min. high at drinking fountain for seated users.	1	6056	\$6056
<b>Sink</b>												
84	Health Office	1		Sink	Other		Clear floor space not provided at sink	-	Relocate cabinet and stool underneath the sink to provide a 30" by 48" clear floor space positioned for a forward approach.	1	Labor	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
85	Kindergarten Classroom	1	111	Sink	Classroom		Clear floor space not provided at sink	-	Relocate objects underneath the sink to provide a 30" by 48" clear floor space positioned for a forward approach.	1	Labor	\$0
86	Third Grade Classroom	2	205	Sink	Classroom		Dispenser not within reach range	51"	Relocate dispenser 48" max. above the finished floor or ground.	1	Labor	\$0
<b>Bike Rack</b>												
87	Walkway to Secondary Entrance, Egress Door 5	Ext.		Bike Rack	N/A				Provide an accessible route to the bike rack or relocate the bike rack to an accessible location.	1		\$0
<b>Best Practice</b>												
<b>Bench</b>												
88	Brunswick Park Road	Ext.		Bench	N/A				Recommend providing a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to at least one bench in each area where benches are provided positioned to allow a person in a wheeled mobility device and a person sitting on the bench to have their shoulders aligned.	1		\$0

**City of Melrose  
Roosevelt School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Curb Ramp</b>												
89	Vinton Street Crosswalk	Ext.		Curb Ramp	N/A				Recommend providing a detectible warning at the cross walk curb ramp that lacks a detectible warning.	1		\$0
<b>Dispenser</b>												
90	Women's Multi-User Toilet Room	1		Dispenser	N/A				Recommend relocating sanitary napkin disposal bin to a location closer to the toilet on the side wall by but not above the grab bar. Note: Dispensers are not permitted to be located above the grab bar per 521 CMR., the regulations of the Massachusetts Architectural Access Board (MAAB).	1	-	\$0
91	Girls' Multi-User Toilet Room	2		Dispenser	N/A				Recommend relocating sanitary napkin disposal bin to a location closer to the toilet on the side wall by but not above the grab bar. Note: Dispensers are not permitted to be located above the grab bar per 521 CMR., the regulations of the Massachusetts Architectural Access Board (MAAB).	1	-	\$0
<b>Fence</b>												
92	Blacktop	Ext.		Fence	N/A				Recommend continuing fencing along where steep drop-off occurs.	1	-	\$0

**City of Melrose  
Roosevelt School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Signage</b>												
93	Conference Room	1		Signage	Designation				Recommend providing signage with raised characters and braille on the latch side of the door to all permanent rooms that lack designation signage.	1	-	\$0

# Winthrop Elementary School



## City of Melrose ADA Transition Plan

November 2022



Institute for Human Centered Design

560 Harrison Avenue, Boston, MA 02118  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/ tty

### Background

Year Built: 1926

Year Renovated: 1956

Winthrop Elementary School is a two-story building located at 162 1<sup>st</sup> Street serving approximately 410 students in Grades K-5. It has an inaccessible main entrance on the east side and a secondary accessible entrance on the west side.

The first floor contains the gymnasium/cafeteria, stage, main office, reading room, counselor and psychologist office, kindergarten classrooms with single-user toilet rooms, first grade classrooms, art room with single-user toilet room, boys' and girls' single-user toilet rooms, girls' multi-user toilet room, and an all-gender single-user toilet room. The second floor contains fourth and fifth grade classrooms, nurse's office with single-user toilet room, speech therapy room, and girls' multi-user toilet room. The basement contains second and third grade classrooms, music room, a multi-user toilet room and a single-user toilet room. Interior vertical access is provided by two (2) staircases. Additionally, there is on-street parking and a drop-off area located on the south side of the school and a parking lot on the east side of the school.

### Key Accessibility Issues

#### Exterior Routes

Accessibility issues include routes with cross slopes, running slopes, and level changes that are greater than allowed and one (1) curb ramp has a transition to the street that is not flush. Additional accessibility issues include lack of an accessible route to amenities such as the picnic table and bench at the playground and a bike rack on the southwest side of the school.

#### Ramps

Accessibility issues with exterior ramps include ramps with running and cross slopes that are greater than allowed and lack handrails on both sides. Additionally, one (1) exterior ramp with an excessive running slope near the playground lacks a

directional sign indicating the location of the nearest accessible ramp.

#### Playgrounds

Accessibility issues include lack of an accessible route around the playground and lack of an impact-attenuating accessible surface to, under and around play components in the playground.

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component.

#### Stairs

Accessibility issues include stairs with handrails that lack handrail extensions, have a noncompliant cross section and lack handrails on one side. Accessibility issues with interior stairs include a lack of handrails at the stairs to the stage, lack of handrail extensions and lack of continuous handrails.

#### Entrances

Accessibility issues include lack of two (2) entrances on accessible routes. Also, the main inaccessible entrance on the east side has a change in level that is greater than is allowed.

#### Interior Route

The major accessibility issue is the lack of an interior vertical accessible route that connects all floors. Other accessibility issues include lack of an accessible route through the art room, to one (1) egress door and to the single-user toilet room due to the location of furniture.

#### Signage

Accessibility issues include lack of signage with raised characters and braille at the egress doors, lack of an illuminated International Symbol of Accessibility (ISA) at the accessible egress doors, and lack of directional signage at inaccessible entrances/exits directing people to the nearest accessible entrance/exit. Additionally, issues include lack of compliant designation signage with raised characters and braille mounted

alongside the door on the latch side and signs that are located higher than the maximum height allowed.

**Note:** Until the girls' single-user toilet room, near the Side A staircase as described on the provided floorplans, and the multi-user toilet room near the music room are renovated, provide a directional sign with the location of the nearest accessible toilet room.

#### Assembly Areas

Accessibility issues include lack of an assistive listening system (ALS) and lack of an accessible route to the stage in the gymnasium/cafeteria.

**Note:** If audible communication is integral to the use of the space, an assistive listening system is required. A sign with the International Symbol of Access for Hearing Loss must also be provided.

#### Doors

Accessibility issues include double doors that lack the minimum clear width, lack of the minimum required maneuvering clearance at doors due to the location of furniture, lack of the minimum required maneuvering clearance at recessed doors, door thresholds that exceed the maximum allowed height, noncompliant door hardware, doors that require more than 5 lbs. of force to open, and three (3) doors with mats that are not securely attached to the floor.

#### Toilet Rooms

Accessibility issues include lack of turning space in multiple single-user toilet rooms. Additionally, one (1) single-user toilet room also lacks grab bars, has a toilet paper dispenser located higher than allowed and lacks the 60 inches minimum required clear width at the toilet. There is also a lack of a wheelchair accessible compartment in the girls' toilet room (near the gymnasium/cafeteria) in the girls' toilet room across from the Side A staircase (2nd floor) and in the multi-user toilet room (near the music room). Other accessibility issues include mirrors located higher than allowed, pipes underneath lavatories that are not wrapped to prevent against contact, lavatories with

noncompliant hardware that require tight grasping, pinching or twisting of the wrist, lavatories that lack clear floor space, one (1) coat hook that is located higher than is allowed and all toilet rooms lack audible and visual fire alarms. Accessibility issues with dispensers include instances of noncompliant paper towel dispensers located above grab bars, one (1) soap dispenser located higher than is allowed and dispensers that act as protruding objects.

#### Sinks

Accessibility issues include sinks lacking the minimum required knee and toe clearance and a sink in the kindergarten classroom with a counter that is higher than allowed.

**Note:** If no classrooms in a given grade or a given type of classroom have a sink, an accessible sink is not required to be provided. It is the presence of a sink in a classroom that triggers the requirement of at least one accessible sink in the same classroom or same type of classroom. Also, only sinks that are used by students or other members of the public must be made accessible.

#### **Additional Accessibility Issues**

- Lack of an accessible service counter at the main office sign-in area.

#### **Order of Magnitude Cost Estimates**

- Renovate toilet rooms: \$48,872
- Renovate doors (including installing five (5) automatic doors): \$20,562
- Provide signage: \$9,416
- Renovate four (4) sinks: \$8,152
- Provide an assistive listening system in the gymnasium/cafeteria: \$1,214

**Total: \*\$88,216**

**\*Note:** IHCD is not providing costs for accessibility renovation to outdoor areas or for the renovation of stair railings.

#### **Best Practice and Inclusive Design**

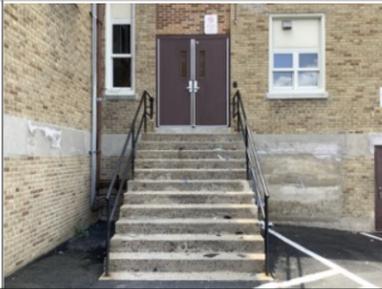
Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- At Entrance Door 1, recommend changing the text on the directional sign for the accessible entrance to read "Accessible Entrance" instead of "Handicapped Entrance".
- At the boys' single-user toilet room near the Side A staircase, recommend providing an additional directional sign to the boys' single-user toilet room along the right-hand side of the corridor.

**City of Melrose  
Winthrop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Egress Door 1, Main Entrance to Drop-Off Parking	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:50 (2.00%)	3%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	\$0
2	Egress Door 1, Main Entrance to Playground	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:50 (2.00%) Running slope > 1:20 (5.00%)	3% 8.3%	Reduce cross slope to be no steeper than 1:50 (2.00%). Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	\$0
3	Egress Door 12 to 1st Street	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	2.5"	Repair the sidewalk so the change in level is at 1/4" height max.	1	-	\$0
<b>Curb Ramp</b>												
4	1st Street to Main Entrance, Egress Door 1	Ext.		Curb Ramp	Perpendicular		Transition from curb ramp to street not flush	-	Ensure transition from curb ramp to street is flush or free of changes in level.	1	-	\$0
<b>Exterior Ramp</b>												
5	Southeast Ramp From Playground to First Street	Ext.		Exterior Ramp	N/A		Running slope > 1:12 (8.33%) Cross slope of ramp > 1:50 (2.00%) Directional sign to accessible ramp not provided Handrails are not provided	16.2% 2.5%	Reduce running slope to be no steeper than 1:12 (8.33%). Reduce cross slope to be no steeper than 1:50 (2.00%). Provide a directional sign indicating the location of the nearest accessible ramp. Provide handrails with 1-1/4" to 1-1/2" circular cross sections.	1	-	\$0

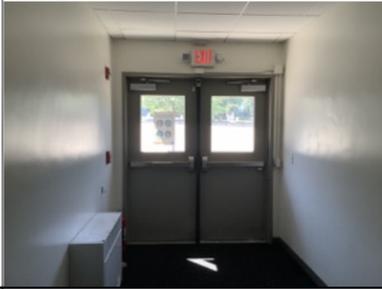
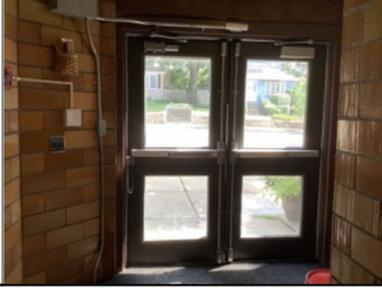
**City of Melrose  
Winthrop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Southwest Ramp From 1st Street to Playground - Swings	Ext.		Exterior Ramp	N/A		Running slope > 1:12 (8.33%) Cross slope of ramp > 1:50 (2.00%) Handrails are not provided	14% 2.5%	Reduce running slope to be no steeper than 1:12 (8.33%). Reduce cross slope to be no steeper than 1:50 (2.00%). Provide handrails with 1-1/4" to 1-1/2" circular cross sections.	1	-	\$0
<b>Exterior Stair</b>												
7	Entrance Door 7	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair	-	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight.	1	-	\$0
8	Main Entrance, Egress Doors 8, 9, 10	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair Cross section of handrail is not compliant	- -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight. Provide handrails with 1 1/4" - 2" circular cross sections or 4"- 6 1/4" non-circular cross sections.	1	-	\$0
9	North Egress Door	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair Cross section of handrail is not compliant Handrail not provided on both sides	- - -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight. Provide handrails with 1 1/4" - 2" circular cross sections or 4"- 6 1/4" non-circular cross sections.	1	-	\$0
10	Stair to Egress Door 6	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair Handrail not provided on both sides	- -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight. Provide a handrail on one side.	1	-	\$0

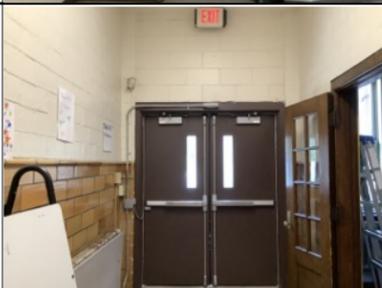
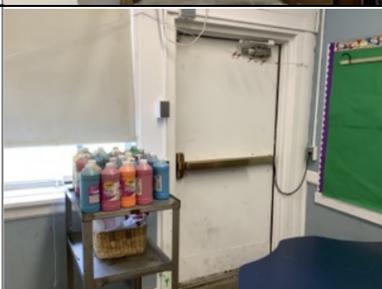
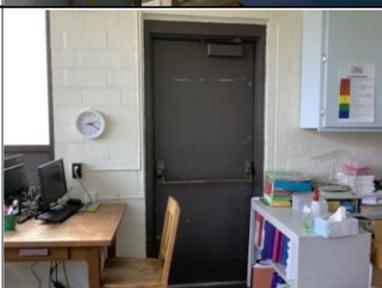
**City of Melrose  
Winthrop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Entrance</b>												
11	Entrance Door 7	Ext.		Entrance	Secondary Entrance		Entrance not on an accessible route Directional sign to accessible entrance not provided	- -	Provide a directional sign indicating the location of the nearest accessible entrance.	1	-	\$0
12	Main Entrance, Egress Doors 8, 9, 10	Ext.		Entrance	Secondary Entrance		Entrance not on an accessible route Directional sign to accessible entrance not provided Threshold > 1/2" high	- - 3.5"	Provide a directional sign indicating the location of the nearest accessible entrance. Alter threshold to be 1/2" high max.	1	-	\$0
13	Northwest Entrance Door	Ext.		Entrance	Other		Directional sign to accessible entrance not provided	-	If this door is an entrance, provide a directional sign indicating the location of the nearest accessible entrance.	1	-	\$0
<b>Emergency Exit</b>												
14	Door 4	Ext.		Emergency Exit	N/A		Directional sign to accessible emergency exit not provided	-	Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	-	\$0
15	North Egress Door	Ext.		Emergency Exit	N/A		Directional sign to accessible emergency exit not provided	- -	Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	-	\$0

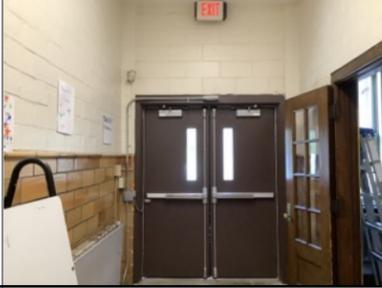
**City of Melrose  
Winthrop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
16	Door 11, From Reading Room	Ext.		Emergency Exit	N/A		Directional sign to accessible emergency exit not provided	-	Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	-	\$0
17	Entrance Door 12	Ext.		Emergency Exit	N/A		Directional sign to accessible emergency exit not provided Threshold > 1/2" high	- 4.5"	Provide a directional sign indicating the location of the nearest accessible emergency exit. Alter the threshold to be 1/2" high max.	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Means of Egress</b>												
18	Northwest Egress	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	432	\$432
19	South Egress Door	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	432	\$432
20	Main Entrance - Egress Door 1	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	432	\$432

**City of Melrose  
Winthrop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
21	Music Room - Egress Door 4	Basement		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
22	North Egress Door	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
23	Egress Door 7	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
24	Egress Door 12	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
25	Reading Room - Door 11	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464

**City of Melrose  
Winthrop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
26	Main Entrance, Egress Doors 8, 9, 10	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided Mat not securely attached	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit. Secure the mat.	3	464	\$1392
<b>Interior Access Route</b>												
27	Art Room	1		Interior Access Route	N/A		Route < 36" wide	25"	Ensure that a clear width of 36" min. is maintained at the accessible route by relocating the tables.	1	Labor	\$0
28	Egress Door 12	1		Interior Access Route	N/A		Accessible route not provided	- -	Relocate furniture to not block path to egress door.	1	Labor	\$0
29	Single-User Toilet Room - Art Room	1		Interior Access Route	N/A		Accessible route not provided	-	Relocate chairs to ensure an accessible route to the toilet room.	1	Labor	\$0
<b>Doors, Doorways, &amp; Gates</b>												
30	Egress Door 7	1		Doors, Doorways, & Gates	Emergency Egress		Clear width at door < 32"	30"	Provide signage directing users to an accessible exit.	1	232	\$232

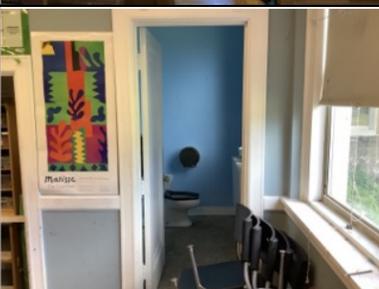
**City of Melrose  
Winthrop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
31	To Gymnasium/ Cafeteria	1		Doors, Doorways, & Gates	Assembly Space		If double-leaf door, neither compliant Maneuvering clearance(s) not provided Threshold > 1/2" high Hardware not operable with a closed fist	- - 1.5" -	Ensure that both door leaves are kept opened during school business hours to provide 32" min. clear width. Relocate the cabinet to provide 60" min. maneuvering clearance at the double doors. Alter the threshold to be 1/2" high max. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	634	\$634
32	Gymnasium/ Cafeteria Egress to Hallway	1		Doors, Doorways, & Gates	Circulation		If double-leaf door, neither compliant Hardware not operable with a closed fist	- -	Ensure that both door leaves are kept opened during school business hours to provide 32" min. clear width. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
33	Art Room	1		Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	13"	Relocate the shelf to provide at least 18" min. maneuvering clearance on the pull side of the door.	1	Labor	\$0
34	Main Office	1		Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided	6"	Relocate the desk to provide at least 18" min. maneuvering clearance at the latch side of the door.	1	Labor	\$0
35	Fifth Grade Classroom	2	31	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided Hardware not operable with a closed fist	6" -	Provide an automatic door opener. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	3544	\$3544

**City of Melrose  
Winthrop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
36	First Grade Classroom	1	22	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided Hardware not operable with a closed fist	- -	Provide an automatic door opener. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	3544	\$3544
37	Girls' Multi-User Toilet Room - Across From Side A Staircase	2		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided Hardware not operable with a closed fist Door requires > 5 lbs. of force to open	- - 9 lbs	Relocating stored objects to provide at least 12" min maneuvering clearance at the latch side of the door. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Adjust closers so doors do not require more than 5 pounds of force to open.	1	484	\$484
38	Second Grade Classroom	Basement		Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided Hardware not operable with a closed fist Door requires > 5 lbs. of force to open	10" - 17 lbs	Provide an automatic door opener. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Adjust closers so doors do not require more than 5 pounds of force to open.	1	3544	\$3544
39	Multi-User Toilet Room Near Music Room	Basement		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided Door requires > 5 lbs. of force to open	10" 13 lbs	Provide an automatic door opener. Adjust closers so doors do not require more than 5 pounds of force to open.	1	3060	\$3060
40	Single-User Toilet Room - Kindergarten Classroom	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided Door requires > 5 lbs. of force to open	2" 14 lbs	Remove the cabinet to provide min. 18" maneuvering clearance at the latch side of the door. Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0

**City of Melrose  
Winthrop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
41	Reading Room	1		Doors, Doorways, & Gates	Classroom		Maneuvering clearance not provided at recess > 6"	7.5"	Keep the door opened as needed.	1	Labor	\$0
42	First Grade Classroom	1	22	Doors, Doorways, & Gates	Classroom		Maneuvering clearance not provided at recess > 6" Hardware not operable with a closed fist	6.5" -	Install an automatic door opener. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	3544	\$3544
43	Counselor and Psychologist	1		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
44	Single-User Toilet Room - Art Room	1		Doors, Doorways, & Gates	Toilet Room		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
45	Nurse's Office	2		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484

**City of Melrose  
Winthrop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
46	Speech Therapist	2		Doors, Doorways, & Gates	Classroom		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	484	\$484
47	Girls' Toilet Room Near Gymnasium/ Cafeteria	1		Doors, Doorways, & Gates	Toilet Room		Hardware not operable with a closed fist Door requires > 5 lbs. of force to open	- 18 lbs	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Adjust closers so doors do not require more than 5 pounds of force to open.	1	484	\$484
48	Single-User Toilet Room by Music Room	Basement		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	24 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
49	Music Room	Basement		Doors, Doorways, & Gates	Classroom		Door requires > 5 lbs. of force to open	12 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
50	Girls' Single-User Toilet Room - Near Side A Staircase	1		Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	21 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0

**City of Melrose  
Winthrop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Stairways</b>												
51	Side A Staircase	1		Stairways	Egress		Handrail height < 34" or > 38" Handrails do not extend 12" from stairs	30" -	Alter so the handrails are 34"- 38" high above the floor. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	1	-	\$0
52	Music Room - Egress Door 4	Basement		Stairways	Egress		Handrail not provided on both sides	-	Provide handrail on both sides of the stair.	1	-	\$0
53	Side C Staircase	2		Stairways	Egress		Handrails do not extend 12" from stairs Handrails not continuous where required	- -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. Provide continuous handrails.	1	-	\$0
54	Gymnasium/ Cafeteria - Stage	1		Stairways	Other		Handrails not provided	-	Provide handrails on both sides.	1	-	\$0
<b>Signage</b>												
55	Counselor and Psychologist	1		Signage	Designation		Signage is not provided	-	Locate compliant signage alongside the door on the latch side.	1	232	\$232

**City of Melrose  
Winthrop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
56	To Nurse's Office	2		Signage	Directional		Signage is not provided	-	Locate compliant signage alongside the door on the latch side.	1	232	\$232
57	Single-User Toilet Room by Kindergarten Classrooms	1		Signage	Informational		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on sign.	2	464	\$928
58	Girls' Toilet Room Near Gymnasium/ Cafeteria	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
59	Art Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - - -	Provide text with raised characters duplicated in braille on sign. Mount signs so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232
60	Main Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232	\$232

**City of Melrose  
Winthrop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
61	Girls' Multi-User Toilet Room - Across Side A Staircase	2		Signage	Designation		<ul style="list-style-type: none"> <li>Raised characters not provided on sign</li> <li>Braille not provided on sign</li> <li>Sign not located on the latch side of the door</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>Provide text with raised characters duplicated in braille on sign.</li> <li>Mount signs so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor.</li> <li>Locate the sign at permanent rooms alongside the door on the latch side.</li> </ul>	1	232	\$232
62	Fifth Grade Classroom	2	31	Signage	Designation		<ul style="list-style-type: none"> <li>Raised characters not provided on sign</li> <li>Braille not provided on sign</li> <li>Sign not located on the latch side of the door</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>Provide text with raised characters duplicated in braille on sign.</li> <li>Locate the sign at permanent rooms alongside the door on the latch side.</li> </ul>	1	232	\$232
63	Girls' Single-User Toilet Room - Near Side A Staircase	1		Signage	Designation		<ul style="list-style-type: none"> <li>Raised characters not provided on sign</li> <li>Braille not provided on sign</li> <li>Sign not located on the latch side of the door</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>Provide text with raised characters duplicated in braille on sign.</li> <li>Locate the sign at permanent rooms alongside the door on the latch side.</li> </ul> <p>Until the toilet room is made accessible, provide a directional sign indicating the location of the nearest accessible toilet room.</p>	1	232	\$232
64	Boys' Single-User Toilet Room - Near Side A Staircase	1		Signage	Designation		<ul style="list-style-type: none"> <li>Raised characters not provided on sign</li> <li>Braille not provided on sign</li> <li>Sign not located on the latch side of the door</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>Provide text with raised characters duplicated in braille on sign.</li> <li>Locate the sign at permanent rooms alongside the door on the latch side.</li> </ul>	1	232	\$232
65	Multi-User Toilet Room Near Music Room	Basement		Signage	Designation		<ul style="list-style-type: none"> <li>Sign not located on the latch side of the door</li> <li>Directional sign to access. toilet not provided</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>Locate the designation sign at permanent rooms alongside the door on the latch side.</li> </ul> <p>Until the toilet room is renovated, provide a directional sign indicating the location of the nearest accessible toilet room.</p>	2	232	\$464

**City of Melrose  
Winthrop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Picnic Tables</b>												
66	By Playground	Ext.		Picnic Tables	N/A		Picnic table not on an accessible route	-	Ensure that at least one picnic table is connected to an accessible route.	1	-	\$0
<b>Service Counter</b>												
67	Main Office, Sign-In	1		Service Counter	N/A		Counter > 36" high	40"	Provide an auxiliary table or fold-down counter that is 36" max. above the ground or finished floor.	1	-	\$0
<b>Bike Racks</b>												
68	Bike Rack Near Basketball Court	Ext.		Bike Racks	N/A		Bike rack is not connected to an accessible route	-	Ensure bike racks are connected to an accessible route.	1	-	\$0
<b>Assembly Area</b>												
69	Gymnasium/ Cafeteria - Stage	1		Assembly Area	N/A		Accessible route to stage not provided Assistive listening devices not provided	- -	Provide an accessible route to the stage. If audible communication is integral to the use of the space, provide an assistive listening system.	1	1214	\$1214

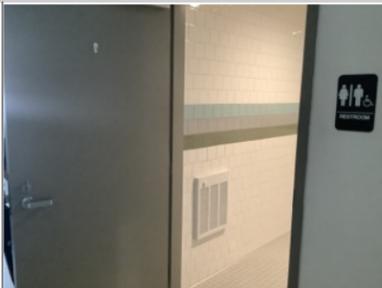
**City of Melrose  
Winthrop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Picnic Tables</b>												
70	Ashcroft Road and 1st Street	Ext.		Picnic Tables	N/A		At least 5% accessible spaces not provided Picnic table not on an accessible route	- -	Ensure that at least 5% (minimum one) of picnic tables are accessible. Ensure that the picnic table is connected to an accessible route.	8	-	\$0
<b>Exterior Benches</b>												
71	Ashcroft Road and 1st Street	Ext.		Exterior Benches	N/A		No accessible route to one bench in area	-	Provide an accessible route to one bench in this area.	1	-	\$0
72	Playground	Ext.		Exterior Benches	N/A		No accessible route to one bench in area Surface not stable, firm, and slip-resistant	-	Provide an accessible route to the bench in this area. Ensure that surface to and around the bench is firm, stable and slip-resistant.	1	-	\$0
<b>Toilet &amp; Bathing Rooms</b>												
<b>Overall Access</b>												
73	Multi-User Toilet Room Near Music Room	Basement		Overall Access	Toilet Room		Turning space not provided Accessible plumbing fixtures or stalls not provided Audible and visible alarms not provided Sign to accessible toilet not provided	- - -	Until the toilet room is renovated, provide a directional sign indicating the location of the nearest accessible toilet room. When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	232	\$232
74	Single-User Toilet Room by Music Room	Basement		Overall Access	Toilet Room		Turning space not provided Audible and visible alarms not provided	- -	Remove interior partition and obstacles as needed to provide turning space. When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	-	\$0

**City of Melrose  
Winthrop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
75	Single-User Toilet Room - Art Room	1		Overall Access	Toilet Room		Turning space not provided Audible and visible alarms not provided	- -	Provide a directional sign to the accessible toilet. When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	232	\$232
76	Girls' Toilet Room Near Gymnasium/ Cafeteria	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided Audible and visible alarms not provided	- -	Provide one accessible wheelchair compartment. When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	6182	\$6182
77	Girls' Multi-User Toilet Room - Across Side A Staircase	2		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided Audible and visible alarms not provided	- -	Provide one accessible wheelchair compartment. When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	6182	\$6182
<b>Lavatory</b>												
78	Multi-User Toilet Room Near Music Room	Basement		Lavatory	N/A		Clear floor space not provided at lavatory Toe or knee clearances not provided Plumbing underneath is exposed	- 25" -	Remove partition to provide a 30" min. by 48" min. clear floor space positioned for a forward approach at the lavatory. Provide the lavatory with knee and toe clearance positioned for a forward approach. Insulate or otherwise configure pipes to prevent contact at the lavatory.	1	1778	\$1778
79	Single-User Toilet Room by Music Room	Basement		Lavatory	N/A		Plumbing underneath is exposed Dispensers not within reach range	- 54"	Insulate or otherwise configure pipes to prevent contact for at least one lavatory. Relocate dispenser to be located on the left-side wall and lowered to 48" max. above the finished floor.	1	348	\$348

**City of Melrose  
Winthrop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
80	Girls' Multi-User Toilet Room - Across Side A Staircase	2		Lavatory	N/A		Plumbing underneath is exposed Mirror not above lavatory w/reflective surface > 35"	- 47"	Insulate or otherwise configure pipes to prevent contact for at least one lavatory. Lower mirror so that the bottom surface is at 35" max. above the finished floor.	1	348	\$348
81	Multi-User Toilet Room Near Music Room	Basement		Lavatory	N/A		Mirror not above lavatory w/reflective surface > 35"	43"	Lower mirror so that the bottom surface is at 35" max. above the finished floor.	1	256	\$256
<b>Single-User Toilet</b>												
82	Single-User Toilet Room by Kindergarten Classrooms	1		Single-User Toilet	N/A		Hook located > 48" high (2010 ADA)	68"	Locate the coat hook no higher than 48" above the finished floor.	1	150	\$150
<b>Toilet Compartment</b>												
83	Single-User Toilet Room by Music Room	Basement		Toilet Compartment	Accessible Compartment		Grab bars not provided Non-compliant toilet paper dispenser Clearance at toilet < 60" clear width	- -	Provide one grab bar on the side wall of the water closet and one on the rear wall. Relocate toilet paper so that it is 24" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet. Remove urinal to maintain the required 60" wide min. at the wheelchair accessible compartment.	1	7336	\$7336
<b>Dispensers</b>												
84	Multi-User Toilet Room Near Music Room	Basement		Dispensers	Paper Towel Dispenser		Controls > 48" high Dispenser acts as a protruding object	53" 9"	Relocate the paper towel dispenser so the operable part is 48" max. above the finished floor.  Relocate dispenser out of the circulation path.	1	Labor	\$0

**City of Melrose  
Winthrop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
85	Girls' Multi-User Toilet Room - Across Side A Staircase	2		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	10"	Relocate dispenser out of the circulation path.	1	Labor	\$0
<b>Toilet Rooms for Children</b>												
<b>Single-User Toilet (Children)</b>												
86	Single-User Toilet Room - Kindergarten Classroom	1		Single-User Toilet (Children)	N/A		Non-compliant toilet paper dispenser	-	Relocate toilet paper dispenser so that it is between 14"- 19" above the floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars.	1	256	\$256
<b>Lavatory (Children)</b>												
87	Girls' Single-User Toilet Room - Near Side A Staircase	1		Lavatory (Children)	N/A		Toe or knee clearances not provided Faucet not operable with a closed fist Exposed plumbing underneath Mirror not above lavatory w/reflective surface > 35"	23" - 43"	Provide at least one lavatory with 25" min. knee clearance positioned for a forward approach. Ensure toe clearance is also provided. Provide a faucet that can be operable with one hand and not require tight grasping, pinching or twisting of the wrist for at the lavatory. Insulate or otherwise configure pipes to prevent contact at the lavatory. Lower mirror so that the bottom surface is at 35"	1	3020	\$3020
88	Single-User Toilet Room - Kindergarten Classroom	1		Lavatory (Children)	N/A		Toe or knee clearances not provided Mirror above lavatory w/reflective surface > 31"	26" 34"	Provide at least one lavatory with 25" min. knee clearance positioned for a forward approach. Ensure toe clearance is also provided.  Lower mirror so that the bottom surface is at 31" max. above the finished floor.	1	1942	\$1942
89	Boys' Single-User Toilet Room - Near Side A Staircase	1		Lavatory (Children)	N/A		Faucet not operable with a closed fist Exposed plumbing underneath	- -	Provide a faucet that can be operable with one hand and not require tight grasping, pinching or twisting of the wrist for at least one lavatory.  Insulate or otherwise configure pipes to prevent contact at the lavatory.	1	1078	\$1078

**City of Melrose  
Winthrop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Dispensers (Children)</b>												
90	Girls' Single-User Toilet Room - Near Side A Staircase	1		Dispensers (Children)	Paper Towel Dispenser		Dispenser is a protruding object	9"	Relocate dispenser out of the circulation path.	1	256	\$256
91	Single-User Toilet Room - Kindergarten Classroom	1		Dispensers (Children)	Paper Towel Dispenser		Dispenser is a protruding object	9"	Relocate dispenser out of the circulation path.	1	256	\$256
<b>Overall Access (Children)</b>												
92	Girls' Single-User Toilet Room Near Side A Staircase	1		Overall Access (Children)	Toilet Room		Turning space is not provided Audible and visible alarms are not provided	- -	Remove interior partition and obstacles as needed to provide turning space./Renovate toilet room to provide turning space./Provide a directional sign to the accessible toilet./Add an accessible single-user toilet room. When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	9510	\$9510
93	Boys' Single-User Toilet Room - Near Side A Staircase	1		Overall Access (Children)	Toilet Room		Turning space is not provided Audible and visible alarms are not provided	- -	Remove interior partition and obstacles as needed to provide turning space. When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	9510	\$9510
<b>Additional Access</b>												
<b>Sinks for Children's Use</b>												
94	Kindergarten Classroom	1		Sinks for Children's Use	Classroom		Rim or counter at sink > 34"	36"	Relocate sink with the front of the rim or counter no higher than 34" above the finished floor.	1	3094	\$3094

**City of Melrose  
Winthrop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
95	Fifth Grade Classroom	2	31	Sinks for Children's Use	Classroom		Knee/toe clearance <27" at sink > 31" high	-	Provide at least one sink with 27" high knee and toe clearance positioned for a forward approach (per 521 CMR 12.2.2.c).	1	1686	\$1686
96	First Grade Classroom	1	22	Sinks for Children's Use	Classroom		Knee/toe clearance <27" at sink > 31" high	-	Provide at least one sink with 27" high knee and toe clearance positioned for a forward approach (per 521 CMR 12.2.2.c).	1	1686	\$1686
97	Second Grade Classroom	Basement		Sinks for Children's Use	Classroom		Knee/toe clearance <27" at sink > 31" high	-	Provide at least one sink with 27" high knee and toe clearance positioned for a forward approach (per 521 CMR 12.2.2.c).	1	1686	\$1686
<b>Play and Sport Areas</b>												
<b>Play Areas</b>												
98	Northwest Corner of School	Ext.		Play Areas	N/A		Accessible route not provided around playground	-	Install an accessible route around the playground.	1	-	\$0
99	Playground	Ext.		Play Areas	N/A		Accessible route not provided at play components Surface not stable, firm, and slip-resistant	- -	Provide a compliant impact-attenuating surface under and around the play components. Repair the surface and ensure that surface is firm, stable and slip-resistant (to areas under and around play components).	1	-	\$0
<b>Best Practice</b>												

**City of Melrose  
Winthrop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Signage</b>												
100	Entrance Door 1, Main Entrance	Ext.		Signage	Directional				Recommend replacing directional sign for the accessible entrance to read "Accessible Entrance" instead of "Handicapped Entrance".	1	-	\$0
101	Boys' Single-User Toilet Room - Near Side A Staircase	1		Signage	Designation				Recommend providing an additional directional sign along the right-hand side of the corridor to the boys' single-user toilet room.	1	-	\$0

# ADA Self-Evaluation and Transition Plan for the City of Melrose

Part 2 of 2



Part 2: Reports



January, 2023



## Outdoor Facilities



Institute for Human Centered Design

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## Colby Park



## City of Melrose ADA Transition Plan

August 2022



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### Background

Colby Park is located at approximately 700 Lynn Fells Parkway. Park amenities include an open field. There are two (2) park entrances off Lynn Fells Parkway on the park's northwest and west sides. Parking is available on Lincoln Street which runs along the park's southwest side or on Larchmont Road which runs along the park's northeast side. In the past, both Tai Chi and Yoga classes have been offered at Colby Park.

### Key Accessibility Issues

- Lack of an accessible route from an accessible entry point to the open field.
- Lack of an accessible route to and from two (2) staircases and lack of handrails at both staircases.

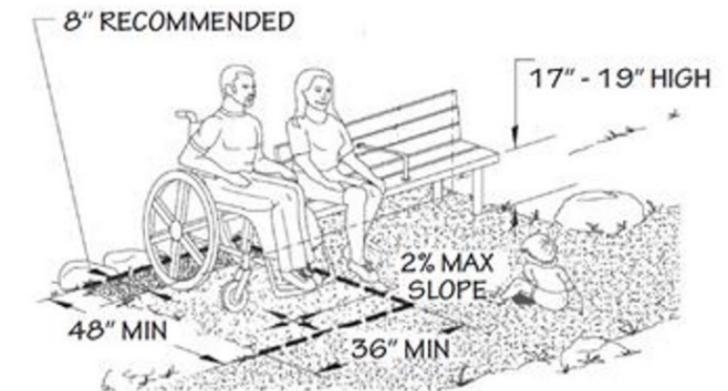
**Note:** IHCD is not providing costs for accessibility renovation to outdoor areas.

### Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing benches, some with backs and some with armrests, located on an accessible route in or near the open field.
- Recommend, if a bench or benches are provided at Colby Park, providing a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to at least one in a manner that is substantially similar to what is shown in Figure 1.

**Figure 1** shows a stable, firm and slip-resistant surface adjacent to a bench positioned to allow a person in a wheeled mobility device and a person sitting on the bench to have their shoulders aligned:



City of Melrose  
Colby Park

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Main Entrance	Ext.		Exterior Access Route	Exterior		Surface is not stable, firm, and slip-resistant Route not maintained in operable working condition Accessible route not provided	- - -	Ensure a stable, firm and slip-resistant accessible route with a running slope of 1:20 (5.00%) max. and a cross slope of 1:50 (2:00%) max. is provided from the sidewalk to the open field.	1	-	\$0
2	Route to Main Entrance	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Ensure that the accessible route to the field is maintained in operable working condition.	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Stairways</b>												
3	Stepped Entrance	Ext.		Stairways	Exterior		Surface not stable, firm, and slip-resistant Handrails not provided	- -	Repair surface leading to both sets of steps. Provide handrails at each sets of steps.	2	-	\$0
<b>Best Practice</b>												
<b>Bench</b>												
4	Field	Ext.		Bench	N/A				Recommend providing benches, some with backs and some with armrests, located on an accessible route in or near the open field.	1	-	\$0

# Crystal Street Tennis Courts



## City of Melrose ADA Transition Plan

August 2022



Institute for Human Centered Design

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### Background

Crystal Street Tennis Courts are located at the corner of Crystal Street and Lynn Fells Parkway, East of the East Knoll Soccer Field. Amenities include four (4) tennis courts, two (2) benches, a walkway abutting DesForges Park and some nearby crosswalks and curb ramps. On-street parking is available along Crystal Street. There are two (2) entry points to the tennis courts, both located on Crystal Street. The first entrance is at the north end of the tennis courts and the second entrance is at the south end of the tennis courts.

### Accessibility Issues

#### Exterior Routes

Accessibility issues include excessive running slopes at the two (2) tennis court entry points, sidewalks around the tennis courts are not maintained in operable working condition, and there is an excessive change in level at two (2) locations along the Crystal Street sidewalk. There is also lack of an accessible route to at least one (1) of the three (3) benches located just outside of the tennis courts by the sidewalk on Crystal Street.

#### Curb Ramps

Two (2) curb ramps lack a flush transition to the street, two (2) curb ramps have deteriorated detectable warnings, and one (1) curb ramp has an excessive running slope.

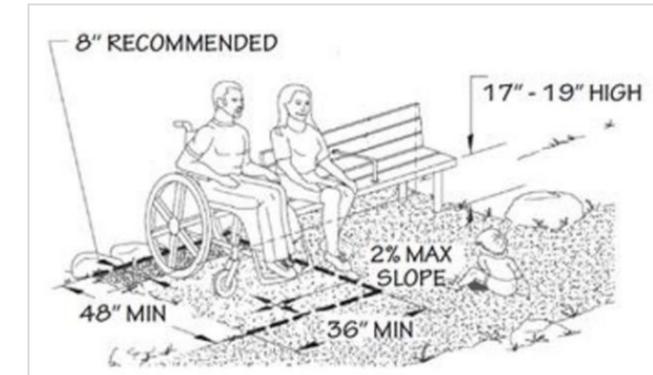
**Note:** IHCD is not providing costs for accessibility renovations to outdoor areas.

### Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing a 36” min. by 48” min. stable, firm and slip-resistant surface adjacent to at least one (1) of the benches located by the courts along Crystal Street. See Figure 1 below.

Figure 1: Shows a 36” min. by 48” min. stable, firm and slip-resistant surface adjacent to a bench positioned to allow a person using a wheeled mobility device and a person sitting on the bench to have their shoulders aligned.



**City of Melrose  
Crystal Street Tennis Courts**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Crystal Street - Second Entrance at the South End of the Tennis Courts	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%)	15.6%	Reduce the running slope to be no steeper than 1:20 (5.00%).	1	-	\$0
2	Crystal Street Tennis Court Entrance at the North End of the Tennis Courts	Ext.		Exterior Access Route	Exterior		Running slope > 1:20 (5.00%) Route not maintained in operable working condition	6.2% -	Reduce the running slope to be no steeper than 1:20 (5.00%). Ensure that the accessible route is maintained in operable working condition.	1	-	\$0
3	Lynn Fells Parkway And Crystal Street	Ext.		Exterior Access Route	Sidewalk		Level changes > 1/4" Route not maintained in operable working condition	2" -	Alter the change in level to be 1/4" high max. Ensure that the accessible route is maintained in operable working condition.	1	-	\$0
4	Crystal Street	Ext.		Exterior Access Route	Sidewalk		Route not maintained in operable working condition Level changes > 1/4"	1" -	Alter the change in level to be 1/4" high max. Ensure that the accessible route is maintained in operable working condition.	1	-	\$0
<b>Curb Ramp</b>												
5	Lynn Fells Parkway	Ext.		Curb Ramp	Diagonal		Running slope > 1:12 (8.33%) Transition from curb ramp to street not flush	10.2% -	Reduce the running slope to be no steeper than 1:12 (8.33%). Ensure transition from curb ramp to street is flush or free of changes in level.	1	-	\$0

**City of Melrose  
Crystal Street Tennis Courts**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Lynn Fells Parkway	Ext.		Curb Ramp	Parallel		Detectable warnings are deteriorated.	-	Provide new detectable warnings.	2	-	\$0
7	Crystal Street Near DesForges Park	Ext.		Curb Ramp	N/A		Transition from curb ramp to street not flush		Ensure transition from curb ramp to street is flush or free of changes in level.	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Benches</b>												
8	Crystal Street	Ext.		Benches	N/A		No accessible route to one bench in this area	-	Provide an accessible route to at least one bench in this area.	3	-	\$0
<b>Best Practice</b>												
<b>Bench</b>												
9	Crystal Street - Second Entrance Near DesForges Park	Ext.		Bench	N/A				Recommend providing a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to at least one bench by the courts in each area where benches are provided.	1	-	\$0

## DesForges Park



### City of Melrose ADA Transition Plan

August 2022



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### Background

DesForges Park is located off Crystal Street near the south end of the Crystal Street Tennis Courts. DesForges Park is a passive recreation area. Amenities include a walkway surrounded by trees and plants, a plaque on a stone, and benches.

### Accessibility Issues

#### Exterior Routes

Accessibility issues include lack of an accessible route to the park amenities including to a plaque on a stone and to at least one bench in the park. This is due to excessive running slopes, a surface that is not stable, firm and slip resistant and that is also not maintained in operable working condition, and due to a portion of the walkway that narrows to as little as 10" wide at one point.

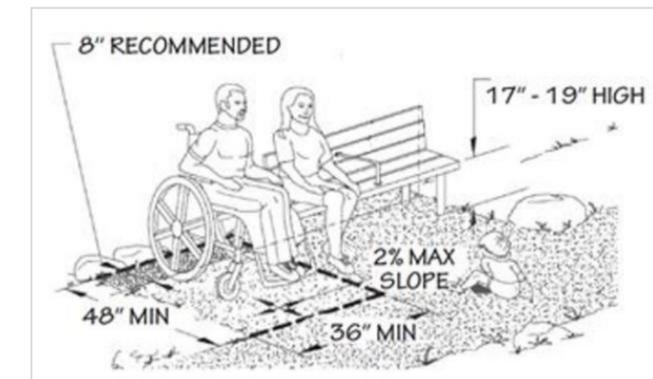
**Note:** IHCD is not providing costs for accessibility renovations to outdoor areas.

### Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to at least one (1) of the benches in DesForges Park. See Figure 1 below.

Figure 1: Shows a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to a bench positioned to allow a person using a wheeled mobility device and a person sitting on the bench to have their shoulders aligned.



**City of Melrose  
DesForges Park**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
1	Walkway From Crystal Street in DesForges Park			Exterior Access Route	Walkway		Running slope > 1:20 (5.00%) Surface is not stable, firm, and slip-resistant Route not maintained in operable working condition Accessible route not provided	7.7% - - -	Reduce the running slope to be no steeper than 1:20 (5.00%). Repair the surface. Ensure that the accessible route is maintained in operable working condition. Ensure an accessible route is provided.	1	-	\$0
2	Walkway Towards Benches			Exterior Access Route	Walkway		Exterior route < 36" wide Surface is not stable, firm, and slip-resistant Accessible route not provided	10" - -	Ensure that a clear width of 36" min. is maintained at the accessible route. Repair the surface. Ensure an accessible route is provided.	1	-	\$0
3	Benches			Benches	N/A		No accessible route to one bench in this area	-	Provide an accessible route to at least one bench in this area.	1	-	\$0
4	Plaque in Park			Exterior Access Route	Walkway		Accessible route not provided	-	Ensure an accessible route is provided to the plaque on a stone in the park.	1	-	\$0

# Dunton Park



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### Background

Dunton Park is located at the corner of Franklin Street and Pratt Street. There is one entry point to the park located on Franklin Street. Amenities include a playground, and benches. On-street parking is provided on one side of Pratt Street.

### Key Accessibility Issues

#### Exterior Routes

Accessibility issues inside the park include running slope and changes in level higher than the maximum allowed, lack of an accessible route to the benches and accessible routes not maintained in operable working conditions. Additional accessibility issues include tree branches that protrude into the sidewalk (Pratt Street) and excessive running slope at the gate to the park entrance (Franklin Street).

#### Playground

Accessibility issues include lack of an accessible route to and around the playground and lack of a compliant impact-attenuating accessible surface to, under and around play components and lack of a compliant transfer platform at one of the play components.

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component and around the playground.

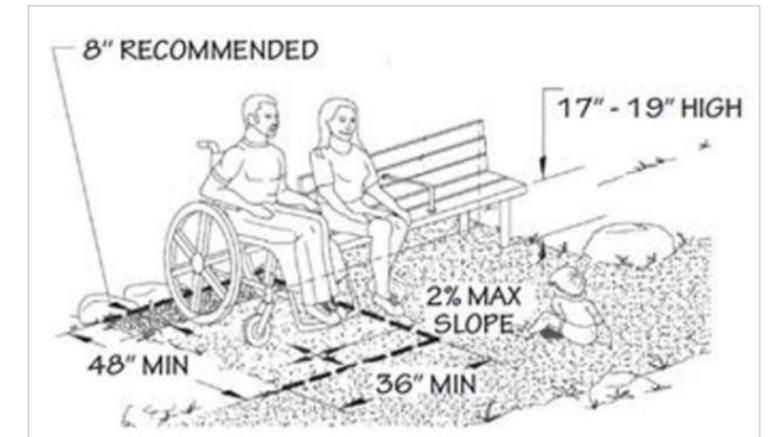
**Note:** IHCD is not providing costs for accessibility renovations to outdoor areas.

### Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to at least one (1) bench in the park. See Figure 1 below.

Figure 1: Shows a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to a bench positioned to allow a person using a wheeled mobility device and a person sitting on the bench to have their shoulders aligned.



**City of Melrose  
Dunton Park**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Pratt Street	Ext.		Exterior Access Route	Sidewalk		Route obstructed by protruding objects	60"	Trim low hanging branches in trees.	1	-	\$0
2	Franklin Street Entrance	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%)	13.6%	Reduce the running slope to be no steeper than 1:20 (5.00%).	1	-	\$0
3	Park	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%) Surface openings > 1/2" Level changes > 1/4"	8.8% .75" -	Repair surface./Replace or reposition so that openings are 1/2" max. and the long opening dimension is perpendicular to the dominant direction of travel. Reduce the running slope to be no steeper than 1:20 (5.00%). Alter the change in level to be 1/4" high max.	1	-	\$0
4	Park	Ext.		Exterior Access Route	Walkway		Level changes > 1/4" Route not maintained in operable working condition	1" -	Alter the change in level to be 1/4" high max. Ensure that the accessible route is maintained in operable working condition.	1	-	\$0
<b>Access to Goods and Services</b>												

**City of Melrose  
Dunton Park**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Benches</b>												
5	Park	Ext.		Benches	N/A		No accessible route to one bench in this area		Provide an accessible route to at least one bench in this area.	1	-	\$0
<b>Play and Sport Areas</b>												
<b>Play Areas</b>												
6	Park	Ext.		Play Areas	N/A		Accessible route not provided around playground Accessible route not provided at play components		Install an accessible route to and around the playground. Provide a compliant impact-attenuating surface under and around the play components.	1	-	\$0
7	Playground	Ext.		Play Areas	N/A		Accessible route not provided around playground Accessible route not provided at play components Not connected to an accessible route	- - -	Install an accessible route to and around the playground. Provide a compliant impact-attenuating surface under and around the play components. Provide an accessible route to play areas.	1	-	\$0
8	Playground	Ext.		Play Areas	N/A		No compliant transfer system Surface not stable, firm, and slip-resistant	- -	Alteration might be technically infeasible. Repair the surface and ensure that surface is firm, stable and slip-resistant (to areas under and around play components).	1	-	\$0

# Ell Pond Park



City of Melrose  
ADA Transition Plan

August 2022



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## Background

Ell Pond Park is located at approximately 725 Main Street and southeast of Ell Pond. The park is a passive recreation area with an entry point from Main Street on the park's east side and from a private parking lot to the west. Amenities include benches and a gazebo. On-street parking is provided on Main Street and in the Livermore Municipal Parking Lot which is located on the opposite side of Main Street from the park.

## Key Accessibility Issues

- Lack of an accessible route to the gazebo.
- Walkway in park not maintained in operable working condition.
- Tree branches protrude into the walkway in the park.
- Object protrudes into the accessible route on the sidewalk from the Livermore parking lot.

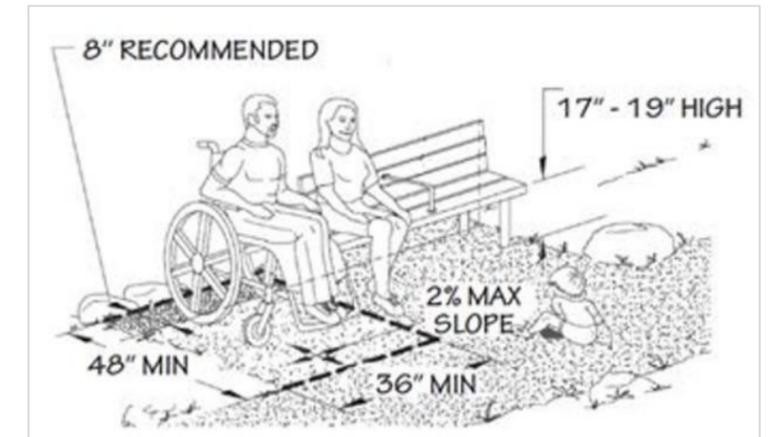
**Note:** IHCD is not providing costs for accessibility renovations to outdoor areas.

## Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to at least one (1) bench in the park. See Figure 1 below.

Figure 1: Shows a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to a bench positioned to allow a person using a wheeled mobility device and a person sitting on the bench to have their shoulders aligned.



**City of Melrose  
Eli Pond Park**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Walkway			Exterior Access Route	Walkway		Route obstructed by protruding objects	57"	Trim low hanging branches in trees.	1	-	\$0
2	Main Street Walkway on Route From Livermore Municipal Parking Lot Towards Park			Exterior Access Route	Sidewalk		Route obstructed by protruding objects	28"	Relocate object or provide a cane-detectable barrier 27" max. above the ground below the object.	1	-	\$0
3	Walkway in Park			Exterior Access Route	Walkway		Route not maintained in operable working condition		Ensure that the accessible route is maintained in operable working condition.	1	-	\$0
4	Walkway in Park			Exterior Access Route	Walkway		Route not maintained in operable working condition		Ensure that the accessible route is maintained in operable working condition.	1	-	\$0
5	Gazebo			Exterior Access Route	Exterior		Accessible route not provided		Ensure an accessible route is provided to the gazebo.	1	-	\$0

**City of Melrose  
Eli Pond Park**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Off-Street Parking Lot or Garage</b>												
6	Livermore Municipal Parking Lot Across From Park			Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces Access aisle < 96" wide at van space Sign does not have the designation "Van Accessible" Sign top > 96" above finished grade	18 - 1 84" - 116	Provide a marked access aisle that is at least 96" wide at the van parking space (re-stripe.) Add the designation "Van Accessible" to the sign located at the van accessible space. Locate sign with the bottom of the sign located 60" min. above the ground measured to the bottom of the sign and the top of the sign 96" max. above the ground measured to the top of the sign.	1	-	\$0
<b>Best Practice</b>												
<b>Bench</b>												
7	Walkway			Bench	N/A				Recommend providing a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to at least one (1) bench in the park.	1	-	\$0

# Foss Park



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### Background

Foss Park is located at 127 Lynde Street. The park is a neighborhood park that is being redone. There are two entry points to the park from Malvern Street. One at the southwest corner of the park near a cement gaming table and the second entry point on the southeast corner near the basketball court. There is an additional entry point at the north of the park by the playground off Lynde Street. Amenities include a playground, a softball field with bleachers, a basketball court (now just asphalt) and a portable toilet. On-street parking is provided on Lynde Street.

### Key Accessibility Issues

#### Exterior Route

Accessibility issues include lack of accessible routes to park amenities (e.g., playground, bench, game table, portable toilet, etc.), lack of an accessible route to the bleachers (west side) and the route to the playground is not maintained in operable working condition.

#### Playground

Accessibility issues include lack of an accessible route to and within the playground and lack of a compliant impact-attenuating accessible surface to, under and around play components.

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component and around the playground.

#### Additional Accessibility Issues

- Lack of an accessible portable toilet.
- Benches not located on an accessible route.

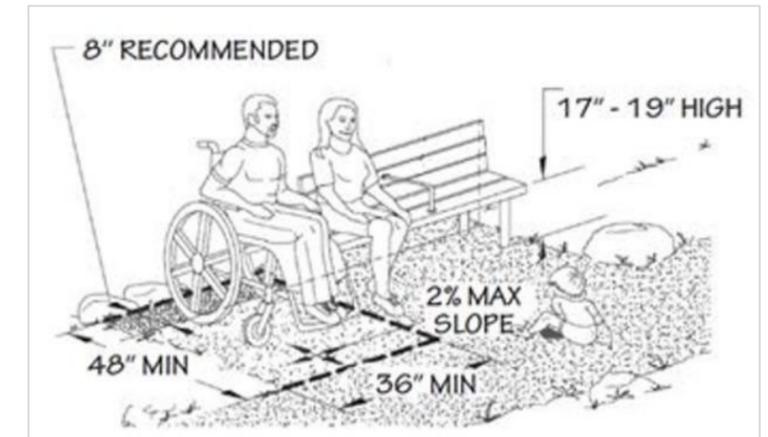
**Note:** IHCD is not providing costs for accessibility renovations to outdoor areas.

### Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to at least one (1) bench in the park. See Figure 1 below.

Figure 1: Shows a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to a bench positioned to allow a person using a wheeled mobility device and a person sitting on the bench to have their shoulders aligned.



- Recommend repairing the concrete table with two concrete seats that is presently not in operable working condition, maintaining two opposite sides of the table without seating and 27" min. knee and toe clearance so individuals in a wheeled mobility device could also use the table.

**City of Melrose  
Foss Park**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Malvern Street Entry Southwest Corner of Park			Exterior Access Route	Exterior		Running slope > 1:20 (5.00%) Accessible route not provided	9.5%	Reduce the running slope to be no steeper than 1:20 (5.00%). Ensure an accessible route is provided to park amenities.	1	-	\$0
2	Lynde Street Entrance Towards Playground			Exterior Access Route	Exterior		Route not maintained in operable working condition		Ensure that the accessible route is maintained in operable working condition.	1	-	\$0
3	Malvern Street Entrance Southeast Corner of Park			Exterior Access Route	Walkway		Accessible route not provided		Ensure an accessible route is provided.	1	-	\$0
4	Cement Gaming Table Near Entrance			Exterior Access Route	Exterior		Accessible route not provided		Ensure an accessible route is provided. Ensure table is maintained in operable working condition.	1	-	\$0
<b>Access to Goods and Services</b>												

**City of Melrose  
Foss Park**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Benches</b>												
5	Inside Park			Benches	N/A		No accessible route to one bench in this area		Provide an accessible route to at least one bench in this area.	1	-	\$0
<b>Toilet &amp; Bathing Rooms</b>												
<b>Portable Toilet</b>												
6	By Playground			Portable Toilet	N/A		Not located on an accessible route Accessible portable toilets not provided	2" -	Locate portable toilet on an accessible route. Ensure change in level is not higher than 1/4". Ensure that at least 5% of portable toilets (with a minimum of one) are accessible. An accessible portable toilet must provide a clear floor space of at least 60" by 72".	1	-	\$0
<b>Play and Sport Areas</b>												
<b>Play Areas</b>												
7	Playground			Play Areas	N/A		Accessible route not provided at play components Surface not stable, firm, and slip-resistant		Provide a compliant impact-attenuating surface under and around the play components. Repair the surface and ensure that surface is firm, stable and slip-resistant (to areas under and around play components).	1	-	\$0
8	Playground			Play Areas	N/A		Surface not stable, firm, and slip-resistant		Repair the surface and ensure that surface is firm, stable and slip-resistant (to areas under and around play components).	1	-	\$0

**City of Melrose  
Foss Park**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Field												
9	Softball Field			Field	Softball		Not connected to an accessible-route	-	Provide an accessible route to the team seating.	1	-	\$0
10	Softball Field	Ext.		Field	Softball		Not connected to an accessible-route	-	Provide an accessible route to the bleachers.	1	-	\$0

# Gooch Park



City of Melrose  
ADA Transition Plan

August 2022



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## Background

Gooch Park is located at the corner of Maple Street and Florence Street. There is one entry point to the playground and basketball court located on Florence Street; there are two (2) additional entry points to the basketball court located at the corner of Maple Street and Florence Street and on Maple Street. Amenities include a playground, a basketball court and benches. On-street parking is provided on Maple Street and Florence Street.

## Key Accessibility Issues

### Playground

Accessibility issues include lack of an accessible route to the playground and lack of a compliant impact-attenuating accessible surface to, under and around play components.

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component and around the playground.

### Additional Accessibility Issues

- Surface at the basketball court is not maintained in operable working condition.
- Benches not located on an accessible route.

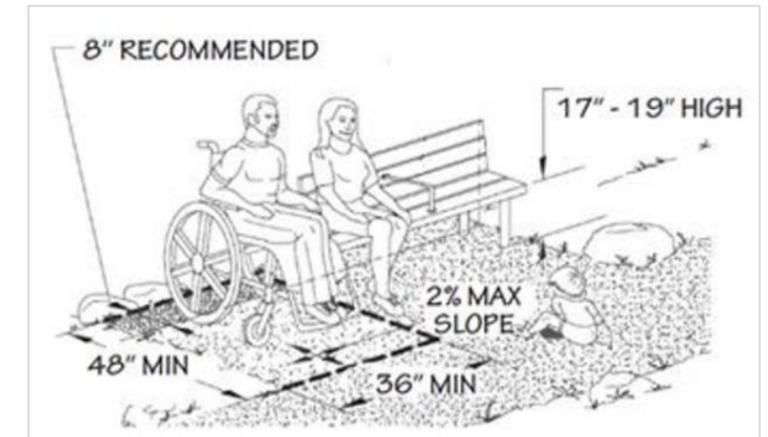
**Note:** IHCD is not providing costs for accessibility renovations to outdoor areas.

## Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to at least one (1) bench in the park. See Figure 1 below.

Figure 1: Shows a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to a bench positioned to allow a person using a wheeled mobility device and a person sitting on the bench to have their shoulders aligned.



**City of Melrose  
Gooch Park**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
<b>Benches</b>												
1	Playground	Ext.		Benches	N/A		No accessible route to one bench in this area		Provide an accessible route to at least one bench in this area.	1	-	\$0
2	Open Field by Basketball	Ext.		Benches	N/A		No accessible route to one bench in this area		Provide an accessible route to at least one bench in this area.	1	-	\$0
<b>Play and Sport Areas</b>												
<b>Play Areas</b>												
3	Playground	Ext.		Play Areas	N/A		Accessible route not provided around playground Accessible route not provided at play components		Install an accessible route to and around the playground. Provide a compliant impact-attenuating surface under and around the play components.	1	-	\$0
4	Playground	Ext.		Play Areas	N/A		Accessible route not provided at play components	-	Provide a compliant impact-attenuating surface under and around the play components.	1	-	\$0

**City of Melrose  
Gooch Park**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Playground	Ext.		Play Areas	N/A		Accessible route not provided at play components Surface not stable, firm, and slip-resistant		Provide a compliant impact-attenuating surface under and around the play components. Repair the surface and ensure that surface is firm, stable and slip-resistant (to areas under and around play components).	1	-	\$0
<b>Court</b>												
6	Basketball Court	Ext.		Court	Basketball		Court not maintained in operable working condition		Ensure court is maintained in operable working condition.	1	-	\$0

# Knoll Soccer Complex



## City of Melrose ADA Transition Plan

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### Background

The Knoll Soccer Complex is located at 261-347 Lynn Fells Parkway. It is bordered by the Lynn Fells Parkway to the north, Tremont Street to the west, Ell Pond to the south and the Crystal Street Tennis Courts to the east.

The Complex consists of West Knoll Soccer Field, the circular and centrally located Memorial Knoll which has multiple memorials to those who fought in wars for the United States, the East Knoll Soccer Field and the Melrose Dog Park. Amenities include benches, a portable toilet, parking surrounding the Memorial Knoll that is also adjacent to the two (2) soccer fields and the dog park, and bleachers.

The sport fields and the dog park can be accessed from the central Memorial Knoll parking area, and there is an access point to the West Knoll Soccer Field at an opening in a fence that runs along Lynn Fells Parkway. Memorial Knoll is built around a circular hill, and a walkway and exterior stairs provide a route to the top of the hill.

### Accessibility Issues

#### Exterior Routes

Accessibility issues include lack of an accessible route to most park amenities including to the boundary of sport activity at both soccer fields, to benches in multiple locations, and to bleachers and a portable toilet by the West Knoll Soccer Field. There is also lack of an accessible route to multiple memorials and benches at the memorials, and to the top of the hill at the Memorial Knoll.

#### Parking Surrounding the Memorial Knoll

Accessibility issues include lack of and faded access aisle and space striping, lack of an identification sign with the designation “Van Accessible” at the van accessible parking space, signs with the International Symbol of Accessibility mounted lower than the minimum allowed and pavement at the accessible spaces and throughout the parking lot that is not maintained in operable working condition.

### Additional Accessibility Issues

- Lack of an accessible portable toilet located on an accessible route.
- Lack of a 36” min. x 60” min. stable and firm surface alongside both ends of the first row of the bleachers to provide accessible sideline seating.
- Lack of handrails at exterior stairs at multiple locations at the Memorial Knoll, and stair handrails by the East Knoll Soccer Field that do not extend 12” beyond the top and bottom stair and that are part of a set of stairs that are not connected to an accessible route.

**Note:** IHCD is not providing costs for accessibility renovations to outdoor areas.

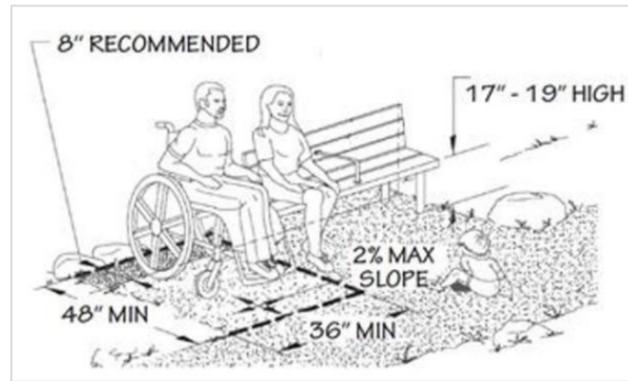
### Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing a 36” min. by 48” min. stable, firm and slip-resistant surface adjacent to at least one (1) bench in the park at each area where benches are provided. See Figure 1 below.

Figure 1: Shows a 36” min. by 48” min. stable, firm and slip-resistant surface adjacent to a bench positioned to allow a person using a wheeled mobility device and a person sitting on the bench to have their shoulders aligned.

## Knoll Soccer Complex



- Recommend, if an accessible route cannot be provided to the top of Memorial Knoll hill, providing a wayside or other display located on an accessible route at the Memorial Knoll with photographs and descriptions of the area at the top of the Memorial Knoll hill.

**City of Melrose  
Knoll Soccer Complex**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Memorial Knoll Route to Bench by Pond	Ext.		Exterior Access Route			Running slope > 1:20 (5.00%) Surface is not stable, firm, and slip-resistant Accessible route not provided	18% - -	Provide an accessible route to at least one bench in this area.	1	-	\$0
2	Memorial Knoll Walkway Ascending Hill	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%) Route not maintained in operable working condition Accessible route not provided.	9% - -	Reduce the running slope to be no steeper than 1:20 (5.00%). Ensure that the accessible route is maintained in operable working condition. Note: Providing an accessible route may not be technically feasible. If an accessible route can not be provides to the top of the memorial, provide a display at an accessible route describing the top of the memorial hill.	1	-	\$0
3	Knoll Complex Dog Park	Ext.		Exterior Access Route	Exterior		Does not prevent accumulation of water Accessible route not provided	- -	Repair the surface. Ensure an accessible route is provided.	1	-	\$0
4	Lynn Fells Parkway Walkway Along East Knoll Soccer Field	Ext.		Exterior Access Route			Route not maintained in operable working condition	-	Ensure that the accessible route is maintained in operable working condition.	1	-	\$0
<b>Off-Street Parking Lot or Garage</b>												
5	Memorial Knoll Parking	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces Access aisle not provided Sign does not have the designation "Van Accessible" Sign bottom < 60" above finished grade Surface not stable, firm, and slip-resistant	125 4 1 - - 54" -	Provide a marked access aisle that is at least 60" wide at the car accessible spaces where the access aisle striping has been worn away. Repaint all faded parking space and access aisle striping. Add the designation "Van Accessible" to the sign located at the van accessible space. Locate all the accessible parking signs 60" min. and 96" max. above the ground. Repair deteriorated parking surface.	1	-	\$0

**City of Melrose  
Knoll Soccer Complex**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Memorial Knoll Parking	Ext.		Off-Street Parking Lot or Garage	Visitor		Surface not stable, firm, and slip-resistant	-	Repair surface.	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Stairways</b>												
7	West Knoll Soccer Field Near Memorial Knoll Parking	Ext.		Stairways	Exterior		Handrails do not extend 12" from stairs Surface not stable, firm, and slip-resistant	- -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth minimum beyond last riser nosing in same direction as stair flight. Provide a stable and firm accessible route to and from stairs.	1	-	\$0
8	Memorial Knoll Walkway Ascending Hill	Ext.		Stairways	Exterior		Handrails not provided	-	Provide handrails.	1	-	\$0
9	Memorial Knoll Walkway Ascending Hill	Ext.		Stairways	Exterior		Handrails not provided	-	Provide handrails.	1	-	\$0
10	Memorial Knoll Walkway Ascending Hill	Ext.		Stairways	Exterior		Handrails not provided	-	Provide handrails.	1	-	\$0

**City of Melrose  
Knoll Soccer Complex**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Benches</b>												
11	West Knoll Soccer Field by Lyons Tennis Courts	Ext.		Benches	N/A		No accessible route to one bench in this area	-	Provide an accessible route to at least one bench in this area.	1	-	\$0
12	Memorial Knoll	Ext.		Benches	N/A		No accessible route to one bench in this area	-	Provide an accessible route to at least one bench in this area.	1	-	\$0
13	Korean War Memorial	Ext.		Benches	N/A		No accessible route to one bench in this area	-	Provide an accessible route to at least one bench in this area.	1	-	\$0
14	Memorial Knoll Atlantic and Pacific Campaigns Memorial	Ext.		Benches			No accessible route to one bench in this area		Provide an accessible route to at least one bench in this area.	1	-	\$0
<b>Toilet &amp; Bathing Rooms</b>												
<b>Portable Toilet</b>												
15	West Knoll Soccer Field	Ext.		Portable Toilet	N/A		Not located on an accessible route Accessible portable toilets not provided	2" -	Locate portable toilet on an accessible route. Ensure that at least 5% of portable toilets (with a minimum of one) are accessible.	1	-	\$0

**City of Melrose  
Knoll Soccer Complex**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Play and Sport Areas</b>												
<b>Field</b>												
16	West Knoll Soccer Field	Ext.		Field	Soccer		Accessible spaces not provided at sidelines seating Not connected to an accessible-route	- -	Provide a 36" x 60" stable and firm clear floor space at both ends of the bottom row of the sidelines seating to create accessible seating spaces. Provide an accessible route to the sideline seating and to the boundary of sport activity at the soccer field.	1	-	\$0
17	West Knoll Soccer Field Lynn Fells Parkway Entry	Ext.		Field	Soccer		Not connected to an accessible-route	3"	Provide an accessible route to the boundary of sport activity at the soccer field.	1	-	\$0
18	East Knoll Soccer Field	Ext.		Field	Soccer		Not connected to an accessible-route		Provide an accessible route to the boundary of sport activity at the soccer field.	1	-	\$0
<b>Best Practice</b>												
<b>Exterior Stairs</b>												
19	Memorial Knoll Walkway Descending Hill	Ext.		Exterior Stairs	Exterior				Recommend providing contrasting color strips on all stairs.	1	-	\$0

# Lincoln Park



City of Melrose  
ADA Transition Plan

August 2022



Institute for Human Centered Design

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## Background

Lincoln Park is located at 472 Pleasant Street. The park consists of a baseball field with team seating along the first and third base baselines. There are also some drop-off containers for used clothes on the far side of a walkway that creates a border for the outfield. On-street parking is available on Pleasant Street.

The park can be accessed from three (3) entry points. There is a path that extends from the Lincoln Elementary School parking lot on the park's northwest side, there is an entry point off of Pleasant Street at the northeast end of the park by right field, and there is an entry point at an opening in a fence on Pleasant Street near the team seating area on the first base side of the field.

**Note:** Parking at the Lincoln Elementary School will be reviewed in the Lincoln Elementary School narrative report and survey catalog.

## Key Accessibility Issues

- Lack of an accessible route to the team seating area and to the boundary of sport activity on the third base side of the baseball field.
- A portion of the walkway extending from the parking lot at the Lincoln Elementary School towards the baseball field is not maintained in operable working condition.

**Note:** IHCD is not providing costs for accessibility renovations to outdoor areas.

Figure 1: The image below uses a yellow line to indicate the approximate suggested location for a 48" wide min. stable, firm and slip resistant accessible route connecting park entry points to the team seating areas and the boundary of sport activity on the first base and third base sides of the baseball field.



City of Melrose  
Lincoln Park

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Third Base Team Seating at the Baseball Field	Ext.		Exterior Access Route	Exterior		Surface is not stable, firm, and slip-resistant Accessible route not provided	- -	Provide a 48" wide min. accessible route extending from the Pleasant Street fence opening and first base team seating area to the third base team seating area so that both team seating areas and the boundary of sport activity are connected by an accessible route. <b>(Note:</b> See Figure 1 in the report narrative for a suggested location of the accessible route.)	1	-	\$0
2	Walkway From Lincoln Elementary School Parking Towards the Baseball Field	Ext.		Exterior Access Route			Route not maintained in operable working condition		Ensure the accessible route is maintained in operable working condition.	1	-	\$0

# Lyons Tennis Courts



## City of Melrose ADA Transition Plan

August 2022



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### Background

Lyons Tennis Courts are a group of tennis courts located at the corner of Tremont Street on their west side and Lynn Fells Parkway on their north side. The four (4) tennis courts are just west of the West Knoll Soccer Complex and north of Lewis Monk Baseball Field. A sidewalk on Tremont Street connects to a path that leads to an accessible entry on the south side of the tennis courts. Amenities include benches both inside and outside the court area and the tennis courts themselves.

### Accessibility Issues

#### Exterior Routes

Accessibility issues include sections of the sidewalk on Tremont Street that runs along the west side of the tennis courts and that connects to the path to the accessible tennis court entry that are not maintained in operable working condition.

#### Benches

Accessibility issues include lack of an accessible route to at least one of the benches that is located just outside of the tennis court area.

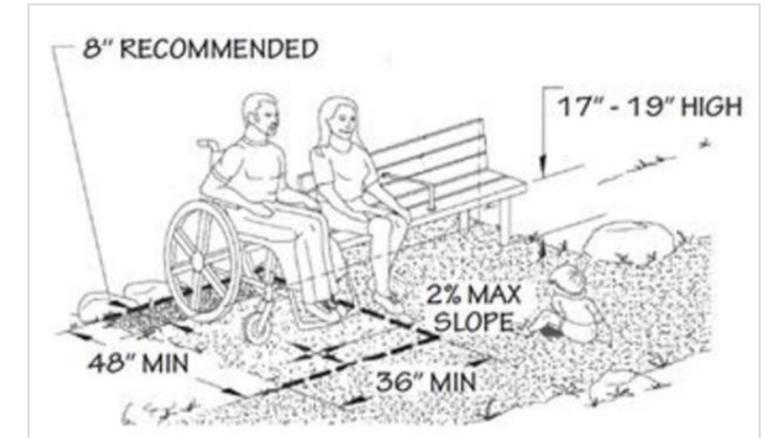
**Note:** IHCD is not providing costs for accessibility renovations to outdoor areas.

### Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to at least one (1) bench in the park. See Figure 1 below.

Figure 1: Shows a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to a bench positioned to allow a person using a wheeled mobility device and a person sitting on the bench to have their shoulders aligned.



- Recommend providing a curb ramp at the Tremont Street sidewalk where the sidewalk meets the walkway to the accessible entry to the tennis courts.
- Recommend providing a sign with the International Symbol of Accessibility (ISA) on Tremont Street just before the recommended curb ramp where the sidewalk meets the walkway to the accessible entry to the tennis courts to create an accessible street parking space. (This would result in an accessible street parking space on the shortest accessible route to the walkway that leads to the tennis court entry.)

**City of Melrose  
Lyons Tennis Courts**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Tremont Street	Ext.		Exterior Access Route	Sidewalk		Route not maintained in operable working condition		Ensure that the accessible route is maintained in operable working condition.	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Benches</b>												
2	Tremont Street	Ext.		Benches	N/A		No accessible route to one bench in this area		Provide an accessible route to at least one bench in this area.	1	-	\$0
<b>Best Practice</b>												
<b>Curb Ramp And Accessible Street Parking Space</b>												
3	Tremont Street	Ext.		Curb Ramp And Accessible Street Parking Space	N/A				Recommend providing a curb ramp where the sidewalk meets the walkway to the accessible entry to the tennis courts. Recommend providing a sign with the International Symbol of Accessibility (ISA) on Tremont Street just before the recommended curb ramp. (This would result in an accessible street parking space on the shortest accessible route to the walkway.)	1		\$0

# Mary Foley Park



City of Melrose  
ADA Transition Plan

August 2022



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## Background

Mary Foley Park is located between Grove Street, Myrtle Street and Faulkner Place. There are five (5) entry points to the park; three (3) are located on Myrtle Street and two (2) on Faulkner Place. Amenities include benches and a monument. On-street parking is provided on Myrtle Street; there is a municipal parking lot located on Faulkner Place (east side).

## Key Accessibility Issues

### Exterior Routes

Accessibility issues include excessive running slope at the entrance on Faulkner Place and changes in level higher than the maximum allowed in many of the walkways inside the park. Also, the seating area around the monument is not maintained in operable working condition and the curb ramp located on Grove Street lacks a detectable warning.

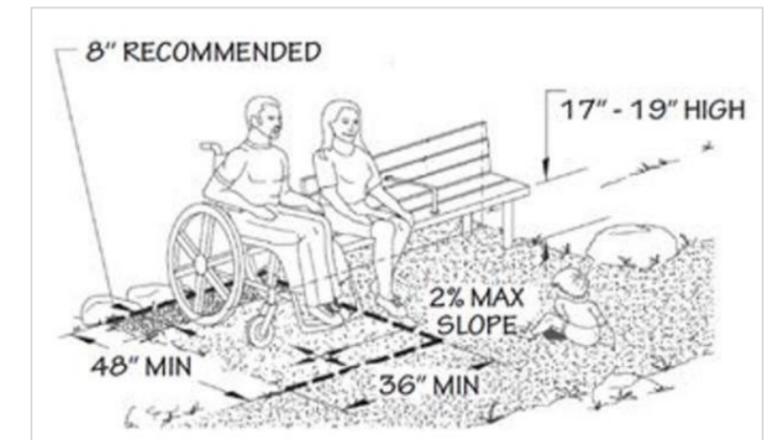
**Note:** IHCD is not providing costs for accessibility renovations to outdoor areas.

## Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to at least one (1) bench in the park. See Figure 1 below.

Figure 1: Shows a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to a bench positioned to allow a person using a wheeled mobility device and a person sitting on the bench to have their shoulders aligned.



**City of Melrose  
Mary Foley Park**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Grove Street	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	.75"	Alter the change in level to be 1/4" high max.	1	-	\$0
2	Faulkner Street North Walkway	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	1"	Alter the change in level to be 1/4" high max.	1	-	\$0
3	Faulkner Street North Walkway	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	1"	Alter the change in level to be 1/4" high max.	1	-	\$0
4	Mary Foley Monument	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	1"	Alter the change in level to be 1/4" high max.	1	-	\$0
<b>Curb Ramp</b>												
5	Faulkner Street Entrance	Ext.		Curb Ramp	N/A		Running slope > 1:12 (8.33%) Transition from curb ramp to street not flush	13.3%	Reduce the running slope to be no steeper than 1:12 (8.33%). Ensure transition from curb ramp to street is flush or free of changes in level.	1	-	\$0

**City of Melrose  
Mary Foley Park**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Grove Street Curb Ramp	Ext.		Curb Ramp	N/A		Detectable warning not provided (PROWAG)		Provide a detectable warning on the curb ramp.	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Benches</b>												
7	Mary Foley Monument	Ext.		Benches	N/A				Ensure bench is maintained in operable working condition.	1	-	\$0
<b>Best Practice</b>												
<b>Bench</b>												
8	Park	Ext.		Bench	N/A				Recommend providing a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to at least one (1) bench in the park	1	-	\$0

# Mary Livermore Park



City of Melrose  
ADA Transition Plan

August 2022



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## Background

Mary Livermore Park is located at the corner of Upham Street and Felton Place. The park is a neighborhood park that was rededicated in 2019. Entry points to the park are located on Felton Place which runs along the east side of the park and at the corner of Upham Street and Felton Place at the south side of the park by a basketball court. Amenities include a playground, a picnic table near the playground, a basketball court and benches. On-street parking is provided on Upham Street and on Felton Place.

## Key Accessibility Issues

### Exterior Route

Accessibility issues include lack of the minimum clear width at the side walk leading to the entrance to the park on Felton Place due to the location of utility poles in the sidewalk and the sidewalk not being maintained in operable working condition. Other accessibility issues include lack of an accessible route to and connecting all amenities in the park (e.g., playground, bench, picnic table, etc.),

### Playground

Accessibility issues include lack of an accessible route to and within the playground and lack of a compliant impact-attenuating accessible surface to, under and around play components.

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component and around the playground.

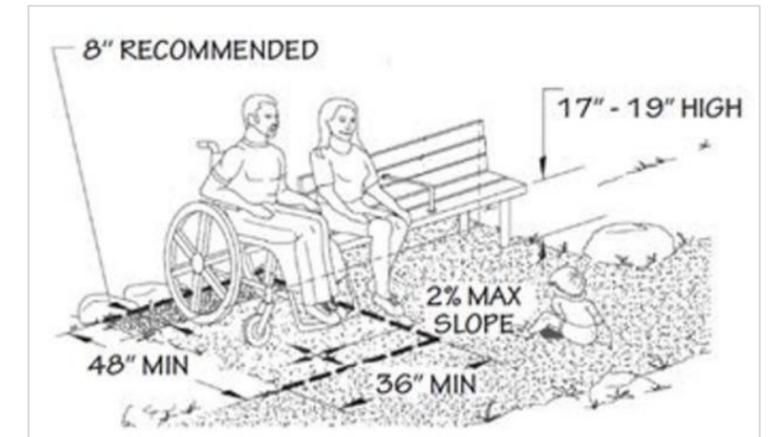
**Note:** IHCD is not providing costs for accessibility renovations to outdoor areas.

## Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to at least one (1) bench in the park. See Figure 1 below.

Figure 1: Shows a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to a bench positioned to allow a person using a wheeled mobility device and a person sitting on the bench to have their shoulders aligned.



- Recommend providing a curb ramp near the Felton Place entrance to the park.

**City of Melrose  
Mary Livermore Park**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Towards Felton Place Park Entrance	Ext.		Exterior Access Route	Sidewalk		Exterior route < 48" wide Cross slope > 1:50 (2.00%) Route not maintained in operable working condition	24" 33% -	Ensure that a clear width of 48" min. is maintained at the accessible route. Reduce the cross slope to be no steeper than 1:50 (2.00%). Ensure that the accessible route is maintained in operable working condition.	1	-	\$0
2	Playground Entrance Near Felton Place	Ext.		Exterior Access Route	Exterior		Level changes > 1/4" Accessible route not provided	2" -	Alter the change in level to be 1/4" high max. Ensure an accessible route is provided (Keep entry surface clear of Engineered Wood Fiber (EWF)).	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Picnic Tables</b>												
3	Picnic Table Near Playground	Ext.		Picnic Tables	N/A		Picnic table not on an accessible route	-	Ensure that the picnic table is connected to an accessible route.	1	-	\$0
<b>Benches</b>												
4	By Basketball Court	Ext.		Benches			No accessible route to one bench in this area		Provide an accessible route to at least one bench in this area.	1	-	\$0
<b>Play and Sport Areas</b>												

**City of Melrose  
Mary Livermore Park**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Play Areas</b>												
5	Playground	Ext.		Play Areas	N/A		Accessible route not provided around playground Accessible route not provided at play components		Install an accessible route to and around the playground. Provide a compliant impact-attenuating surface under and around the play components.	1	-	\$0
<b>Best Practice</b>												
<b>Bench</b>												
6	Inside Park	Ext.		Bench	N/A				Recommend providing a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to at least one (1) bench in the park.	1	-	\$0
<b>Curb Ramp</b>												
7	Entrance	Ext.		Curb Ramp	N/A				Recommend providing a curb ramp near the Felton Place entrance to the park.	1	-	\$0

# Melrose Common Playground



City of Melrose  
ADA Transition Plan

November 2022



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## Background

The Melrose Common Playground is located at 93 Laurel Street. There are two (2) points of entry to the park located on Larrabee Street, two (2) points of entry on East Foster Street. The park features one (1) playground, with adjoining tot lot, one (1) basketball court, two (2) softball fields, benches and a bike rack.

## Key Accessibility Issues

### Exterior Accessible Routes

Accessibility issues include lack of compliant accessible routes to amenities in the park (basketball court, benches, bike rack, picnic tables, sandbox, softball field), excessive cross slopes at various locations, routes not maintained in operable working condition, excessive change in level, and surfaces that are not stable, firm and slip resistant.

### Curb Ramps

Accessibility issues include excessive running and cross slopes, and feature transitions to the street that are not flush with the street.

### Playground

Accessibility issues include lack of a surface underneath a play component that is firm, stable and slip-resistant and lack of a surface that is firm, stable and slip-resistant (to swing set).

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component and around the playground.

## Additional Accessibility Issues

- Lack of an accessible route to two (2) softball fields.

**Note:** IHCD is not providing costs for accessibility renovation to outdoor areas.

**City of Melrose  
Melrose Common Playground**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	East Foster & Larrabee Street Corner of Park	Ext.		Exterior Access Route	Sidewalk		Cross slope > 1:50 (2.00%)	5.6%	Reduce the cross slope to be no steeper than 1:50 (2.00%).	1	-	\$0
2	Laurel Street	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%) Level changes > 1/4" Route not maintained in operable working condition	10% 2" -	Reduce the cross slope to be no steeper than 1:50 (2.00%). Alter the change in level to be 1/4" high max. Ensure that the accessible route is maintained in operable working condition.	1	-	\$0
3	Laurel Street & Larrabee Street Corner of Park	Ext.		Exterior Access Route	Sidewalk		Level changes > 1/4"	2"	Alter the change in level to be 1/4" high max.	1	-	\$0
4	Laurel Street	Ext.		Exterior Access Route	Sidewalk		Route not maintained in operable working condition	-	Repair the cracks in the walkway to ensure that the accessible route is maintained in operable working condition.	1	-	\$0
5	Sandbox	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided to the sandbox.	1	-	\$0

**City of Melrose  
Melrose Common Playground**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Softball Field at 6th Street	Ext.		Exterior Access Route	Walkway		Accessible route not provided	-	Ensure an accessible route is provided to the team seating.	2	-	\$0
<b>Curb Ramp</b>												
7	Laurel Street & Larrabee Street Park	Ext.		Curb Ramp	N/A		Running slope > 1:12 (8.33%)	14.3%	Reduce the running slope to be no steeper than 1:12 (8.33%).	1	-	\$0
8	East Foster & Larrabee Street Corner of Park	Ext.		Curb Ramp	Diagonal		Transition from curb ramp to street not flush Cross slope > 1:50 (2.00%) (MAAB)	0.5" 3.8%	Ensure transition from curb ramp to street is flush or free of changes in level. Reduce cross slope at curb ramp to be no steeper than 1:50 (2.00%).	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Picnic Tables</b>												
9	Picnic Tables by Sandbox	Ext.		Picnic Tables	N/A		Picnic table not on an accessible route	-	Ensure that the picnic table is connected to an accessible route.	1	-	\$0
<b>Bike Racks</b>												
10	By Basketball Court Laurel Street	Ext.		Bike Racks	N/A		Bike rack is not connected to an accessible route	-	Ensure bike racks are connected to an accessible route.	1	-	\$0

**City of Melrose  
Melrose Common Playground**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Play and Sport Areas</b>												
<b>Play Areas</b>												
11	Swing Set	Ext.		Play Areas	N/A		Surface not stable, firm, and slip-resistant	-	Repair the surface and ensure that surface is firm, stable and slip-resistant (to areas under and around play components).	1	-	\$0
12	Playground	Ext.		Play Areas	N/A		Surface not stable, firm, and slip-resistant	-	Remove the sand underneath the play surface to ensure that surface is firm, stable and slip-resistant (to areas under and around play components).	1	-	\$0
<b>Field</b>												
13	Softball Field at Playground	Ext.		Field	Softball		Not connected to an accessible-route	-	Provide an accessible route to the field or to the team seating.	2	-	\$0

# Fred Green Memorial Field



City of Melrose  
ADA Transition Plan

August 2022



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## Background

Fred Green Memorial Field is located at 360 Lynn Fells Parkway-west of the High School and the Middle School. The field serves as the football field for the High School. Amenities include a football field, bleachers, a press box, a concession stand with picnic tables and toilet rooms (north side). Parking is located at the High School and Middle School; also, on-street parking is provided on Tremont Street.

**Note:** See report for the High School for parking and entrances to the field.

Bleachers can be accessed via a ramp on the northeast side or a stairway on the northwest side. An additional ramp located near the toilet rooms provides an accessible route to the lift that goes to the press box. On the day of the survey the lift was not in operable working condition.

## Key Accessibility Issues

### Toilet Rooms

Accessibility issues include toilets in the accessible compartments that are located further away from the side wall than the maximum allowed, and lack of insulated pipes at the lavatories.

### Additional Accessibility Issues

- Ramp to the bleachers with a running slope slightly higher than the maximum allowed (east side).
- Lack of tactile egress signage (with raised characters and braille) at the egress doors at the press box and, at the women's toilet room, in addition, the sign at the women's toilet room is not located on the latch side of the door.
- The ladder located between the two egress doors in the press box protrudes into the circulation path.
- Lack of accessible picnic tables (with knee and toe clearance) and at least one picnic table not located on an accessible route.

## Order of Magnitude Cost Estimates

- Renovation to toilet rooms: \$5,840
- Miscellaneous corrective actions (signs, cane-detectable barrier, etc.): \$1,574

**Total: \$7,414\***

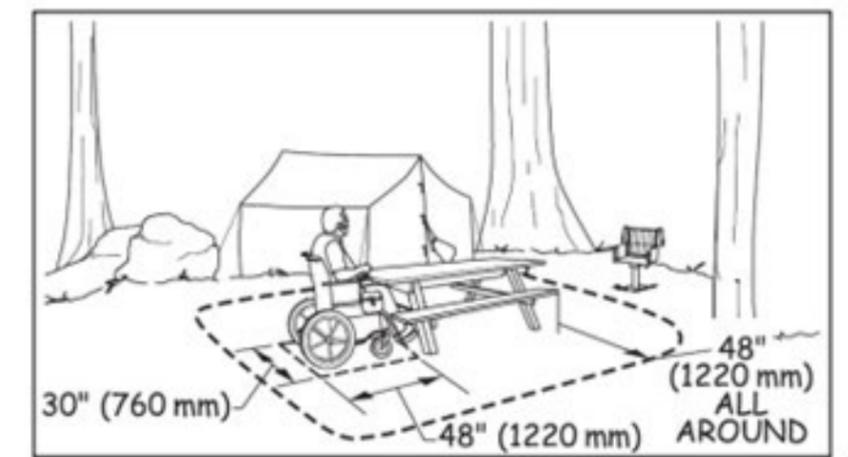
**\*Note:** IHCD is not providing costs for accessibility renovations to outdoor areas.

## Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing a directional sign to the accessible route to the press box (lift).
- Recommend providing a 48" min. stable, firm, and slip-resistant surface around at least one (1) accessible picnic table located on an accessible route at each location where picnic tables are provided at the football field in a manner that is substantially similar to what is shown in Figure 1.

Figure 1: Shows a stable, firm and slip-resistant surface around a picnic table to allow a person in a wheeled mobility device to maneuver around the picnic table.



**City of Melrose  
Fred Green Memorial Field**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Ramp</b>												
1	Ramp at East End of Bleachers	Ext.		Exterior Ramp	N/A		Running slope > 1:12 (8.33%)	9%	Reduce running slope to be no steeper than 1:12 (8.33%).	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Means of Egress</b>												
2	Press Box, Northwest Egress	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232
3	Press Box, Northeast Egress	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	464	\$464
<b>Interior Access Route</b>												
4	Press Box Towards Southeast Egress	1		Interior Access Route	N/A		Obstructed by protruding objects	-	Provide a cane-detectable barrier.	1	878	\$878

**City of Melrose  
Fred Green Memorial Field**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Platform Lift or LULA Elevator</b>												
5	Lift by Press Box, Northwest Egress	Ext.		Platform Lift or LULA Elevator	Exterior		Not in operable working condition	-	Ensure lift is maintained in operable working condition.	1	-	\$0
<b>Signage</b>												
6	Women's Toilet Room	Ext.		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	-	\$0
7	Men's Toilet Room	Ext.		Signage	Designation		Signage lacks 18" by 18" clear floor space	-	Relocate trash can to maintain the required 18" min. by 18" min. at the sign.	1	-	\$0
<b>Picnic Tables</b>												
8	By Concession Stand	Ext.		Picnic Tables	N/A		Number of seating spaces at picnic tables Toe or knee clearance at tables not provided Picnic table not on an accessible route	4 24" -	Provide at least 1 picnic table (or ensure that 5% of picnic tables) have toe and knee clearance. Ensure that the picnic table is connected to an accessible route.	1	-	\$0
<b>Toilet &amp; Bathing Rooms</b>												

**City of Melrose  
Fred Green Memorial Field**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Overall Access</b>												
9	Men's Toilet Room	1		Overall Access	Toilet Room		Audible and visible alarms not provided	-	When the fire system is updated, ensure that a visible and audible fire alarm is installed.	1	-	\$0
10	Women's Toilet Room	1		Overall Access	Toilet Room		Audible and visible alarms not provided	-	When the fire system is updated, ensure that a visible and audible fire alarm is installed.	1	-	\$0
<b>Lavatory</b>												
11	Men's Toilet Room	1		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	92	\$92
12	Women's Toilet Room	1		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact for at least one lavatory.	1	92	\$92
<b>Toilet Compartment</b>												
13	Men's Toilet Room	1		Toilet Compartment	Accessible Compartment		Centerline < or > 18" (MAAB)	18.6"	Relocate toilet so the centerline is 18" from the side wall.	1	2828	\$2828

**City of Melrose  
Fred Green Memorial Field**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
14	Women's Toilet Room	1		Toilet Compartment	Accessible Compartment		Centerline < or > 18" (MAAB)	18.9"	Relocate toilet so the centerline is 18" from the side wall.	1	2828	\$2828
<b>Best Practice</b>												
<b>Signage</b>												
15	From Toilet Rooms to Ramp at East End of Bleachers	Ext.		Signage	N/A				Recommend providing a directional sign to the accessible route to the press box (lift).	1	-	\$0

# Messenger's Meadow Park



## City of Melrose ADA Transition Plan

August 2022



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### Background

Messenger's Meadow Park (Messenger Field) is located at 253 Vinson Street and is bordered by the Roosevelt Elementary School on its northwest side. Vinson Street is southwest of Messenger Field, and Brunswick Park runs along the western edge. The facility can be entered by a route that extends from the parking lot at Roosevelt Elementary School. Amenities include garden beds, a baseball field, a basketball court, a playground, picnic tables, benches, a black-top area with a bike rack and parking.

### Key Accessibility Issues

#### Exterior Routes

Accessibility issues include lack of an accessible route to amenities including to the garden beds, basketball court, book exchange receptacle, benches, picnic tables, the playground, the boundary of sport activity at the baseball field and to the baseball field team seating.

#### Parking Lot

Accessibility issues at the Roosevelt Elementary School parking lot include access aisles that aren't connected to an accessible route, an access aisle that needs re-striping, and an excessive cross slope at one car accessible parking space.

#### Playground

Accessibility issues include lack of an accessible route to and around the playground and a lack of a compliant impact-attenuating accessible surface to, under and around play components.

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component and around the playground.

### Additional Accessibility Issues

- The playing surface of the basketball court is not maintained in operable working condition.
- The book exchange receptacle lacks hardware operable with a closed fist and is located higher than is allowed.
- Exterior handrails are lower than allowed and one set of exterior handrails lacks railing extensions.
- Lack of an accessible picnic table located on an accessible route.

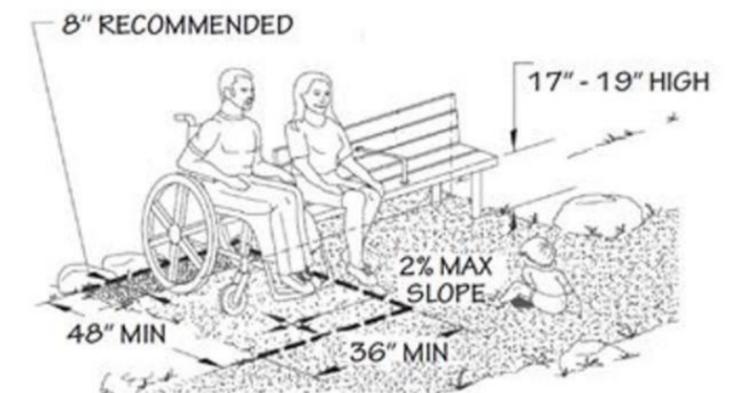
**Note:** IHCD is not providing costs for accessibility renovations to outdoor areas.

### Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend providing a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to at least one (1) bench in the playground at each location where benches are provided in a manner that is substantially similar to what is shown in Figure 1.

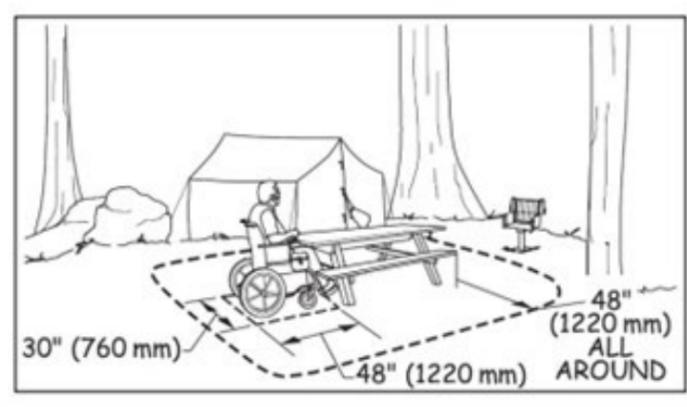
**Figure 1:** Shows a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to a bench positioned to allow a person using a wheeled mobility device and a person sitting on the bench to have their shoulders aligned.



## Messenger Field

- Recommend providing a 48" min. stable, firm, and slip-resistant surface around at least one (1) accessible picnic table in the park at each location where picnic tables are provided in a manner that is substantially similar to what is shown in Figure 1.

**Figure 2:** Shows a stable, firm and slip-resistant surface around a picnic table to allow a person in a wheeled mobility device to maneuver around the picnic table.



**City of Melrose  
Messenger's Meadow Park**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Ramp Route to Basketball and Playground	Ext.		Exterior Access Route	Exterior		Exterior route < 36" wide Route not maintained in operable working condition	21" -	Ensure that a clear width of 36" min. is maintained at the accessible route. Ensure that the accessible route is maintained in operable working condition (keep route clear of Engineered Wood Fiber).	1	-	\$0
2	Parking to Basketball	Ext.		Exterior Access Route	Walkway		Surface openings > 1/2"	1.5"	Repair surface between concrete and asphalt so that openings are 1/2" max. and the long opening dimension is perpendicular to the dominant direction of travel.	1	-	\$0
3	Route to Basketball	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%)	3%	Reduce the cross slope to be no steeper than 1:50 (2.00%).	1	-	\$0
4	Route to Basketball	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%) Running slope > 1:20 (5.00%)	3.2% 7.3%	Reduce the cross slope to be no steeper than 1:50 (2.00%). Reduce the running slope to be no steeper than 1:20 (5.00%).	1	-	\$0
5	Route to Basketball	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%)	8.1%	Reduce the running slope to be no steeper than 1:20 (5.00%). Note: Reducing slope may not be technically feasible.	1	-	\$0

**City of Melrose  
Messenger's Meadow Park**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Route to Basketball	Ext.		Exterior Access Route	Exterior		Running slope > 1:20 (5.00%)	8.3%	Reduce the running slope to be no steeper than 1:20 (5.00%). Note: Reducing slope may not be technically feasible.	1	-	\$0
7	Route to Basketball	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Ensure that the accessible route is maintained in operable working condition.	1	-	\$0
8	Route to Basketball	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Ensure that the accessible route is maintained in operable working condition.	1	-	\$0
9	Route to Blacktop	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Ensure that the accessible route is maintained in operable working condition. (Patch cement as necessary, remove vegetation.)	1	-	\$0
<b>Off-Street Parking Lot or Garage</b>												
10	Parking	Ext.		Off-Street Parking Lot or Garage	Visitor		Running or cross slope at space > 1:50 (2.00%)	52 3 1 3.3%	Reduce running or cross slope to be no steeper than 1:50 (2.00%) in all directions at the accessible parking spaces.	1	-	\$0

**City of Melrose  
Messenger's Meadow Park**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
11	Parking	Ext.		Off-Street Parking Lot or Garage	Visitor		Access aisle does not adjoin an accessible route	0.5"	Ensure the access aisle adjoins an accessible route. (Repair concrete, level surface at access aisle and re-stripe access aisle.)	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Stairways</b>												
12	Stairs to Blacktop	Ext.		Stairways	Exterior		Handrail height < 34" or > 38"	32.8"	Alter so the handrails are 34"- 38" high above ground.	1	-	\$0
13	Stairs to Basketball Court	Ext.		Stairways	Exterior		Handrail height < 34" or > 38"	32.9"	Alter so the handrails are 34"- 38" high above the ground.	1	-	\$0
14	Stairs to Basketball Court	Ext.		Stairways	Exterior		Handrail height < 34" or > 38" Handrails do not extend 12" from stairs	30.6" -	Alter so the handrails are 34"- 38" high above the ground. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth minimum beyond last riser nosing in same direction as stair flight.	1	-	\$0
<b>Operable Parts</b>												
15	Book Exchange Receptacle School Entrance	Ext.		Operable Parts	N/A		Element not on an accessible route Reach < 15" or > 48"(forward/side approach) Not operable with a closed fist	- 52.2" -	Ensure book exchange receptacle is located on an accessible route. Relocate book exchange so that controls are between 15"- 48" above the ground. Provide hardware that can be operable with one hand and does not require tight grasping, pinching, or twisting of the wrist.	1	-	\$0

**City of Melrose  
Messenger's Meadow Park**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Picnic Tables</b>												
16	Playground	Ext.		Picnic Tables	N/A		Toe or knee clearance at table not provided Picnic table not on an accessible route	- - -	Provide at least one picnic table with top between 28"- 34" above the ground and 27" clear height underneath. Ensure that the picnic table is connected to an accessible route.	1	-	\$0
<b>Benches</b>												
17	By Stair to Basketball	Ext.		Benches	N/A		No accessible route to one bench in this area	-	Provide an accessible route to at least one bench in this area or relocate bench on an accessible route.	1	-	\$0
18	Playground	Ext.		Benches	N/A		No accessible route to one bench in this area	12%	Provide an accessible route to at least one bench in this area or relocate bench on an accessible route. (Recommend poured-in-place rubber for accessible route.)	1	-	\$0
<b>Community Gardens Beds</b>												
19	Garden by Parking	Ext.		Community Gardens Beds	N/A		Not connected to an accessible route	8%	Ensure that the garden beds are connected to an accessible route.	1	-	\$0
<b>Play and Sport Areas</b>												

**City of Melrose  
Messenger's Meadow Park**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Play Areas</b>												
20	Playground	Ext.		Play Areas	N/A		Accessible route not provided at play components Surface not stable, firm, and slip-resistant	- -	Provide a compliant impact-attenuating surface under and around the play components.	1	-	\$0
21	Playground	Ext.		Play Areas	N/A		Accessible route not provided at play components Surface not stable, firm, and slip-resistant	- -	Provide a compliant impact-attenuating surface under and around the play components.	1	-	\$0
22	Playground	Ext.		Play Areas	N/A		Accessible route not provided at play components Surface not stable, firm, and slip-resistant	- -	Provide a compliant impact-attenuating surface under and around the play components.	1	-	\$0
23	Playground	Ext.		Play Areas	N/A		Surface not stable, firm, and slip-resistant Accessible route not provided at play components	- -	Provide a compliant impact-attenuating surface under and around the play components.	1	-	\$0
<b>Field</b>												
24	First Base Seating	Ext.		Field	Baseball		Accessible spaces are not provided at team seating Not connected to an accessible-route	- -	Provide a 36" x 48" stable, firm and slip resistant clear floor space at team seating. Provide an accessible route to team seating, and repair benches.	1	-	\$0

**City of Melrose  
Messenger's Meadow Park**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
25	Third Base Seating	Ext.		Field	Baseball		Accessible spaces are not provided at team seating Not connected to an accessible-route	- -	Provide a 36" x 48" stable, firm and slip resistant clear floor space at team seating. Provide an accessible route to team seating, and repair benches.	1	-	\$0
26	Baseball Field	Ext.		Field	Baseball		Not connected to an accessible-route	-	Provide an accessible route to the boundary of sport activity at the field.	1	-	\$0
<b>Court</b>												
27	Basketball	Ext.		Court	Basketball		Court not maintained in operable working condition	-	Ensure court is maintained in operable working condition.	1	-	\$0
<b>Best Practice</b>												
<b>Benches</b>												
28	Route to Basketball	Ext.		Benches	N/A				Recommend a 36"x48" min. clear floor space located beside each bench and ensure both benches are connect to an accessible route.	1		\$0

## Morelli Field



### City of Melrose ADA Transition Plan

August 2022



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### Background

Morelli Field is located at 350 Lynn Fells Parkway- south of the Fred Green Field. The field serves as the baseball field for the High School. Amenities include a baseball field, bleachers, a press box, and portable toilets. Parking is located at the High School and the Middle School; also, on-street parking is provided on Tremont Street.

**Note:** See report for the High School for parking and routes to the field.

Bleachers can be accessed via a ramp on the north side or a stairway on the southeast side. A lift provides an accessible route to the press box (south side). On the day of the survey the lift was not in operable working condition.

### Key Accessibility Issues

- Lack of a 36" by 48" clear floor space at the home and visiting team dugouts.
- Lack of a compliant accessible portable toilet.
- Ladder that protrudes into the circulation path (press box).
- Lack of a tactile egress sign (press box).

### Order of Magnitude Cost Estimates

- Miscellaneous corrective actions (signs, etc.): \$1,110

**Total: \$1,110\***

**\*Note:** IHCD is not providing costs for accessibility renovations to outdoor areas.

### Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- If the extension is a protruding object for people approaching the stairs from the right (east side) recommend providing a cane-detectable barrier.
- Recommend providing a smooth surface 10" of the ground measured vertically on the push side of the gate to serve as a kickplate.

**City of Melrose  
Morelli Field**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
<b>Exterior Access Route</b>												
1	Baseball Field Entrance - Corner of Tremont Street and Lynn Fells Parkway,	Ext.		Exterior Access Route	4		Route not maintained in operable working condition	-	Ensure that the accessible route is maintained in operable working condition.	1	-	\$0
<b>Access to Goods and Services</b>												
<b>Means of Egress</b>												
2	Press Box, East Bleacher Seating Egress	Ext.		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232
<b>Interior Access Route</b>												
3	Press Box	1		Interior Access Route	N/A		Obstructed by protruding objects	-	Relocate object./Provide a cane-detectable barrier.	1	878	\$878
<b>Platform Lift or LULA Elevator</b>												
4	Lift Behind Bleachers, NE From Entrance	Ext.		Platform Lift or LULA Elevator	Exterior		Not in operable working condition	-	Ensure lift is maintained in operable working condition.	1	Labor	\$0
<b>Toilet &amp; Bathing Rooms</b>												

**City of Melrose  
Morelli Field**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Portable Toilet</b>												
5	Portable Toilets Along North Route to Fred Green Memorial Field	Ext.		Portable Toilet	N/A		Accessible portable toilets not provided	-	Ensure that at least 5% of portable toilets is accessible.  See ID #7 for additional information.	1	-	\$0
6	Portable Toilet	Ext.		Portable Toilet	N/A		60" by 72" clear space not provided	-	Provide an accessible portable toilet that has 60" wide and 72" deep at the toilet.	1	-	\$0
<b>Play and Sport Areas</b>												
<b>Field</b>												
7	Team Seating, Third Base	Ext.		Field	Baseball		Accessible spaces not provided at team seating	-	Provide a 36" x 48" clear floor space at team seating.	1	-	\$0
8	Team Seating, First Base	Ext.		Field	Baseball		Accessible spaces not provided at team seating	-	Provide a 36" x 48" clear floor space at team seating.	1	-	\$0
<b>Best Practice</b>												

City of Melrose  
Morelli Field

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
9	East Bleachers Stairs	Ext.			205				If the extension is a protruding object for people approaching the stairs from the right (east side) recommend providing a cane-detectable barrier.	1		\$0
<b>Gate</b>												
10	Entrance to Third Base Team Seating	Ext.		Gate	N/A				Recommend providing a smooth surface 10" of the ground measured vertically on the push side of the gate.	1	-	\$0