



**CITY OF BEVERLY**  
**AMERICANS WITH DISABILITIES ACT (ADA)**  
**2008 TRANSITION PLAN**

Written by:  
Arthur Daignault  
Beverly's ADA Coordinator

**This report looks at the American with Disabilities Act Accessibility Guidelines for buildings and facilities, and the rules and regulations of the Architectural Access Board.**

## **State and Federal Access Laws**

### **Americans with Disabilities Act of 1990:**

The federal Americans with Disabilities Act (ADA) prohibit discrimination against people with disabilities in nearly all segments of society. Congress passed a new law, which was called the Americans with Disabilities Act in 1990. Title I covers employment; Title II became effected as of 1992. Title II covers state and local government services, including public transportation. Title III became effected in 1993. Title III covers public accommodations, commercial facilities, and specified private transportation; Title IV covers telecommunication; and Title V contains miscellaneous provisions. The workbook deals with organizations covered by Titles II and III. Housing is not covered by the ADA (except transient housing, such as hotels and dormitories), since the Fair Housing Amendments Act already covers it. The federal government is also not included, because Section 504 of the Rehabilitation Act covers it.

### **Title II: State and Local Government Services:**

Title II prohibits discrimination by public entities. The emphasis is on access to all services, activities, and programs.

### **ADA Title II Jurisdiction:**

All services, programs, and activities provided or made available by public entities. **Public entity** means: 1) any state or local government, 2) any department, agency, special purpose district (such as a county), or other instrumentality of a state or local government, 3) the National Railroad Passenger Corporation, and any commuter authority.

### **Self Evaluation and Notice:**

By January 26, 1993, public entities were required to evaluate current services, policies, and practices to identify and modify those that are discriminatory. Entities that employ fifty or more people must maintain the evaluation for public inspection for three years, designate an employee responsible for compliance, and establish a grievance procedure for handling complaints. Public entities must also provide notice regarding the rights and protections available to people with disabilities under the ADA.

### **Non-Discrimination:**

Title II sets the following non-discrimination requirements for public entities:

- It is illegal to refuse to allow a person to participate in a service, program, or activity simply because the person has a disability.
- Programs and services must be provided in an integrated setting unless separate programs are necessary to ensure equal access.
- Entities must eliminate unnecessary eligibility standards or rules that exclude or tend to screen out people with disabilities.
- Entities must make reasonable modifications to policies, practices, and procedures to ensure equal access.
- Programs must be readily accessible to and usable by people with disabilities.

- It is illegal to place special charges on people with disabilities to cover costs of ensuring non-discrimination.

### **Program Accessibility:**

Title II requires state and local programs, services, and activities to be readily accessible to and usable by people with disabilities. Programs must be made accessible unless doing so would fundamentally change the nature of the operation or cause an undue financial or administrative burden. Extensive structural alterations of existing facilities are not required where alternative methods, such as the reassignment of services to accessible facilities, delivery of services at alternate accessible sites, redesign of equipment, or home visits, provide adequate access. Structural barrier removal is required only where there is no other way to achieve access. Such changes needed to be made as soon as possible but no later than January 26, 1995.

Public entities with fifty or more employees needed to develop a Transition Plan by July 26, 1992 if structural changes were needed to achieve program accessibility. The Transition Plan must identify the physical barriers, describe the methods that will be used to make the facilities accessible, specify the schedule for compliance, and indicate the official responsible for implementation. The plan must include a schedule for providing curb cuts on sidewalks for which the public entity has responsibility.

### **Access to Communication:**

Effective communication, which may include the use of TTYs, telephone relay services, sign language interpreters, large print materials, or other auxiliary aids and services, must be ensured for all applicants, beneficiaries, participants, and others. Telephone emergency services (such as police, fire, and ambulance, including 911 service) must have TTYs to ensure direct access. Accessible routes, facilities, or equipment must be identified with appropriate, accessible signage. These actions are required unless they would cause a fundamental alteration of the program or service or an undue financial or administrative burden.

### **Enforcement:**

An individual may report complaints through the grievance procedure established by the public entity where the alleged discrimination occurred, or may file complaints with any appropriate federal agency. (The U.S. Department of Justice is the agency responsible for overall enforcement of Title II; however, it has delegated enforcement for specific program areas to other federal agencies.) The agency will then try to negotiate for voluntary compliance and may withhold federal funds, or it may refer the case to the Department of Justice for possible legal action, which may result in an injunctive order to provide access, pay damages, litigation expenses, and/or any other relief ordered by the court.

Individuals also have the option of bypassing these grievance and complaint processes and taking their case directly to court with a private suit. However, alternative means of dispute resolution, such as settlement negotiations, conciliation, mediation, and arbitration are encouraged.

**CITY OF BEVERLY  
UPDATE OF 2008 ADA TRANSITION PLAN:  
POLICIES, PROCEDURES & PRACTICES**

**GENERAL/ADMINISTRATION**

**Public Notice:**

The City of Beverly does not discriminate on the basis of disability. Program applicants, participants, members of the general public, employees, job applicants, and others are entitled access to all City programs, employment, and services without regard to disability.

Copies of this notice are available, upon request, in accessible formats (large print, audiotape, Braille, computer disc, etc.). Our grievance procedure, self-evaluation, as well as ADA policies, practices, and procedures, are readily available, upon request. This notice is posted prominently at all our sites, and on all program brochures and manuals.

The City of Beverly has designated the following person to coordinate its efforts to comply with the ADA. Inquiries, requests, and complaints should be directed to:

Arthur Daignault, ADA Coordinator  
City of Beverly  
191 Cabot Street, 1st Floor  
Beverly, MA 01915  
Telephone#: (978) 921-6000 ext. 2363 (v/tty)  
Fax #: (978) 921-6052  
E-mail: [adaignault@beverlyma.gov](mailto:adaignault@beverlyma.gov)

**Grievance Procedure:**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. A person with a disability or their authorized representatives who believe that they have been discriminated against on the basis of disability in employment or the provision of services, activities, programs, or benefits are encouraged to use it to bring their complaints to the attention of the City of Beverly.

The complaint should be submitted in writing, by email, or on audiotape to the ADA Coordinator. It should include a description of the alleged discriminatory incident or action, the place and date of its occurrence, and the name of any employee or representative of the City of Beverly involved. The complaint should also include the name, address, and phone number of the person bringing the complaint or their authorized representative. If assistance is needed to file or pursue the complaint, the ADA Coordinator, upon request, will provide it. The complaint should be submitted as soon as possible, but no later than 60 calendar days after the alleged discriminatory incident. The complaint must be sent to:

ADA Coordinator  
City of Beverly  
191 Cabot Street  
Beverly, MA 01915  
Telephone #: (978) 921-6000 ext. 2363 (v/tty)  
Fax #: (978) 921-6052  
E-mail: [adagnault@beverlyma.gov](mailto:adagnault@beverlyma.gov)

Within fifteen calendar days after receipt of the complaint, the ADA Coordinator will meet with the complainant to clarify the facts of the incident and discuss possible resolutions. Within fifteen calendar days after the meeting, the ADA Coordinator will respond in writing, or if needed for effective communication, in an alternate format preferred by the complainant, such as large print, email, Braille, or audiotape. The response will explain the position of the City of Beverly and offer options for substantive resolution of the complaint.

If the ADA Coordinator's response does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the ADA Coordinator's decision within 15 calendar days of its receipt to the Mayor or his/her designee. The Mayor or his/her designee will meet with the complainant 15 days after receiving the appeal letter to discuss the complaint and possible resolutions. Within 15 calendar days of receipt of the appeal, the Mayor or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All complaints received by the ADA Coordinator, appeals to the Mayor or his/her designee, and responses from the ADA Coordinator and the Mayor or his/her designee will be kept by the City of Beverly for at least four years.

The ADA Coordinator is available to assist an individual in filing and pursuing complaints.

## **EMPLOYMENT**

### **Reasonable Accommodation (RA):**

It is the policy of the City of Beverly that no other qualified individual with a disability shall, solely by reason of his/her disability, be excluded from employment with the City of Beverly. Employment review and hiring will be based on the employee/prospective employee's ability to perform what the City of Beverly determines to be the essential functions of a job. Further, it is the policy of the City of Beverly that reasonable accommodations will be made for an otherwise qualified applicant or employee with a disability, unless the City of Beverly can demonstrate that the accommodation imposes an undue financial or administrative hardship on the operation of its programs.

All prospective employees will be informed at the initial interview by the Human Resource Director that the City of Beverly does not discriminate on the basis of disability and that requests for reasonable accommodations needed for the performance of essential job functions or for the enjoyment of other benefits of employment should be made in writing the prospective employees following receipt of a conditional offer of employment, preferably at the post employment offer meeting.

People with disabilities, employed by the City of Beverly, may request reasonable accommodations from their immediate Supervisor or from the ADA Coordinator. Requests for reasonable accommodations should be made in writing describing the nature and purpose of the requested accommodation.

Assistance will be made available upon request to any individual who needs assistance in identifying or documenting the reasonable accommodation needed. The Mayor will make a decision regarding a reasonable accommodation request with input from the ADA Coordinator within seven business days of the submission of the request and any supporting documentation required by the City of Beverly. The effectiveness of the accommodation and the need for modifications or additional accommodations will be assessed during the first month of use of the accommodation.

Current employees seeking reasonable accommodations should make requests to their immediate supervisor who will inform the ADA Coordinator. Requests for reasonable accommodation will be made within ten business days of the submission of the request and any supporting documentation required. If the reasonable accommodation cannot be provided within ten business days of the request, the Supervisor will issue a memo to the employee or applicant explaining why. If a substitute reasonable accommodation is being offered to the employee, the Supervisor will also explain this verbally and in writing.

The ADA Coordinator will modify these policies when necessary. The Mayor will make the final decision concerning any requested accommodation that may represent an undue financial or administrative hardship. Applicants or employees have the right to appeal the denial of any accommodation request using the ADA Grievance Procedure. In the case of a denial based on undue hardship by the Mayor, the employee or applicant may appeal in writing to the Mayor.

**Employment Training Assurance:**

It is the policy of the City of Beverly that staff training and development activities provided by the City of Beverly include information about rights and obligations under Title I of the ADA. The staff training and orientation manual includes a full explanation of the City's ADA policies, procedures, and practices regarding employment.

All materials include information on reasonable accommodations, grievance procedures, and essential versus non-essential job functions, and permissible and impermissible inquiries. Training will be conducted annually, and all new staff is trained, as per the City's staff orientation procedures, on all of the above requirements. The ADA Coordinator is the employee responsible for seeing that this is done.

Details of a disability are kept separate from other employment information. Employees right to confidentiality (whenever confidential information regarding disability, etc. is divulged) will be assured.

**NON-DISCRIMINATORY OPERATIONS**

**Equal Opportunity Policy:**

It is the policy of the City of Beverly that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the programs or activities of the City.

In providing its services, programs, and activities, the City of Beverly shall not:

- Deny a qualified person with a disability the opportunity to participate in, or benefit from, a benefit, service, or activity;
- Afford a qualified person with a disability the opportunity to participate in, or benefit from, any aid, benefit, or service that is not equal to that afforded to others;
- Deny a qualified person with a disability the opportunity to participate as a member of a planning or advisory board/commission, or any other entity of the City of Beverly;
- Otherwise limit a qualified person with a disability the enjoyment of any right, privilege, advantage, or opportunity enjoyed by other qualified people receiving aid, benefit, or service.

It is understood that the obligation to comply with this policy is not obviated or alleviated by any state or local law or other requirement that, based on disability, imposes inconsistent or contradictory prohibition. Any prohibitions or limits upon the eligibility of qualified individuals with disabilities to receive services or practice any occupation or profession are not allowed under this policy.

**Reasonable Modification Policy:**

The City of Beverly will make reasonable modification to our policies, procedures, and practices in order to accommodate persons with disabilities whenever an otherwise qualified person with a disability requests such modifications, unless the City can demonstrate that such modification

would impose an undue burden or fundamentally alter the nature of the City's programs or the services that the City offers.

The City of Beverly is committed to making reasonable modifications when they are needed to afford persons with disabilities access to services and programs. The final decision concerning whether a request for a modification is reasonable (or is a fundamental alteration of the program) is made by the Mayor in discussion with the ADA Coordinator, and, if necessary, the Finance Director. Aggrieved employees or applicants have the right to appeal as per the City's grievance procedure.

Current employees seeking reasonable modifications should make requests to their immediate supervisor in writing who will inform the ADA Coordinator in writing.

Aggrieved individuals have the right to appeal as per the City's written appeals process. This policy will be modified when necessary to make the City's program accessible to people with disabilities.

**Eligibility & Safety Requirements Assurance:**

Eligibility requirements for the City's program are reviewed on a regular basis, and it has been determined they do not screen out or tend to screen out people with disabilities.

All safety requirements are similarly reviewed and it has been determined that there are not discriminatory requirements. The determination of the existence of a direct threat must be based on objective factual evidence and not stereotypes or misconceptions about a person's disability. If any new criteria are developed, the Mayor, ADA Coordinator, will review their impact of persons with disabilities and all staff will be informed of any changes in eligibility requirements that may arise.

**Assurance Regarding Surcharges:**

It is the policy of the City of Beverly that surcharges are never charged to staff, participants, or any other interested person for reasonable accommodations under any circumstances. Such accommodations include, but are not limited to: American Sign Language (ASL) interpreters, Computer Aided Realtime Translation (CART), Architectural accessibility, computer accessibility hardware or software, Braille material, or any other costs related to the participation of a person with a disability.

**Integrated Services Assurance:**

It is the policy of the City of Beverly that all of our services, programs and activities are provided in the most integrated setting as possible. People with disabilities are never required to participate in separate programs. Services will not be provided to any person with a disability in a manner or at a location different from that available to others. In all cases, the person with a disability (family member and/or other representative only when appropriate) will be fully involved in the consideration and decisions.

**Significant Assistance Assurance:**

It is the policy of the City of Beverly that programs to whom we provide significant support or contract with may not discriminate against people with disabilities. All contracts and program sites are regularly assessed to ensure non-discrimination against people with disabilities. The City of Beverly will not contract with any entity that discriminates. The City of Beverly will investigate any apparent violations, and take action to end any discrimination including recommending termination of support if necessary.

**Accessible Transportation Policy:**

It is the policy of the City of Beverly that all transportation services provided are accessible to everyone regardless of their disability. In addition, the Council on Aging has three busses and two vans that are equipped with a wheelchair lift, tie downs, etc. The Beverly Public School Transportation Department has one large bus with a lift and five medium size buses with a lift in them. All future van purchases will also be accessible. The Directors of the Council on Aging and the Beverly Public School Transportation Department is responsible for coordinating the provision of accessible transportation. The City of Beverly is an accessible transportation provider.

To request a ride from the Beverly Council on Aging, a person must give forty-eight hours notice. The person is to call the Council's Transportation Director at (978) 921-6078.

If needed, another transportation provider alternative is the Massachusetts Bay Transportation Authority, "The Ride." Their voice phone # is (888) 319-7433 or their TTY phone # is (800) 621-0420.

**Community Referral Assurance:**

Whenever the City of Beverly participates in other programs and services as a condition of participation or makes reference to other programs, it is the City's policy that such programs and services must be accessible. The City of Beverly has information regarding which of the programs are accessible, and which are not.

**Training Assurance Policy Re: Non-Discriminatory Operations:**

It is the policy of the City of Beverly that staff training and other staff development activities provided by the City's Human Resource Director and the ADA Coordinator include information about ADA requirements. The City's programs operate in such a manner that does not discriminate against people with disabilities. Such training includes a full explanation of our ADA policies, procedures, and practices. The ADA Coordinator has the overall responsibility for ensuring that all staff is trained, including new employees.

**EFFECTIVE COMMUNICATION**

**Effective Communication Policy:**

It is the policy of the City of Beverly that auxiliary aids and services will be provided when necessary to ensure effective communication with persons whose disabilities effect communication. A person with communication impairment will be given the opportunity to

request the aid or service that they prefer and the requested aid or service will be given primary consideration by the City of Beverly unless doing so would impose an undue burden or another alternative is available.

It is the policy of the City of Beverly that all documents and publications are available, to anyone who requests them, in accessible format. These include large print, audiotape, Braille, and computer disc. Anyone requesting Braille needs to request accessible format in thirty days before any event.

The procedure for anyone who requests accessible formats (or any type of effective communication) is:

- To specify his/her accessible format either in person, over the phone, in writing, or by email to the ADA Coordinator at least thirty days in advance of the event.

The Mayor is the person who makes undue burden determination as per our procedure. When the ADA Coordinator decides what type of aid or service to provide, **primary consideration is given to the type of aid or service preferred by the person with the disability.** Adcare, Inc. is a resource for acquiring auxiliary aids.

#### **TTY Assurance:**

The City of Beverly has two TTYs at Beverly City Hall. One TTY is at the operator's office. The other is in the ADA Office. The TTY number is listed on communications where the City's phone number is given. TTY training will be provided for all employees with updates on an annual basis.

#### **Interpreter Services Policy:**

It is the policy of the City of Beverly that sign language interpreters will be provided upon request to any person needing interpreter services in order to participate in any meeting, program, or activity of the City of Beverly. Requests should be made thirty days in advance of the scheduled event or meeting. (Every reasonable effort will be made to meet requests made with less than thirty days). Requests should be made either in writing or by email to the ADA Coordinator.

Within Twenty-four hours of the receipt, the ADA Coordinator will contact the Massachusetts Commission for the Deaf and Hard of Hearing to schedule the interpreter service.

If an interpreter service cannot be obtained, the ADA Coordinator will offer a CART reporter as an alternative format.

#### **Assistive Listening Device Assurances:**

It is the policy of the City of Beverly that assistive listening devices will be provided upon request to persons needing such device to participate in programs, services, and activities of the

City of Beverly. The assistive listening devices are available in the City Council Chambers, the Beverly Public Library, and the Council on Aging.

The procedure for requesting an assistive listening device is:

- To specify his/her device or service either in writing, or by email to the ADA Coordinator.
- If the device or service is to be used for a City meeting, the requester will make the request at least seven days prior to the scheduled event or activity.
- If adequate notice is given, and the service or device cannot be obtained by the City of Beverly, the ADA Coordinator will offer the requester the option to postpone the meeting until such can be obtained.

Adcare, Inc., 5 Northampton Street, Worcester, MA 01605. Their phone number is 508-752-7313; their fax number is 508-752-8111. This company is a resource for acquiring auxiliary aids. When the ADA Coordinator decides what type of aid or service to provide, **primary consideration is given to the type of aid or service preferred by the person with a disability.**

#### **TV Captioning and Video Assurance:**

It is the policy of the City of Beverly that audio-visual presentations will be accessible to all individuals with disabilities.

Whenever the City of Beverly provides TV programs, attempts are made to use captioned videos, wherever available. Captioned videos are used when necessary to ensure effective communication.

The procedure for any participant who requests a close caption device or descriptive reading services is:

- To specify his/her need either in writing, or by email to the ADA Coordinator at least four days before the film will be presented.
- Within four business days, the City of Beverly will provide the close caption video and device, or descriptive reading service during the presentation at no cost to the participant.

#### **Effective Communication Training Assurance:**

Training on all aspects of effective communication is conducted on an annual basis, and all new staff is trained, as per our staff orientation procedures, on all of the above requirements. All staff is familiar with and has a copy of the City of Beverly's entire ADA Policies, Procedures, and Practice.

## **Vendor Product Literature: Where to Purchase Equipment**

### **Preface**

It is our goal to present information in this document that will be helpful to persons who are looking for information on assistive technology. While it is impossible for in a document such as this to keep abreast of the very latest “breaking news” in terms of technological advancements, I will make every effort to keep our information as current as possible. If you cannot find what your are looking for, or if you don not know what you are looking for after reading this page, please contact me at (978) 921-6000 ext. 2363. The staff of the Communication Access, training and Technology Services at the MA Commission for the Deaf & Hard of Hearing (MCDHH) is knowledgeable about all current technology used by Deaf, hard of hearing and late-deafened individuals and may be able to answer specific questions or direct you to the appropriate source for vendor-specific information.

There are many ways to classify communication aids and technology. To better enable readers to find the appropriate source for their specific need, I have separated resources into several different categories. Some vendors/resources may appear in more than one category, so if you are looking for a specific vendor please look at the entire page before contacting me if you cannot find them.

### **Resources, Manufacturers and Vendors**

If your listing is incorrect or you wish to be added/deleted from this page, please send me an email with the relevant information. My email address is [adaignault@beverlyma.gov](mailto:adaignault@beverlyma.gov).

### **Overview**

#### **Alerting/Signaling/Paging Devices**

This category covers a broad range of products that alert Deaf, hard of hearing or late deafened individuals to sounds in their environment, such as doorbells, telephones, alarm clocks, kitchen timers, smoke detectors, a barking dog or a crying baby. The devices may use visual, amplified audible or tactile (vibrating) alerts or a combination of all three to alert the user to any of these sounds. Some devices are suitable for installation in multi-unit dwellings and will generally require the assistance of a qualified electrician or the building’s maintenance personnel where applicable to install, while others are wireless and can be set up by most anyone without specific technical knowledge simply by plugging them in.

It is important to realize that there is no real one-size-fits-all solution. Different systems have different idiosyncrasies, and preferences vary from individual to individual. It is important that the system you select match your lifestyle. For example, if you live in your own home, love gardening and work in your backyard frequently, a system that features a tactile pager is a must. If, on the other hand, you live in an apartment building or are quite sedentary and frequently wear nothing but a bathrobe or a housecoat when you are at home, a tactile pager system may not make sense because it typically requires wearing it on a belt so it is close enough to your body for you to actually feel the alert. Carrying it in your pocket may render it relatively useless, in which case a visual alerting system is to be preferred.

Make sure that you are easily able to differentiate between the different triggers or alerts, since a system that is not clear to you will soon have you frustrated and ignoring it. Likewise, if you are considering a wireless system, you may want to be sure that it is user-adjustable so you can change the transmitting and receiving frequencies if there should be an excessive amount of interference with the factory settings given the very large number of consumer wireless devices in use today. If you live in an area with frequent power outages, you may also want to consider a system that offers at least some degree of battery back-up capability for tactile alerting. There is no system currently on the market that will activate a strobe or flash a light without electricity.

**If you have any kind of seizure disorder, I strongly recommend you do not purchase any system featuring strobe lights as the only alerting option, as these are known to trigger seizures in affected individuals.**

### **Assistive Listening Devices and Systems (ALD & ALS)**

Individuals in smaller settings generally use ALD, while ALS is often encountered in large conference, meeting and entertainment venues and are capable of greater range and of supporting multiple receivers. Both are primarily used by hard of hearing individuals who have usable residual hearing and who can benefit from amplification, ALD(S) have been very much overlooked as an excellent alternative or addition to hearing aids in situations that will render the most sophisticated hearing aid by itself virtually useless. Background noise, coupled with poor room acoustics and distance from the sound source, can make it impossible for a person to clearly receive the intended “signal” (the sound source a person wants to hear) because of interference from the “noise” (the sounds a person does NOT want to hear but which intrude on what they DO want to hear). An ALD(S) can avoid this conundrum by picking up the desired sound at the source and transmitting it directly to the listener’s ear (or hearing aid) by a variety of transmission standards.

Please note that quite a few hearing aid manufacturers have incorporated FM systems into their hearing aids by adding a modular “boot,” a very small receiver that generally attaches to the hearing aid’s direct audio input socket. If you have a late model hearing aid, and are considering purchasing an ALD(S), you might want to inquire about the availability of such an add-on option to your hearing aid.

### **Telecommunications**

There are various types of equipment that are designed to allow the Deaf, hard of hearing or late deafened user to effectively access the telephone system. Amplifiers help to boost the volume of either incoming or outgoing calls. TDD’s are designed to facilitate nonverbal conversations on the telephone by allowing users to type messages back and forth. Please see the [Using A TTY](#) page. Wireless telecommunications allow users to stay in touch via sophisticated alphanumeric devices that can send and receive wireless text messages, as well as featuring direct communication with TDD’s and other, more advanced, options.

**Visual Communications: Interpreting, Communication Access Real-time Translation (CART), Speech Recognition, Notetaking, Closed Captioning, Captioned Movies, Text Displays**

**Interpreting** refers to the translation of spoken English into American Sign Language (ASL) and vice versa, preferably by a certified and screened American Sign Language Interpreter. In Massachusetts, the Commission for the Deaf and Hard of Hearing is the entity responsible for screening and certifying interpreters.

**Communication Access Real-time Translation** is a technology whereby a professional CART provider transcribes dialogue, as it is happening, using stenotype machines and specialized software. The resulting text can be viewed “live” on a notebook screen, be projected for multiple users to view on a large screen, or be inserted into a video feed for instant captioning, CART providers do, in fact, provide much of the captioning seen in movies and/or broadcast television.

**Speech** recognition is a process whereby a computer with specialized software “hears” spoken text and displays it in printed form for the person with hearing loss to read. While the technology is promising and has come very far, it is important to note that no program or software currently available approximates the speed and accuracy rate of a professional CART provider.

**Notetaking or C-Print** is a form of non-verbatim “live” summation in which a specially trained individual with excellent typing ability attempts to summarize what is being said, usually by typing onto the keyboard of a laptop computer. This system does not provide verbatim output, however, it is being used where CART service is not available or where CART would be prohibitively expensive. It is worth noting that options diverge greatly as to the viability of this service. Few, if any, end users would prefer Notetaking or C-Print over CART given the choice, while educational institutions and others who are unable to find sufficient CART providers and/or claim to be unable to afford to provide them are the main proponents of this service.

**Captions** display spoken dialogue as printed words on the bottom of the television screen of a captioned TV program or a video. There are three forms of captioning: open, closed, and real-time. Open captions can be viewed on all television sets even those that do not have closed caption decoder circuitry.

**Closed captioning** is present in almost all current televisions, since the Americans with Disabilities Act mandated that all television sets sold in the U.S. after 1993, with screens 13 inches or larger, include a built-in decoder chip. This applies only to television sets with tuners, not to computer monitors or specialized display devices such as stadium viewscreens. For those devices, there are a number of manufacturers still making closed caption decoders, devices, which decode the caption signal before it is sent to the screen for display.

**Text Displays** are special displays that show text output.

**Assistive Technology: Research & Demonstration Resources:**

Among these resources are those within Massachusetts with a demonstration center and/or retail showroom. This is where you can actually try out equipment and obtain advice from people who can suggest to you what type of equipment would best address your needs. Since vendor information may change, please call ahead if you are planning a visit to any of these centers to ensure someone will be there to meet you.

## Resources

<p><b>MA Commission for the Deaf &amp; Hard of Hearing</b>          Communication, Training and Technology Services          150 Mt Vernon Street, Suite 550          Boston, MA 02125-3115          (800) 882-1155 Voice          (800) 530-7570 TTY          (617) 740-1699 FAX  <a href="http://www.state.ma.us/mcdhh">www.state.ma.us/mcdhh</a>          Technical Assistance, Training, Information, Resource Development, and Referral</p> <p><b>New England ADA &amp; Accessible IT Center</b>          c/o Adaptive Environments, Inc.          374 Congress Street, Suite 310          Boston, MA 02210-1807          (800) 949-4232 Voice/TTY  <a href="http://www.adaptenv.org">www.adaptenv.org</a>          Technical, building and universal design requirements under the Americans with Disabilities Act</p> <p><b>Boston Guild for the Hard of Hearing</b>          1505 Commonwealth Ave.,          4<sup>th</sup> floor          Brighton, MA 02135-3605          (888) GO GUILD VOICE/TTY  <a href="http://www.bostonguild.org">www.bostonguild.org</a>          Audiological Services, Speechreading Classes, Retail Showroom</p>	<p><b>MA Assistive Technology Partnership (MATP)</b>          1295 Boylston St., Suite 310          Boston, MA 02215-3407          (617) 355-7820 Voice          (617) 355-7301 TTY          (617) 355-6345 Fax  <a href="http://www.matp.org">www.matp.org</a>          Information, Referral, Technical Assistance and Policy Consultation to improve access to assistive technology</p> <p><b>MA State Association of the Deaf (MSAD)</b>          220 Main Street          Malden, MA 02148-6905          (781) 388-9115 TTY          (781) 388-9114 Voice          (781) 388-9015 Fax  <a href="http://www.MSAD.org">www.MSAD.org</a>          Retail Showroom</p> <p><b>Northeast Technical Assistance Center</b> at          Northern Essex Community College, 100 Elliott Way,          Haverhill, MA 01830-2311          (978) 556-3341 TTY/Voice  <a href="http://www.pepnet.org">www.pepnet.org</a>          Assistance to Deaf &amp; Hard of Hearing postsecondary students</p>	<p><b>Rehabilitation Engineering Research Center (RERC) on Hearing Enhancement</b>          Division of Audiology and Speech-Language Pathology          Gallaudet University          Kendall Green          800 Florida Avenue, NE          Washington, DC 20002-3600          Public Contact: Lois O'Neill,          Dissemination Coordinator          (718) 350-3203 Voice/TTY          (718) 899-3433 Fax  <a href="http://www.hearingresearch.org">www.hearingresearch.org</a></p> <p><b>Hartling Communications, Inc.</b>          85 Wilmington Road, Suite 16          Burlington, MA 01803-1499          (800) 475-3183 Voice          (800) 672-9455 TTY          (781) 229-9161 Fax  <a href="http://www.hartling.com">www.hartling.com</a>          Assistive Technology Showroom, ALDS, ADSS, Telecommunications</p>
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## ADSS: Alerting Devices and Signaling Systems Manufacturers

<p><b>Ameriphone</b> (See Telecommunications: Manufacturers and Vendors)</p> <p><b>Hearing Resources</b> 4311 NE Tillamook Street Portland, OR 97213 (800) 531-2139 Voice/TTY (503) 774-3668 Voice/TTY (503) 774-7247 Fax <a href="http://www.earlink.com">www.earlink.com</a></p> <p><b>Sonic Alert, Inc.</b> 1050 East Maple Road Troy, MI 48083-2813 (248) 577-5400 Voice/TTY (248) 577-5433 Fax <a href="http://www.sonicalert.com">www.sonicalert.com</a></p>	<p><b>Global Assistive Devices, Inc.</b> 4950 North Dixie Highway, Suite 121 Fort Lauderdale, FL 33334-3947 (888) 778-4237 Voice (954) 784-0035 Voice (954) 784-0047 Fax <a href="http://www.globalassistive.com">www.globalassistive.com</a></p> <p><b>Ultratec, Inc.</b> (See Telecommunications: Manufacturers and Vendors)</p> <p><b>Walker Equipment Corp.</b> (See Telecommunications: Manufacturers and Vendors)</p>	<p><b>NFSS Communications</b> 1 Turnmore Court Silver Spring, MD 20906-2129 (888) 589-6670 Voice/TTY (301) 871-3731 Fax <a href="http://www.nfss.com">www.nfss.com</a></p> <p><b>Phone-TTY Incorporated</b> (See Telecommunications: Manufacturers and Vendors)</p> <p><b>Silent Call Communications Corporation</b> P.O. Box 868 Clarkston, MI 48347-0868 (800) 572-5227 Voice/TTY (248) 673-0221 Voice/TTY (248) 673-5442 Fax <a href="http://www.silent-call.com">www.silent-call.com</a></p>
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## ALDS: Assistive Listening Devices and Systems

<p><b>American Loop Systems</b> 29 Silver Hill Road, Suite 100 Milford, MA 01757-1311 Audio Induction Loop ALDS</p> <p><b>Audex/Audiometrics</b> 710 Standard Street Longview, TX 75604-5443 (800) 237-0716 Voice/TTY (800) 283-3974 Fax <a href="http://www.audex.com">www.audex.com</a> Infrared, Counterloop and Hardwired ALDS Telecommunications</p> <p><b>Com-Tek</b> 357 West 2700 South Salt Lake Town, UT 84115 (801) 233-8992 Voice (801) 233- 8995 <a href="http://www.ListenTech.com">www.ListenTech.com</a></p>	<p><b>Listen Technologies Corp.</b> 8535 South 700 West, Suite A Sandy, UT 84070-2515 (800) 330- 0891 Voice</p> <p><b>Audio Enhancement</b> 12613 South Redwood Road Riverton, UT 84065-5211 (801) 254-9263 Voice/TTY (801) 254-3802 Fax <a href="http://www.audioenhancement.com">www.audioenhancement.com</a> FM ALDS</p> <p><b>Oval Window Audio</b> 33 Wildflower Court Nederland, CO 80466-9638 (303) 447-3607 Voice/TTY/Fax <a href="http://www.ovalwindowaudio.com">www.ovalwindowaudio.com</a> Audio Induction Loop ALDS</p>	<p><b>Williams Sound Corporation</b> 10399 West 70th Street Eden Prairie, MN 55344 (800) 328-6190 Voice (952) 943-2252 Voice</p> <p><b>AVR Sonovation, Inc.</b> 7636 Executive Drive Eden Prairie, MN 55344-3677 (800) 462-8336 Voice (612) 934-3111 Voice (612) 934-3033 Fax <a href="http://www.avrsono.com">www.avrsono.com</a> FM ALDS BTE-FM</p> <p><b>Sennheiser Electronics Corp.</b> 1 Enterprise Drive Old Lyme, CT 06371-1568 (860) 434-1759 <a href="http://www.sennheiserusa.com">www.sennheiserusa.com</a> Infrared ALDS</p>
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<p><b>Williams Sound Corporation</b>  10399 West 70th Street  Eden Prairie, MN 55344  (800) 328-6190 Voice  (952) 943-2252 Voice  <a href="http://www.williamssound.com">www.williamssound.com</a>  FM, IR and Hardwired ALDS  Audible Telecommunications  Products</p>	<p><b>Phonak Inc., USA</b>  4520 Weaver Parkway  Warrenville, IL 60555-3927  (630) 821-5000 Voice  (800) 679-4871 Voice  (630) 393-7400 Fax  <a href="http://www.phonak-us.com">www.phonak-us.com</a>  BTE FM</p>	<p><b>Centrum Sound</b>  572 La Conner Drive  Sunnyvale, CA 94087-5712  (408) 736-6500 Voice  (408) 736-6552 Fax  <a href="http://www.centrumssound.com">www.centrumssound.com</a>  ALDS Communications</p> <p><b>Phonic Ear, Inc.</b>  3880 Cypress Drive  Petaluma, CA 94954-7600  (800) 227-0734 Voice  (800) 227-0734 ext.291 TTY  (707) 769-1110 Voice  (707) 781-9415 Fax  <a href="http://www.phonicear.com">www.phonicear.com</a>  FM &amp; Infrared ALDS Sound  Field Systems</p>
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**Rentals of FM Assistive Listening Systems for Accessible Events:**

<p><b>Hartling Communications, Inc.</b>  85 Wilmington Road, Suite 16  Burlington, MA 01803-1499  (800) 475-3183 Voice  (800) 672-9455 TTY  (781) 229-9161 Fax  <a href="http://www.hartling.com">www.hartling.com</a></p> <p><b>Comtek Communications Technology, Inc.</b>  357 West 2700 South  Salt Lake City, UT 84115  (800) 496-3463 Voice  (801) 466-3463 Voice  (801) 484-6909 TTY  (801) 484-6906 Fax  <a href="http://www.comtek.com">www.comtek.com</a></p>	<p><b>MassAV</b>  80 Cambridge Street  Burlington, MA 01803-4146  (781) 270-0027 Voice  (781) 270-0037 Fax  <a href="http://www.massav.com">www.massav.com</a></p> <p><b>Gentner Communications Corporation</b>  1825 Research Way  Salt Lake Town, UT 84119  (800) 945-7730 Voice  (800) 933-5107 Fax  (801) 975-7200 Voice  (801) 977-0087 Fax  <a href="http://www.gentner.com">www.gentner.com</a>  FM ALDS</p>	<p><b>Terry Hanley Audio System</b>  20 Industrial Parkway  Woburn, MA 01801  (781) 932-5300 Voice  (781) 932-5354 Fax  <a href="http://www.terryhanleyaudio.com">www.terryhanleyaudio.com</a></p> <p><b>Telex Communications, Inc.</b>  12000 Portland Avenue South  Burnsville, MN 55337-1522  <a href="http://www.Telex.com">www.Telex.com</a>  Telex Personal FM ALD, BTE-FM, Soundfield Systems  Contact: Pam Johnson  (800) 828-6107 ext. 5546  (866) 292-7707 Fax  Telex Large Area FM ALS  Contact: Carla Engler  (800) 392-3497  (800) 323-0498 Fax</p>
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## Telecommunications: Manufacturers and Vendors

<p><b>Ameriphone, Inc.</b> 12082 Western Avenue Garden Grove, CA 92841-2913 (800) 772-2889 TTY (800) 874-3005 Voice (714) 897-4703 Fax <a href="http://www.Ameriphone.com">www.Ameriphone.com</a> Telecommunications, ADSS</p> <p><b>Microflip Inc.</b> 11213 Petworth Lane Glenn Dale, MD 20769-2017 (301) 262-2607 Voice (301) 262-6020 Voice/TTY (301) 262-4978 Fax <a href="http://www.microflip.com">www.microflip.com</a> TTY Software</p> <p><b>HATIS Corporation</b> 1981 North Broadway, Suite 310 Walnut Creek, CA 94596-3841 (925) 256-7767 Voice (925) 274-0400 Fax <a href="http://www.hatis.com">www.hatis.com</a> Hearing Aid Telephone Interconnect Systems</p>	<p><b>Audex/Audiometrics</b> (See ALDS)</p> <p><b>Intelligent Products Company</b> 1500 Worcester Road #322 Framingham, MA 01702-8998 (508) 879-5425 TTY <a href="http://www.softtty.com">www.softtty.com</a> TTY software for Apple/MacIntosh</p> <p><b>Ultratec, Inc.</b> 450 Science Drive Madison, WI 53711-1166 (800) 482-2424 Voice/TTY (608) 238-5400 Voice/TTY (608) 238-3008 Fax <a href="http://www.ultratec.com">www.ultratec.com</a> Telecommunications – Visual, ADSS</p> <p><b>Nxi Communications, Inc.</b> 4505 S. Wasatch Blvd., Suite 120, Eagle Plaza Center Salt Lake Town, UT 84124-4710 (801) 274-6001 Voice (801) 274-6004 TTY (801) 274-6002 Fax <a href="http://www.nxicom.com">www.nxicom.com</a> TTY software</p>	<p><b>DiRAD Technologies, Inc.</b> 14 Computer Drive East Albany, NY 12205-1153 (518) 438-6000 Voice (518) 459-6710 TTY (518) 458-2782 <a href="http://www.DiRAD.com">www.DiRAD.com</a> TTY Automated Menu Software</p> <p><b>Phone-TTY, Inc.</b> 1246 Route 46 West Parsippany, NJ 07054-2121 (888) 332-3889 Voice/TTY/VCO (973) 299-6627 Voice (973) 299-6626 TTY (973) 299-7768 Fax <a href="http://www.phone-tty.com">www.phone-tty.com</a> TTY Software, Telecommunications</p> <p><b>Walker Equipment Corporation</b> 4289 Bonny Oaks Drive, Suite 106 Chattanooga, TN 37406-1600 (800) HANDSET Voice (423) 622-7793 Voice (800) 325-8871 Fax (423) 622-0414 Fax <a href="http://www.mywalker.com">www.mywalker.com</a> Telecommunications – Audible, ADSS</p>
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## Telecommunications: Wireless

<p><b>Arch Wireless</b> 1800 West Park Drive, # 250 Westborough, MA 01581-3989 (888) 534-1397 Voice (508) 870-6700 Voice (508) 836-3626 Fax <a href="http://www.arch.com">www.arch.com</a></p>	<p><b>Skytel Communications, Inc., WorldCom</b> 515 East Amite Street Jackson, MS 39201-2907 (800) 552-6835 Voice (601) 944-1300 Voice <a href="http://www.skytel.com">www.skytel.com</a></p>	<p><b>Wynd Communications Corp.</b> 75 Higuera Street, # 240 San Luis Obispo, CA 93401-5425 (800) 549-9800 Voice (800) 549-2800 TTY (805) 781-6001 Fax <a href="http://www.wynd.com">www.wynd.com</a> <a href="http://www.wyndteldealers.com">www.wyndteldealers.com</a></p>
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## Interpreting/CART

<p><b>MCDHH Interpreter/CART Referral Service</b> (M-F 8:45 to 5:00) (617) 740-1600 Voice (617) 740-1700 TTY (617) 740-1880 Fax <b>For medical, mental health, or legal emergencies only:</b> <b>(800) 249-9949 TTY/Voice</b></p> <p><b>Registry of Interpreters for the Deaf (RID)</b> 333 Commerce Street Alexandria, VA 22314-2801 (703) 838-0030 Voice</p>	<p><b>National Court Reporters Association</b> 8224 Old Courthouse Road Vienna, VA 22182-3808 (800) 272-6272 Voice (703) 556-6272 Voice (703) 556-6289 TTY (703) 556-6291 Fax <a href="http://www.ncraonline.org">www.ncraonline.org</a></p> <p><b>1450, Inc., iCommunicator</b> 7108 Fairway Drive, Suite 101 Palm Beach Gardens, FL 33418 (888) 933-0001 Voice (561) 630-0375 Fax <a href="http://www.mycommunicator.com">www.mycommunicator.com</a></p>	<p><b>Massachusetts Court Reporters Association</b> 19 Harrison Street Framingham, MA 01702-2313 (508) 879-4891 Voice (508) 879-4888 Fax <a href="mailto:mcra@resourcenetwork.com">mcra@resourcenetwork.com</a></p> <p><b>Court Reporting Information Technologies (CRIT)</b> NCRA – Approved Training Program Springfield Technical Community College One Armory Square Springfield, MA 01101-9000 (413) 755-4099 Voice (413) 731-8428 Fax <a href="http://www.stcc.mass.edu">www.stcc.mass.edu</a></p>
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## Notetaking

<p><b>Northeast Technical Assistance Center (NETAC)</b> 52 Lomb Memorial Drive Rochester, NY 14623-5604 (716) 475-6433 Voice/TTY (716) 475-7660 Fax <a href="http://www.netac.rit.edu">www.netac.rit.edu</a></p>
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## Captioned Movies

<p><b>Captioned Media Program</b> 1447 East Main Street Spartanburg, SC 29307-2240 (800) 237-6213 Voice (800) 237-6819 TTY (800) 538-5636 Fax <a href="http://www.cfv.org">www.cfv.org</a></p>
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## Captioning

<p><b>The Caption Center at WGBH</b>          125 Western Avenue          Allston, MA 02134-1098          (617) 300-3600 Voice/TTY          (617) 300-1020 Fax  <a href="http://www.WGBH.org">www.WGBH.org</a></p> <p><b>ViTAC</b>          101 Hillpointe Drive          Canonsburg, PA 15317-9503          (724) 514-4000 Voice          (800) 278-4822 Voice          (724) 514-4111 Fax  <a href="http://www.vitac.com">www.vitac.com</a></p>	<p><b>Captioneering</b>          704 South Victory Boulevard,          Suite 204          Burbank, CA 91502-2471          (888) 418-4782 Voice          (818) 558-3361 Voice          (818) 558-3368 Fax  <a href="http://www.captioneering.com">www.captioneering.com</a></p>	<p><b>CaptionMax</b>          401 Fifth Avenue, Fifth Floor          New York, NY 10016-3317          (212) 686-3644 Voice          (212) 686-3229 Fax</p> <p><b>RapidText</b>          1801 Dove Street, Suite 101          Newport Beach, CA 92660-2403          (949) 399-9200 Voice  <a href="http://www.rapidtext.com">www.rapidtext.com</a></p>
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## Hearing Products

<p><b>ADCO Hearing Products</b>          5661 South Curtice Street          Littleton, CO 80120-1107          (800) 726-0851 Voice/TTY          (303) 794-3928 Voice/TTY          (303) 794-3704 Fax  <a href="http://www.ADCOhearing.com">www.ADCOhearing.com</a></p> <p><b>Harris Communications</b>          15155 Technology Drive          Eden Prairie, MN 55344-2277          (800) 825-6758 Voice          (800) 825-9187 TTY          (612) 906-1180 Voice          (612) 906-1099 Fax  <a href="http://www.harriscomm.com">www.harriscomm.com</a></p> <p><b>HiTec Group International, Inc.</b>          8160 South Madison Street          Burr Ridge, IL 60527-5854          (800) 288-8303 Voice/TTY          (800) 536-8890 TTY          (630) 654-9200 Voice/TTY          (630) 654-9219 Fax  <a href="http://www.hitec.com">www.hitec.com</a></p>	<p><b>General Technologies</b>          7417 Winding Way          Fair Oaks, CA 95628          (800) 328-6684 Voice/TTY          (916) 962-9225 Voice/TTY          (916) 962-9823 Fax  <a href="http://www.devices4less.com">www.devices4less.com</a></p> <p><b>Hartling Communications, Inc.</b>          85 Wilmington Road, Suite 16          Burlington, MA 01803-1499          (800) 475-3183 Voice          (800) 672-9455 TTY          (781) 229-9161 Fax  <a href="http://www.hartling.com">www.hartling.com</a></p> <p><b>LS&amp;S Group, Inc.</b>          P.O. Box 673          Northbrook, IL 60065-0673          (800) 317-8533 TTY          (800) 468-4789 Voice          (847) 498-1482 Fax  <a href="http://www.LSSonline.net">www.LSSonline.net</a></p>	<p><b>HARC Mercantile, Ltd.</b>          1111 West Centre Avenue          Portage, MI 49024 or          P.O. Box 3055          Kalamazoo, MI 49003-3055          (800) 445- 9968 Voice/TTY          (800) 413-5245 TTY          (800) 413-5248 Fax  <a href="http://www.harcmercantile.com">www.harcmercantile.com</a></p> <p><b>HEAR-MORE</b>          42 Executive Boulevard          Farmingdale, NY 11735-4710          (800) 881-4327 Voice          (800) 281-3555 TTY          (631) 752-0689 Fax  <a href="http://www.hearmore.com">www.hearmore.com</a></p> <p><b>Potomac Technology, Inc.</b>          One Church Street, Suite 101          Rockville, MD 20850-4194          (800) 433-2838 Voice/TTY          (301) 762-4005 Voice          (301) 762-0851 TTY          (301) 762-1892 Fax  <a href="http://www.potomactech.com">www.potomactech.com</a></p>
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<b>SoundBytes</b> P.O. Box 287175 New York, NY 10028-0020 (800) 667-1777 Voice/TTY (212) 371-7318 Fax <a href="http://www.soundbytes.com">www.soundbytes.com</a>	<b>Weitbrecht Communications</b> 2716 Ocean Park Blvd., Suite 1007 Santa Monica, CA 90405-5235 (800) 232-9130 Voice/TTY	
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**Alternate Formats**  
**Braille & Transcription Service Providers**

<b>MSMT, The Braille Center</b> 11 West Bareham Avenue Santa Rosa, CA 95407 (707) 579-1115 (707) 579-1246 Fax  <b>Lowell Association for the Blind</b> 174 Central Street Lowell, MA 01852 (508) 454-5704	<b>Massachusetts Association For The Blind</b> Braille Department 200 Ivy Street Brookline, MA 02146 (800) 682-9200  <b>Massachusetts Association for the Blind</b> Recording Department 200 Ivy Street Brookline, MA 02146 (800) 682-9200 (Ask about tone indexing font large documents, which is recommended)	<b>Ferguson Industries</b> Contact: Phil Oliver (800) 392-6450 For Audiotape Transcription
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**Assistive Listening Devices**

(includes audio loop[ systems, hearing aids, etc.)

<b>American Loop Systems</b> 43 Davis Road, Suite 11 Belmont, MA 02178 (617) 776-5667 (800) 955-7204  <b>National Catalog House for the Deaf</b> 4248 North Kilpatrick Avenue Chicago, IL 60641 (312) 736-6250 Voice (312) 736-5243 TTY (312) 286-7820 Fax	<b>Audiological Engineering Co.</b> 35 Medford Street Somerville, MA 02143 (617) 623-5562  <b>Interchurch Audio Resources</b> 11 Lynch Street Melrose, MA 02176 (617) 665-1442	<b>Potomac Technology, Inc.</b> One Church Street, Suite 101 Rockville, MD 20850-4194 (800) 433-2838 Voice/TTY (301) 762-4005 Voice (301) 762-0851 TTY (301) 762-1892 Fax <a href="http://www.potomactech.com">www.potomactech.com</a>
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## To Purchase TTY Machines:

<b>Allied Telecommunications</b> 60 Oxford Road Newton Center, MA 02159 (617) 969-3550	<b>Hartling Communication</b> 7 Sunset Drive Burlington, MA (617) 272-7634
<b>Richard Doody Metro Communications</b> 80 Lynn Street Everett, MA 02149 (617) 387-9212 (sales & service)	<b>National Catalog House for the Deaf</b> 4248 North Kilpatrick Avenue Chicago, IL 60641 (312) 736-6250 Voice (312) 736-5243 TTY (312) 286-7820 Fax

### **Disclaimer Notice:**

The following vendors represent only a small sample of the total number of vendors in this field. The City of Beverly cannot and does not endorse individual vendors, and listing in this section does not constitute endorsement any more than omission of listing constitutes lack of endorsement. If your company listing is missing, needs to be updated or you wish it to be removed, please send the relevant information to the ADA Coordinator, City of Beverly, 191 Cabot Street, Beverly, MA 01915 or by email at [adaignault@beverlyma.gov](mailto:adaignault@beverlyma.gov).

**The following City-owned Buildings was surveyed using both Americans with Disabilities Act Accessibility Guidelines and the rules and regulations of the MA Architectural Access Board. The tools that were used in the survey included a door pressure gauge, tape measure, and smart level. The following is an index of all City-owned building surveyed:**

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3. Beverly Farms Library, 24 Vine Street	pg. 31
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5. Beverly Golf & Tennis Club, 134 McKay Street	pg. 33
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**Beverly Public Schools:**

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## CITY-OWNED BUILDINGS SURVEYED

**Name of Building:** Beverly City Hall, 191 Cabot Street

**Date of Survey:** August 13, 2008

**Surveyed by:** Art Daignault, ADA Coordinator

**Note:**

For this site evaluation, the Americans with Disabilities Act Accessibility Guidelines (ADAAG) are being used.

The tools that we used for this survey was a 2-foot smart level, a tape measure, and a fish scale for door pressure.

In my opinion, the following violations were found and must be corrected:

**ADAAG Sec. 4.8.2 – Slope and Rise:** The least possible slope shall be used for any ramp. The maximum slope of a ramp in new construction shall be 1:12.

- At the brick walkway by the parking area of City Hall, the slope at the center was 18.2%; the right side was 20.4%; and on the left side was 15.3%.
- The slope at the start of the lower ramp in front of City Hall was measured at 9.1 on the left side; the right side was 8.6%; and the middle was 8.9%.

**ADAAG Sec. 4.8.4 – Landings:** Ramps shall have level landings at the bottom and top of each ramp run. Landings shall have the following features: (2) the landing length shall be a minimum of 60 inches clear.

- There is no level landing at the bottom of the ramp.

**ADAAG Sec. 4.13.8 – Thresholds at Doorways:** Thresholds at doorways shall not exceed  $\frac{3}{4}$  inch in height for exterior sliding doors or  $\frac{1}{2}$  inch for other types of doors. Raised thresholds and floor level changes at accessible doorways shall be beveled with a slope no greater than 1:2.

- The lip area before the start of the brick walkway from City Hall parking area was measured at  $\frac{3}{4}$  inch in height.
- The lip area from the brick to the cement ramp in front of City Hall was measured at  $\frac{3}{4}$  inch in height.

**ADAAG Sec. 4.8.8 – Outdoor Conditions:** Outdoor ramps and their approaches shall be designed so that water will not accumulate on walking surfaces.

- It appears that water accumulates between the lip and the brick walkway.

**ADAAG Sec. 4.8.6 – Cross Slope:** The cross slope of ramp surfaces shall be no greater than 1:50 (2%).

- The cross slope of the level landing of the ramp in front of City Hall was measured at 4.7%.

**ADAAG Sec. 4.30.6** – Mounting Location and Height: Where permanent identification is provided for rooms and spaces, signs shall be installed on the wall adjacent to the latch side of the door. Where there is no wall space to the latch side of the door, including at double leaf doors, signs shall be placed on the nearest adjacent wall. Mounting height shall be 60 inches above the finished floor to the centerline of the sign. Mounting location for such signage shall be so that a person may approach within 3 inches of signage without encountering protruding objects or standing within the swing of a door.

- Handicap signage for the 1<sup>st</sup> floor restroom must be re-located.

**ADAAG Sec. 4.9.4.2** – If handrails are not continuous, they shall extend at least 12 inches beyond the top riser and at least 12 inches plus the width of one tread beyond the bottom riser. At the top, the extension shall be parallel with the floor or ground surface. At the bottom, the handrail shall continue to slope for a distance of the width of one tread from the bottom riser; the remainder of the extension shall be horizontal.

- All railings did not extend 12 inches at the top and bottom of the stairs.

**ADAAG Sec. 7.2.2.f** – A portion of the main counter, which is a minimum of 36 inches in length, shall be provided with a maximum height of 36 inches.

- A section of the counter on the 2<sup>nd</sup> floor outside of the Purchasing Department must be lowered.

**ADAAG Sec. 4.13.5** – Clear Width: Doorways shall have a minimum clear opening of 32 inches with the door open 90 degrees, measured between the face of the door and the opposite stop.

- The door by the Copier Room was measured at 30 inches wide.

**Other Concern:**

It is my opinion that the 2<sup>nd</sup> floor Men's restroom should be made into a unisex accessible restroom because the only accessible restroom is on the 1<sup>st</sup> floor. In order to do this, the following changes will have to be made:

- The door going into the restroom would have to swing out toward the window; if the door cannot be adjusted to less than 5 lbs. of pressure to open the door, then an automatic door opener will have to be installed.
- The stall around the toilet would have to be removed;
- Grab bars will have to be installed in back of and on the side of the toilet
- The paper towel dispenser and the mirror will have to be lowered

**Name of Building: Beverly Council on Aging, 90 Colon Street**

**Date of Survey:** August 11, 2008

**Surveyed by:** Art Daignault, ADA Coordinator

**Notes:**

We are not using the Americans with Disabilities Act Accessibility Guidelines (ADAAG) regulations because, in 1991, major new construction and renovations were started, which triggered 25% rule of the MA Architectural Access Board (AAB). Between the two sets of laws, the AAB is more stringent and everything had to be handicap accessible.

The contractor was G.V.W., Inc. The project was completed in 1992.

The tools that we used for this survey was a 2-foot smart level, a tape measure, and a fish scale for door pressure.

In my opinion, the following violations were found and must be corrected:

**AAB Sec. 30.8** – Dispensers: Towel dispensers, drying devices, or other types of devices and dispensers shall at least one of each device mounted at a maximum height of 42 inches above the floor, and at least on of each device shall be located within reach of the accessible lavatory.

- In the 1<sup>st</sup> floor Men & Women’s Restroom, the paper towel dispenser was measured at 46 inches above the floor.
- In the 2nd floor Men & Women’s Restroom, the paper towel dispenser was measured at 47 inches above the floor.

**AAB Sec. 30.5.2** - Has a door or opening that is 36 inches wide, swings out or slides, and has an automatic self-closing hinge device and a pull device to assist in closing the door, provides 18 inches of clear space on the latch pull side of the door, and has a lock located approximately 36 inches above the floor. A coat hook shall be provided at a maximum height of 54 inches.

- No coat hook on the back of the stall door in the 1<sup>st</sup> floor Men & Women’s Restroom.
- The self-closing hinge in the 1<sup>st</sup> floor Men & Women’s Restroom must be adjusted.
- No coat hook on the back of the stall door in the 2nd floor Men & Women’s Restroom.
- There was no self-closing hinge on the stall door in the 2nd floor Men & Women’s Restroom.

**AAB Sec. 27.6** – Interior doors, which have a self-closing feature, shall require pressure not to exceed 8 pounds. Doors requiring greater force shall be equipped with compensating devices to reduce the operating force, or shall be equipped with automatic opening devices. The maximum interior door pressure is 5 pounds.

- The interior door pressure of the 1<sup>st</sup> floor Men & Women’s Restroom was measured at 10 pounds for each door.
- The interior door pressure of the 2<sup>nd</sup> floor Men & Women’s Restroom was greater than 5 pounds for each door.

**AAB Sec. 27.12** - Doors opening into hazardous areas shall have door-opening hardware, which is knurled or has a roughened surface to give tactile warning to the visually handicapped.

Hazardous areas shall include loading platforms, boiler rooms, electrical equipment rooms, etc.

- There was no knurled hardware on the Mechanical Room door handle.

**AAB Sec. 30.4** - Exposed drainpipes and hot water pipes shall be recessed, insulated or guarded.

- The pipes under the sink in the Art Room were not insulated.
- The pipes under the sink on the 2<sup>nd</sup> floor across from the TV room were not insulated.

**AAB Sec. 39.1** - Location of signs, numbers or graphics, which identify apartment, room numbers, toilet rooms, and elevators, shall be at a height not less than 54 inches nor more than 60 inches above the floor, and within 18 inches of the door latch jamb or recess. **AAB Sec. 39.2** – Where such signs, numbers, or graphics are provided in the means of egress, they shall be permanently fixed. Letters and numbers shall be raised at least 1 ¼ inches, and shall contrast with the background color. Braille letter or numbers may be used in addition to, but not instead of, raised characters.

- Elevator and phone signs are too high; they do not have raised lettering or Braille.

**AAB Sec. 37.5** - The accessible telephone shall be equipped with an adjustable volume control for the headset, and instructions for use of the control shall be attached to or next to the telephone.

- The telephone on the 2<sup>nd</sup> floor across from the TV room did not have volume control or a TTY.

**AAB Sec. 35.8** - Audible signals shall differentiate direction of travel as standardized nationally; one sound signal for up, two signals for down. An in-car signal lantern is permitted.

- The audible signal in the elevator going from the 2<sup>nd</sup> floor to the 1<sup>st</sup> floor did not work when the elevator stopped at the 1<sup>st</sup> floor.

**AAB Sec. 33.1.2.1** – Permanently fixed in height, if the bottom of the cabinet is set at 51 inches from the floor; provide that an adjustable shelf is installed between the counter top and the bottom of the fixed cabinet, which shelf is adjustable from 42 inches to 46 inches from the floor.

- The wall cabinets were measured at a height of 55 inches.

**AAB Sec. 25.2** - Slope of ramps shall not exceed 1:12.

- The slope at the bottom of the ramp measured 13.9%, but the rest of the ramp was in compliance.

**AAB Sec. 39.3** – Where warning signals such as fire alarms are being installed in public areas, they shall be equipped with visual signals as well as audible signals. Visual signals shall flash no faster than 5 cycles per second.

- There were no audio-visual alarms in the 1<sup>st</sup> floor Men & Women’s Restrooms.
- There was no audio-visual alarm in the Art Room.
- There were no audio-visual alarms in the 2<sup>nd</sup> floor Men & Women’s Restrooms.

**ADAAG Sec. 7.2.2.f** – A portion of the main counter, which is a minimum of 36 inches in length, shall be provided with a maximum height of 36 inches.

- A section of the main counter must be lowered.

**Other Concerns:**

- In the 1<sup>st</sup> floor Men & Women's Restroom, there is only 3 feet of clearance coming out of the stall. It is my opinion that this restroom should be made into a unisex restroom because, for a person in a large wheelchair, it is going to be difficult to exit the stall.
- Does the television set have closed caption for those people that are deaf or hearing impaired?
- The door, next to the 2<sup>nd</sup> floor Men's Restroom, must be locked at all times.

**Name of Building: Beverly Farms Library, 24 Vine Street**

**Date of Survey:** August 5, 2008**Surveyed by:** Art Daignault, ADA Coordinator

The Beverly Farms Library is in compliance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and 521 CMR of the MA Architectural Access Board (AAB).

**Name of Building: Beverly Fire Department, 15 Hale Street**

**Date of Survey:** July 29, 2008

**Surveyed by:** Art Daignault, ADA Coordinator

Under the Americans with Disabilities Act (ADA), The Beverly Fire Department will provide a “reasonable accommodation” of an intercom system that will alert inside personnel that a person in a wheelchair needs some services. The person in the wheelchair will then be taken inside via the large overhead doors.

**Name of Building: Beverly Golf & Tennis Club, 134 McKay Street**

**Date of Survey:** May 14, 2008

**Surveyed by:** Art Daignault, ADA Coordinator

**Note:**

Most of this accessibility site evaluation is under the jurisdiction of the Americans with Disabilities Act Accessibility Guidelines (ADAAG). The Tennis Office, because of some renovations, is under the jurisdiction of the Massachusetts Architectural Access Board (MAAB).

The tools that we used for this survey was a 2-foot smart level, a tape measure, and a fish scale for door pressure.

In my opinion, the following violations were found and must be corrected:

**ADAAG Sec. 4.13.8** – Thresholds at Doorways: Thresholds at doorways shall not exceed  $\frac{3}{4}$  inch in height for exterior sliding doors or  $\frac{1}{2}$  inch for other types of doors. Raised thresholds and floor level changes at accessible doorways shall be beveled with a slope no greater than 1:2.

- All three entrances at the main building have thresholds that are greater than  $\frac{1}{2}$ -inch.
- The entrances to the 1<sup>st</sup> floor Men's restroom are greater than  $\frac{1}{2}$ -inch, so that a person in a wheelchair can gain access.
- In the Golf Pro Shop, there is a lip at the entrance of the door that is greater than  $\frac{1}{2}$ -inch; add asphalt to make the entrance level.
- At the bottom of the ramp, outside of the main building, there is a lip that is greater than  $\frac{1}{2}$ -inch.
- All doors leading into the Main Building has steep ramps leading into the building and does not provide 18 inches on the latch pull side of the door.

**ADAAG Sec. 4.13.9** – Door Hardware: Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist to operate. Lever-operated mechanisms, push-type mechanisms, and U-shaped handles are acceptable designs.

- Doorknobs must be changed lever handles.

**ADAAG Sec. 4.13** – There must be a minimum of 18 inches on the latch pull side of the door for a person in a wheelchair to open.

- There was no 18 inches on the latch pull side of the door.

**ADAAG Sec. 4.4.1** – Protruding Objects: Objects projecting from walls with their leading edges between 27 inches and 80 inches above the finished floor shall protrude no more than 4 inches into walks halls, corridors, passageways, or aisles. Objects mounted with their leading edges at or below 27 inches above the finished floor may protrude any amount. Free-standing objects mounted on posts or pylons may overhang 12 inches maximum from 27 inches to 80 inches above the ground or finished floor. Protruding objects shall not reduce the clear width of an accessible route or maneuvering space.

- On the veranda, all air conditioners and the fire alarm are protruding objects. A person with a visual impairment could bump their head and sustain an injury.

- Also, on the veranda, the backside of the fire escape must be blocked off, so that a person with a visual impairment could bump their head and sustain an injury.
- The overhead ceiling in the 1<sup>st</sup> floor Women's restroom is too low for a person with a visual impairment. There are two options: 1) Block off the low ceiling and convert the remaining portion of the restroom into a women's restroom; or, 2) Close the women's restroom and make the men's restroom into a unisex restroom.

**ADAAG Sec. 4.16.6** – Dispensers: Toilet paper dispensers shall be installed within reach. Dispensers that control delivery, or that do not permit continuous paper flow, shall not be used. The height of the toilet paper dispenser must 19 inches to the center of the toilet paper roll.

- The toilet paper dispenser must be underneath the side grab bar in the 1<sup>st</sup> floor Men and Women's restrooms.

**ADAAG Sec. 4.16.4** – Grab Bars: The grab bars in back of and on the side of the water closet must have a height of 33-36 inches minimum.

- The grab bars in the 1<sup>st</sup> floor Men and Women's restrooms were not at a height of 33-36 inches.

**ADAAG Sec. 4.18.2** – Urinal Height: Urinals shall be stall-type or wall-hung with an elongated rim at a maximum of 17 inches above the finish floor.

- The urinal was hung at a height greater than 17 inches in the 1<sup>st</sup> floor Men's restroom.

**ADAAG Sec. 4.16.2** – Clear Floor Space: Clear floor space may be arranged to allow either a left-handed or right-handed approach. The minimum width on the wide side of the toilet to the centerline of the toilet is 42 inches. On the sidewall to the centerline of the toilet, the maximum width is 18 inches.

- In the 1<sup>st</sup> floor Men and Women's restrooms, the wide side of the toilet is not 42 inches in width, so that a wheelchair can fit adjacent to the toilet.
- In the 1<sup>st</sup> Women's restroom, the sidewall to the centerline of the toilet is greater than 18 inches.

**ADAAG Sec. 4.8.2** – Slope: The least possible slope shall be used for any ramp. The maximum slope of a ramp in new construction shall be 1:12.

- The slope of the ramp in front of the main building is greater than a 1:12.

**ADAAG Sec. 4.8.4** – Landings: Ramps shall have level landings at the bottom and top of each ramp and each ramp run. Landings shall have the following features: (1) The landing shall be at least as wide as the ramp run leading to it; (2) The landing length shall be a minimum of 60 inches; (3) If ramps change direction at landings, the minimum landing size shall be 60 inches by 60 inches.

- There was no 5-foot by 5-foot level landing at the bottom of the ramp.
- There was no 5-foot by 5-foot level landing at the entrance to the Golf Pro Shop.
- There was no 5-foot by 5-foot level landing at all entrances to the Main Building.
- At the Tennis Office, a portable ramp that you have to request that was 27 inches wide. The emergency exit does not have a ramp for people in wheelchairs in case of fire.

**ADAAG Sec. 7.2.2.f** – A portion of the main counter, which is a minimum of 36 inches in length, shall be provided with a maximum height of 36 inches.

- In the main office in the main building and in the Golf Pro Shop, there must be a 3-foot high by 3-foot wide section of the counter for those individuals in wheelchairs.

**ADAAG Sec. 4.13.9** – Door Hardware: Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist to operate. Lever-operated mechanisms, push-type mechanisms, and U-shaped handles are acceptable designs.

- Doorknobs handles must be changed to lever handle, so that it can be opened with a closed fist.

**ADAAG Sec. 4.13.5** – Clear Width: Doorways shall have a minimum clear opening of 32 inches with the door open 90 degrees, measured between the face of the door and the opposite stop.

- The doorway at the Golf Pro Shop was measured at 27 inches wide.

**ADAAG Sec. 4.8.1** – General: Any part of an accessible route with a slope greater than 1:20 shall be considered a ramp. **ADAAG Sec. 4.8.2** – Slope and Rise: The least possible slope shall be used for any ramp. The maximum slope of a ramp in new construction shall be 1:12. **ADAAG Sec. 4.8.3** – Clear Width: The minimum clear width of a ramp shall be 36 inches. **ADAAG Sec. 4.8.4** – Landings: Ramps shall have level landings at the bottom and top of each ramp and each ramp run. Landings shall have the following features: (1) The landing shall be at least as wide as the ramp run leading to it; (2) The landing length shall be a minimum of 60 inches; (3) If ramps change direction at landings, the minimum landing size shall be 60 inches by 60 inches. **ADAAG Sec. 4.8.5** – Handrails: If a ramp run has a rise greater than 6 inches or a horizontal projection greater than 72 inches, then it shall have handrails of both sides. Handrails shall have the following features: (1) Handrails shall be provided along both sides of the ramps segments. The inside handrail on the switchback or dogleg ramps shall always be continuous. (2) If handrails are not continuous, they shall extend at least 12 inches beyond the top and bottom of the ramp segment and be parallel with the floor or ground surface. (3) the clear space between the handrail and the wall shall be 1 ½ inches. (4) Gripping surfaces shall be continuous. (5) Top of the handrail gripping surfaces shall be mounted between 34 inches and 38 inches above ramp surfaces. (6) Ends of handrails shall be either rounded or returned smoothly to floor, wall, or post. (7) Handrails shall not rotate within their fittings. **ADAAG Sec. 4.8.6** – Cross Slope: The cross slope of ramp surfaces shall be no greater than 1:50 (2%). **ADAAG Sec. 4.8.7** – Edge Protection: Ramps and landings with drop-offs shall have curbs, walls, railings, or projecting surfaces that prevent people from slipping off the ramp. **ADAAG Sec. 4.8.8** – Outdoor Conditions: Outdoor ramps and their approaches shall be designed so that water will not accumulate on walking surfaces.

- At the gazebo, a ramp must be constructed to provide equal access for all people.

#### **Tennis Office Accessibility Violations:**

**AAB Sec. 24.1** – General: Any part of an accessible route with a slope greater than 1:20 shall be considered a ramp and shall comply with the requirements of 521 CMR, Section 24.

- Both entrances to the Tennis Office must have an accessible ramp and a walkway that provide.

**AAB Sec. 30.12** - Towel dispensers, drying devices, or other types of devices and dispensers shall have at least one of each device mounted at a height of 42 inches. At least one of each device shall be located within reach of a person using the accessible sink and shall comply with 521 CMR, Sec. 39.5, Operation.

- The paper towel and soap dispensers are too high for people in wheelchairs.

**AAB Sec. 26.11.1** – Type: Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to operate with on hand and that does not require tight grasping, tight pinching, or twisting of the wrist to operate. Lever-operated mechanisms, push-type mechanisms, and U-shaped handles are acceptable designs.

- Doorknobs must be changed to lever operated handles.
- The door hardware on the tennis court gates is not handicap accessible.

**AAB Sec. 20.11** – Egress: Accessible routes serving any accessible space or element shall also serve as a means of egress for emergencies or connect to an accessible area of rescue assistance.

- There is no means of egress for a person in a wheelchair in case of a fire, and etc.

**Other Concerns:**

- 3% of the total number of golf carts must have hand-controls.
- A policy must be developed, if an event to be held on the 2<sup>nd</sup> floor is not accessible, then the event has to be moved to an accessible room, must be canceled, or held at a later date.
- A residential elevator could be installed to gain access from the basement to the 2<sup>nd</sup> floor Function Room. A variance from the MA Architectural Access Board would be needed to install a residential elevator.
- If open to the public, the shower in the men’s restroom is not handicap accessible. Also, a handicap accessible shower must be installed in the women’s restroom where there isn’t one now.
- The paper towel dispensers must be at a height of 42 inches, so that a person in a wheelchair is able to reach it.

**Name of Building: Beverly Harbormaster's Office, 11 Cabot Street**

**Date of Survey:** July 29, 2008

**Surveyed by:** Art Daignault, ADA Coordinator The Harbormaster's Office is totally inaccessible for people with disabilities under the Americans with Disabilities Act.

In the near future, the Beverly Harbormaster's Office will be razed. There are two options for the Harbormaster's Office. One option is to renovate the Glover's Wharf building, so that it is handicap accessible. The second option, if Glover's Wharf cannot be renovated, then a new building will be constructed for the Harbormaster's Office and will be handicap accessible

**Name of Building: Beverly Municipal Airport, 46 LP Henderson Road**

**Date of Survey:** August 11, 2008

**Surveyed by:** Art Daignault, ADA Coordinator

**Note:**

For this site evaluation, the Americans with Disabilities Act Accessibility Guidelines (ADAAG) are being used.

The tools that we used for this survey was a 2-foot smart level, a tape measure, and a fish scale for door pressure.

In my opinion, the following violations were found and must be corrected:

**ADAAG Sec. 4.13.5** – Clear Width: Doorways shall have a minimum clear opening of 32 inches with the door open 90 degrees, measured between the face of the door and the opposite stop.

- The following doors had a width of 29 inches: restroom door, conference room door, and the main office door.

**ADAAG Sec. 4.13.8** – Thresholds at Doorways: Thresholds at doorways shall not exceed  $\frac{3}{4}$  inch in height for exterior sliding doors or  $\frac{1}{2}$  inch for other types of doors. Raised thresholds and floor level changes at accessible doorways shall be beveled with a slope no greater than 1:2.

- The threshold at the main entrance to the Manager's Office is greater than  $\frac{1}{2}$  inch.

**ADAAG Sec. 4.13.9** – Door Hardware: Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist to operate. Lever-operated mechanisms, push-type mechanisms, and U-shaped handles are acceptable designs.

- Doorknobs handles must be changed.

**ADAAG Sec. 4.13** – There must be a minimum of 18 inches on the latch pull side of the door for a person in a wheelchair to open.

- There was no 18 inches on the latch pull side of the door. The bench at the main entrance needs to be removed.

**ADAAG Sec. 4.4.1** – Protruding Objects: Objects projecting from walls with their leading edges between 27 inches and 80 inches above the finished floor shall protrude no more than 4 inches into walks halls, corridors, passageways, or aisles. Objects mounted with their leading edges at or below 27 inches above the finished floor may protrude any amount. Free-standing objects mounted on posts or pylons may overhang 12 inches maximum from 27 inches to 80 inches above the ground or finished floor. Protruding objects shall not reduce the clear width of an accessible route or maneuvering space.

- The mailbox, outside the main office door, is a protruding object.

**Name of Building: Beverly Police Department, 191 Cabot Street**

**Date of Survey:** July 30, 2008

**Surveyed by:** Art Daignault, ADA Coordinator

The Beverly Police Department is in compliance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and 521 CMR of the MA Architectural Access Board (AAB).

**Name of Building: Beverly Public Library, 32 Essex Street**

**Date of Survey:** August 5, 2008

**Surveyed by:** Art Daignault, ADA Coordinator

**Notes:**

We are not using the Americans with Disabilities Act Accessibility Guidelines (ADAAG) regulations because, in 1992, major new construction and renovations were started, which triggered 25% rule of the MA Architectural Access Board (AAB). Between the two sets of laws, the AAB is more stringent and everything had to be handicap accessible.

The contractor was TLT Construction Corporation. The project was completed in 1992.

The tools that we used for this survey was a 2-foot smart level, a tape measure, and a fish scale for door pressure.

In my opinion, the following violations were found and must be corrected:

**AAB Sec. 22.2** – Such walks and walkways shall have continuous common surfaces, not interrupted by steps or abrupt changes in level greater than ½ inch. Such surfaces shall be non-slip.

- There are two grates in the parking lot with openings greater than ½ inch.

**AAB Sec. 21.1.4** – Slope of curb cuts shall not exceed 1:12 and shall blend to meet the roadway gutter with a ½ inch maximum lip for drainage. Where sidewalks are too narrow to install a straight-line curb cut at a slope of 1:12, the sides of the curb cut shall slope at 1:12.

- There appeared to be pooling of water in front of the curb cut in the parking area.
- The right flare of the curb cut in the parking area was measured at 12.5%.

**AAB Sec. 37.5** – The accessible telephone shall be equipped with an adjustable volume control for the headset, and instructions for use of the control shall be attached to or next to the telephone.

- The pay phone does not have volume control.

**AAB Sec. 39.1** – Location of signs, numbers or graphics, which identify apartment, room numbers, toilet rooms, and elevators, shall be at a height not less than 54 inches nor more than 60 inches above the floor, and within 18 inches of the door latch jamb or recess. **AAB Sec. 39.2** – Where such signs, numbers, or graphics are provided in the means of egress, they shall be permanently fixed. Letters and numbers shall be raised at least 1 ¼ inches, and shall contrast with the background color. Braille letter or numbers may be used in addition to, but not instead of, raised characters.

- There was no signage for the elevator.
- All signage was too high with no raised letters and Braille.
- There was no handicap signage for any of the restrooms.

**AAB Sec. 25.2** – Slope of ramps shall not exceed 1:12. **AAB Sec. 25.3** – Width of ramps shall not be than 48 inches minimum clearance, measured at the railings.

- The slope of the ramp was greater than 1:12.
- The width of the ramp was measured at 47 inches.

**AAB Sec. 30.5.4** – Has 2 grab bars 42 inches long, one on the wall in back of the water closet and one on the sidewall closest to the water closet. Grab bars shall be 1 ¼ inches in outside diameter, have a 1 ½ inch clearance between the bar and the wall, and be set at a height of 30 inches above the parallel to the floor. Grab bars shall also be non-rusting and acid-etched or roughened. Where a tank prevents location of the rear grab bar, a bar may be installed 3 inches above the tank. Grab bars ends shall be located 6 inches from the corner of the wall.

- In the Children’s Room, the grab bars in the boy’s restroom were measured at 31 inches high and 40 inches long.
- In the Women’s restroom on the 2<sup>nd</sup> floor, the height of the grab bars was 31 inches.

**AAB Sec. 17.5** – Tables shall provide clear space under the tabletop not less than 30 inches wide per seating space, and not less than 27 inches clear height to a depth of 18 inches from the edge of the table.

- The computer tables in the Children’s Room were 26 inches high.

**AAB Sec. 27.12** – Doors opening into hazardous areas shall have door-opening hardware, which is knurled or has a roughened surface to give tactile warning to the visually handicapped. Hazardous areas shall include loading platforms, boiler rooms, electrical equipment rooms, etc.

- The elevator machine room door does not have a knurled handle.

**AAB Sec. 28.3** – Handrails shall be set on both sides of such stairs at a height of 34 inches above the intersection of tread and riser. Wall rails on each set of such stairs shall extend at least 12 inches beyond the top and bottom riser at a height of 34 inches above the floor or landing,

- The stairs going to the 3<sup>rd</sup> floor do not extend the 12 inches at the bottom and top of the stairs.

**AAB Sec. 27.3** – At least on door of a pair of doors shall have a minimum width of 36 inches, or shall provide a minimum clear opening of not less than 34 inches, measured at 90 degrees.

- The inside door of the main entrance on the Essex Street side that leads to the 2<sup>nd</sup> floor was measured at 27 inches wide.

**AAB Sec. 30.9** – Toilet paper dispensers shall be located on the sidewall closest to the toilet, and be set at a height of 24 inches above the floor. Dispensers that control delivery, or that do not permit continuous paper flow are not allowed.

- In the Men’s restroom on the 2<sup>nd</sup> floor, the toilet paper dispenser was above the grab bar.

**AAB Sec. 30.5.2** – Has a door or opening that is 36 inches wide, swings out or slides, and has an automatic self-closing hinge device and a pull device to assist in closing the door, provides 18 inches of clear space on the latch pull side of the door, and has a lock located approximately 36 inches above the floor. A coat hook shall be provided at a maximum height of 54 inches.

- In the Men’s restroom on the 2<sup>nd</sup> floor, the coat hook is broken.
- In the Men & Women’s restrooms on the 2<sup>nd</sup> floor, the stall door needs to have a lock that can open and close with a closed fist.

- In the Men & Women's restrooms on the 2<sup>nd</sup> floor, the self-closing hinge needs to be adjusted.
- In the Men & Women's restrooms on the 2<sup>nd</sup> floor, there was only 10 ½ inches on the latch pull side of the door for the men and 9 inches for the women.

**AAB Sec. 27.6** – Interior doors, which have a self-closing feature, shall require pressure not to exceed 8 pounds. Doors requiring greater force shall be equipped with compensating devices to reduce the operating force, or shall be equipped with automatic opening devices. The maximum interior door pressure is 5 pounds.

- The interior door pressure of the women's restroom on the 2<sup>nd</sup> floor was 15 pounds.
- The interior door pressure of the men's restroom on the 2<sup>nd</sup> floor was 10 pounds.

**AAB Sec. 30.4** – Exposed drainpipes and hot water pipes shall be recessed, insulated or guarded.

- In the Men & Women's restrooms on the 2<sup>nd</sup> floor, underneath the sink, the drainpipes were not insulated.

**AAB Sec. 35.8** – Audible signals shall differentiate direction of travel as standardized nationally; one sound signal for up, two signals for down. An in-car signal lantern is permitted.

- The audible signals are not working properly in both elevators.

**AAB Sec. 39.3** – Where warning signals such as fire alarms are being installed in public areas, they shall be equipped with visual signals as well as audible signals. Visual signals shall flash no faster than 5 cycles per second.

- There was no audio-visual alarm in the women's restroom on the 2<sup>nd</sup> floor.
- There was no audio-visual alarm in the boy and girl's restroom in the Children's Library.

**Name of Building: Beverly Public Works Department, 148 Park Street**

**Date of Survey:** August 11, 2008

**Surveyed by:** Art Daignault, ADA Coordinator

The Beverly Public Works Department is mainly an employee area, which is under the jurisdiction of the Americans with Disabilities Act (ADA). If the public wants to look at plans of projects that the City is doing, they would go to the Engineering Dept at City Hall.

**Name of Building: Beverly Recreation Department, 55 Ober Street**

**Date of Survey:** September 5, 2008

**Surveyed by:** Art Daignault, ADA Coordinator

The Beverly Recreation Department offices at Lynch Park are not fully accessible to people with disabilities under the Americans with Disabilities Act.

The Recreation Department uses this building as its main office and as the center of activities for several day camps run each summer at Lynch Park. The other facilities at Lynch Park that are used by the Recreation Department include the following: the outdoor restrooms, the Carriage House, and band shell. These facilities are accessible.

The Recreation Department plans to make the following modifications to the main office building to correct accessibility shortcomings:

- A ramp will be build along the back of the building nearest the large play structure. This ramp will lead to a platform outside the large 42-inch door at that end of the building. The platform will provide adequate turning radius and provide direct access into the 1<sup>st</sup> floor of the office building.
- The restroom on the 1<sup>st</sup> floor of this building will be made fully accessible for everyone. Throughout the year, when the outside restrooms are closed, the public will be able to use this accessible restroom. During the summer, staff and campers will be able to use this accessible restroom.
- Office space will be created on the 1<sup>st</sup> floor to allow for business transaction to take place on this level as necessary. An accessible desk area will be created for customers registering for programs as well as accessible meeting space for use as needed

**Name of Building: GAR Hall, 8 Dane Street**

**Date of Survey:** August 18, 2008

**Surveyed by:** Art Daignault, ADA Coordinator The GAR Hall is not fully accessible to people with disabilities under the Americans With Disabilities Act.

The City is presently assessing its ownership (and use) of this facility. The City was poised to sell it for development as two condominiums several years ago but deed restriction(s) will make the property difficult to redevelop for private residences.

The City is consulting with several entities to investigate other potential uses that would be consistent with the deed restriction(s), and if an acceptable use is found the City will sell the building.

In the interim, the City has relocated the office of the Veterans' Agent to a different facility and minimizes use of the building because of parking and accessibility shortcomings.

**Name of Building: Myles McPherson Youth Center, McPherson Drive**

**Date of Survey:** May 14, 2008

**Surveyed by:** Art Daignault, ADA Coordinator

**Note:**

Renovations were started in 2007 and were completed in 2008. These renovations come under the jurisdiction of the Massachusetts Architectural Access Board, 521 CMR.

The tools that we used for this survey was a 2-foot smart level, a tape measure, and a fish scale for door pressure.

In my opinion, the following violations were found and must be corrected:

**AAB Sec. 23.2** – Number: Accessible spaces shall be provided as follows: **AAB Sec. 23.2.1** – the range of total parking spaces is 51-75, which requires 3 handicap parking spaces.

- The parking lot must install 3 handicap parking spaces, of which one of them has to be a “van accessible” space.

**AAB Sec. 30.8** – For the standard accessible toilet stall, the water closet shall have two parallel grab bars, 42 inches long, one on the wall in back of the water closet and one on the sidewall closest to the water closet. **AAB Sec. 30.8.1** – Location: The side grab bar shall be located a maximum of 12 inches from the interior corner. The rear grab bar shall be located a maximum of 6 inches from the interior corner. **AAB Sec. 30.8.2** – Height: Grab bars shall be set at a height of 33 to 36 inches above and parallel to the floor. Where a tank prevents location of the rear grab bar, a bar may be installed 3 inches above the tank. Where a flushometer prevents the location of a 42-inch rear grab bar, one grab bar, 36 inches shall be installed to the side of the flushometer, located 3 inches from the closest edge of the flushometer. **AAB Sec. 30.8.3** – Thickness: Grab bars shall be between 1 ¼ inches and 1 ½ inches in outside diameter, have a 1 ½ inch clearance between the bar and the wall. **AAB Sec. 30.8.4** – Material: Grab bars shall also be non-rusting and acid-etched or roughened. Grab bars shall comply with the structural strength defined in 521 CMR 5.00, Definitions.

- Grab bars must be installed in both the women & men’s restrooms.

**AAB Sec. 30.7.6** –Toilet Paper Dispensers: Toilet paper dispensers shall be located on the sidewall closest to the water closet. The centerline of the roll shall be set at a minimum height of 24 inches above the floor. Dispensers that control delivery or that does not permit continuous paper flow are not allowed.

- The toilet paper dispenser must be a minimum of 24 inches above the floor to the middle of the roll in the women & men’s restrooms.

**AAB Sec. 26.11.1** – Type: Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to operate with on hand and that does not require tight grasping, tight pinching, or twisting of the wrist to operate. Lever-operated mechanisms, push-type mechanisms, and U-shaped handles are acceptable designs.

- Lever handles must be installed in the women & men’s restrooms and on the Computer Room door, so that the door can be opened or closed with a closed fist.

**AAB Sec. 41.1.1** – Signs that designate permanent rooms and spaces shall comply with 521 CMR 41.2, 41.5 and 41.6. These include toilet room signs, room numbers, stair signs, etc.

- Handicap signage for the women & men’s restrooms must be installed.

**AAB Sec. 30.12** - Towel dispensers, drying devices, or other types of devices and dispensers shall have at least one of each device mounted at a height of 42 inches. At least one of each device shall be located within reach of a person using the accessible sink and shall comply with 521 CMR, Sec. 39.5, Operation.

- In the men’s restroom, the paper towel and soap dispensers must be at a height of 42 inches above the floor.

**AAB Sec. 30.7.5** – Flush Controls: Flush controls shall be hand operated or automatic and shall comply with 521 CMR 39.5, Operations. Controls for flush valves shall be mounted on the wide side of water closet no more than 44 inches above the floor.

- In the men’s restroom, the flush handle must be on the wide side of the water closet, so that a person in a wheelchair can flush the toilet.

**AAB Sec. 27.4.1** - Location: Stairways shall have continuous handrails at both sides of the stairs.

- Railings must be continuous and on both sides of the stairs.

**AAB Sec.17.2.4** – Knee Clearance: If seating for people in wheelchairs is provided at tables or counters, knee spaces at least 27 inches high, 30 inches wide, and 19 inches deep shall be provided.

- The tables in the Computer Room are less than 27 inches from the floor to the bottom of the table.

**AAB Sec. 25.1** – General: All public entrance(s) of a building or tenancy in a building shall be accessible. Public entrances are any entrances that are not solely service entrances, loading entrances, or entrances restricted to employee use only.

- The entrance/exit in the rear of the building must be made accessible for people in wheelchairs.

**AAB Sec. 28.1** – General: in all multi-story buildings and facilities, a passenger elevator shall serve each level including mezzanines. Accessible elevators shall be on an accessible route and located within the space with which it is intended to serve.

- A passenger elevator must be installed to get to the second floor to play pool or to speak to the Director, or a vertical lift can be installed with a variance from the MA Architectural Access Board because the pool table would have to be moved downstairs and only the Director’s office can be on the 2<sup>nd</sup> floor in order for a vertical lift to be installed.

**AAB Sec. 26.6.3.a** – A minimum of 18 inches of clear space shall be provided on the latch pull side of the door when the clear floor space in front of the door is a minimum of 60 inches.

- There was only 42 inches of clear floor space in front of the door at the main entrance.

**AAB Sec. 20.11** – Egress: Accessible routes serving any accessible space or element shall also serve as a means of egress for emergencies or connect to an accessible area of rescue assistance.

- There is no means of egress for a person in a wheelchair in case of a fire, and etc.

### Curb Cut Installation:

Location	Date Completed	Truncated Domes
Bridge Street & Eastern Avenue	2009	Yes
Bridge Street & Hillside Avenue	2009	
Bridge Street & Hillcrest Avenue	2009	Yes
Leech Street & Kernwood Avenue	2009	
Harris Street & Kernwood Avenue	2009	
Bridge Street & Kernwood Heights	2009	
Bridge Street & River Street	2009	
Clifton Avenue & County Way	2009	Yes
Tremont Street & Ellsworth Avenue	2009	Yes
Tremont Street & Cabot Street	2009	Yes
Croce Street & Essex Street	2009	Yes
Croce Street & Standley Street	2009	Yes
Standley Street & Eagle Lane	2009	Yes
Colon Street & Spring Street		
Essex Street & Newbury Street	2009	Yes
Essex Street & Warren Street	2009	Yes
Essex Street & Gardner Street	2009	Yes
Essex Street & Parramatta Road	2009	Yes
Essex Street & Corning Street	2009	Yes
Brimbal Avenue & Oakmont Road	2009	Yes
School Street & Porter Street	2009	Yes
Cabot Street @ Grondin Funeral Home	2008	Yes
Hillcrest Avenue & Bridge Street	2008	Yes
Cornell Road & Dartmouth Street	2008	Yes
Exeter Road & Andover Road (lower)	2008	Yes
Bass River Road & Nursery Street	2008	Yes
Ellsworth Avenue & Nursery Street	2008	Yes
Yale Boulevard & Nursery Street	2008	Yes
Dartmouth Street & Nursery Street	2008	Yes
Nursery Street & Andover Road	2008	Yes
Colby Road & Dartmouth Street	2008	Yes
Yale Boulevard & Dartmouth Street	2008	Yes
Andover Road & Amherst Road	2008	Yes
Exeter Road & Andover Road (upper)	2008	Yes
Andover Road & Amherst Road	2008	Yes
Rindge Street & Amherst Road	2008	Yes
Rindge Street & Colgate Road	2008	Yes
Pleasant Street & Park Street	2008	Yes
Pond Street & Mulberry Street	2008	Yes
Pond Street & Chapman Street	2008	Yes

Herrick Street & Ames Street	2008	Yes
Herrick Street & Exit @ High School	2008	Yes
Herrick Street & Cabot Street	2008	Yes
Balch Street & Blaine Avenue	2008	Yes
New Balch Street & Courtney Drive	2008	Yes
Balch Street & New Balch Street	2008	Yes
Balch Street & McKay Street	2008	Yes
Cabot St. & Pickett St.	2008	Yes
Cabot St. & Lenox St.	2008	Yes
Cabot St. & Myrtle St.		
Cabot St. & Columbus Ave.	2008	Yes
Cabot St. & Summer St.		
Cabot St. & Harrison Ave.	2008	Yes
Cabot St. & Chestnut St.		
Cabot St. & Elliott St.		
Cabot St. & Charnock St.		
Cabot St. & Dane St.	2008	Yes
Cabot St. & Bow St.	2008	Yes
Cabot St. & Fayette St.		
Cabot St. & Union St.		
Rantoul St. & School St.		
Rantoul St. & Edwards St.		
Rantoul St. & Fayette St.		
Rantoul St. & Pleasant St.		
Rantoul St. & Wallis St.		
Rantoul St. & Bow St.		
Rantoul St. & Home St.		
Rantoul St. & West Dane St.		
Rantoul St. & Roundy St.		
Rantoul St. & Summer St.		
Rantoul St. & Myrtle St.		
Rantoul St. & Lenox St.		
Broadway & Park St.		
Railroad Ave. & Park St.		
Essex St. & Evelyn Rd.		
Federal Street & Chapman	2008	Yes
Essex Street & Burton Avenue	2007	Yes
Burton Avenue & Bisson Street	2007	Yes
Bisson Street & Butman Street	2007	Yes
Lothrop Street & Hale Street	2007	Yes
Lothrop Street & Dane Street	2007	Yes
Lothrop Street & Bay Street	2007	Yes
Lothrop Street & Ives Street	2007	Yes
Lothrop Street & Ocean Street	2007	Yes
Lothrop Street & Atlantic Avenue	2007	Yes

Lothrop Street & Abbott Street	2007	Yes
Lothrop Street & Torndike Street	2007	Yes
Lothrop Street & Washington St.	2007	Yes
Lothrop Street & Central Street	2007	Yes
Lothrop Street & Wilson Street	2007	Yes
Lothrop Street & Stone Street	2007	Yes
Stone Street & Bartlett Street	2006	No
Bartlett Street & Union Street	2006	No
Bartlett Street & Lovette Street	2006	No
Cabot Street & Beckford Street	2006	No
Cabot Street & Charles Street	2006	No
Cabot Street & Roosevelt Avenue	2006	No
Cabot Street & Bradford Road	2006	No
Cabot Street & Crosby Avenue	2006	No
Cabot Street & Auburn Road	2006	No
Cabot Street & Columbia Road	2006	No
Cabot Street & Lexington Drive	2006	No
Cabot Street & Hill Street	2006	No
Cabot Street & Longview Drive	2006	No
Cabot Street & Country Drive	2006	No
Cabot Street & New Balch Street	2006	No
Cabot Street & County Way	2006	No
Cabot Street & Longmeadow Rd.	2006	No
Cabot Street & Scott Street	2006	No
Dodge Street & Conant Street	2006	No
Dodge Street & Frankwood Ave.	2006	No
Dodge Street & Longwood Ave.	2006	No
Dodge Street & King Terrace	2006	No
Dodge Street & Raymond Ave.	2006	No
Dodge Street & Arlington Ave.	2006	No
Dodge Street & Tozer Road	2006	No
Dodge Street & Salem Road	2006	No
Dodge Street & Puritan Road	2006	No
Dodge Street & Somerset Avenue	2006	No
Dodge Street & Devon Avenue	2006	No
Dodge Street & Purshing Avenue	2006	No
Dodge Street & Wilkins Terrace	2006	No
Dodge Street & Enon Street	2006	No
Enon Street & Lakeview Avenue	2006	No
Enon Street & Hoover Avenue	2006	No
Enon Street & Lincoln Street	2006	No
Enon Street & Fillmore Street	2006	No
Enon Street & Wilson Street	2006	No
Enon Street & Sargent Street	2006	No
Elliott Street & McPherson Dr.	2005	No

Elliott Street & Center Drive	2005	No
Elliott Street & McKay Street	2005	No
Elliott Street & Echo Avenue	2005	No
Elliott Street & Opal Avenue	2005	No
Elliott Street & Goldsmith Ave.	2005	No
Elliott Street & Fairview Avenue	2005	No
Elliott Street & Northern Avenue	2005	No
Elliott Street & Hillside Avenue	2005	No
Elliott Street & County Way	2005	No
Elliott Street & County Way Ext.	2005	No
Elliott Street & Giles Avenue	2005	No
Elliott Street & Winslow Road	2005	No
Elliott Street & Davis Road	2005	No
Elliott Street & Williams Street	2005	No
Elliott Street & Friend Street	2005	No
Elliott Street & Sunset Drive	2005	No
Elliott Street & Beverly Hills Ave	2005	No
Odell Avenue & Spring Street	2004	No

## **2009 UPDATE OF CITY-OWNED BUILDINGS**

### **Name of Building: Beverly City Hall, 191 Cabot Street**

**ADAAG Sec. 4.8.2** – Slope and Rise: The least possible slope shall be used for any ramp. The maximum slope of a ramp in new construction shall be 1:12.

- At the brick walkway by the parking area of City Hall, the slope is now less than 8.3%.

### **Name of Building: Myles McPherson Youth Center, McPherson Drive**

**AAB Sec. 23.2** – Number: Accessible spaces shall be provided as follows: **AAB Sec. 23.2.1** – the range of total parking spaces is 51-75, which requires 3 handicap parking spaces.

- Three handicap parking spaces have been installed with one of them being “van accessible.”

**AAB Sec. 30.8.4** – Material: Grab bars shall also be non-rusting and acid-etched or roughened. Grab bars shall comply with the structural strength defined in 521 CMR 5.00, Definitions.

- The grab bars are non-rusting and acid-etched or roughened, but, one of the bars is not 42 inches long and not 3’ in height.

**AAB Sec. 26.11.1** – Type: Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to operate with one hand and that does not require tight grasping, tight pinching, or twisting of the wrist to operate. Lever-operated mechanisms, push-type mechanisms, and U-shaped handles are acceptable designs.

- All doorknobs have been changed to lever handles with the exception of a storage door.

## **BEVERLY PUBLIC SCHOOLS SURVEYED**

**Name of Building:** Ayers Ryal-Side Elementary School, 40 Woodland Avenue

**Date of Survey:** July 2, 2008

**Surveyed by:** Art Daignault, ADA Coordinator

### **Notes:**

We are not using the Americans with Disabilities Act Accessibility Guidelines (ADAAG) regulations because, in 1998, major new construction and renovations were started, which triggered 30% rule of the MA Architectural Access Board (AAB). Between the two sets of laws, the AAB is more stringent and everything had to be handicap accessible.

The architect for this project was Earl R. Flansburg & Associates. The contractor was Castagna Construction. The project was completed in 1999. The estimated cost of the project was \$6,786,000.00. The building permit was issued on August 18, 1998. The building permit # was 54432.

The tools that we used for this survey was a 2-foot smart level, a tape measure, and a fish scale for door pressure.

In my opinion, the following violations were found and must be corrected:

**AAB Sec. 26.11.4 - Special Hardware:** Doors opening into hazardous areas shall have door-opening hardware, which is knurled or has a roughened surface to give tactile warning to persons with visual impairments. Hazardous areas shall include but not be limited to lading platforms, boiler rooms, and electrical equipment rooms.

- Storage Rooms, next to the Main Office and in the Library; Rooms 111,115,151, and 152 have no knurled handles on the door.

**AAB Sec. 20.6.1** - Objects projecting from walls with their leading edges between 27 inches and 80 inches above the finished floor shall protrude no more than 4 inches into walks, halls, corridors, passageways, or aisles and shall not have sharp or abrupt edges.

- The emergency lights in the cafeteria protrude more than 4 inches and the height is measured at 75 inches.
- The water fountain by the electrical room 115 protrudes more than 4 inches; it is also 33 inches in height. A person with a visual impairment would not feel the water fountain with their white cane and walk into it.

**AAB Sec. 30.7.6** - Toilet paper dispensers shall be located on the sidewall closest to the water closet. The centerline of the roll shall be set at a minimum height of 24 inches above the floor. Dispensers that control delivery or that does not permit continuous paper flow are not allowed.

**AAB Sec. 30.8.5** – Dispensers or other devices shall not be mounted above the grab bars.

- All toilet paper dispensers were located above the grab bar.

**AAB Sec. 14.5.4** – Signage shall be installed to notify patrons of the availability of a listening system and shall comply with 521 CMR 41, Signage.

- There was no signage to notify the public of the availability of the assistive listening devices.

**AAB Sec. 30.12** – Towel dispensers, drying devices, or other types of devices and dispensers shall have at least one of each device mounted at a height of 42 inches. At least one of each device shall be located within reach of a person using the accessible sink and shall comply with 521 CMR, Sec. 39.5, Operation.

- The paper towel dispenser in the Art Room is too high.

**AAB Sec. 29.2** – Level Changes: Ground and floor surfaces shall be of a common level throughout, except for the following permitted changes in level. **AAB Sec. 29.2.3** – Changes in level greater than ½ inch are not allowed unless a ramp, walkway, or means of vertical access complying with 521 CMR is provided.

- The riser in the stage area is not accessible for wheelchairs.

**AAB Sec. 26.5** – Width: All doorway and openings that are required to be accessible shall have a clear opening of not less than 32 inches. Clear opening of a door is measured from the face of the stop on the latch side to the face of the door when the door is open 90 degrees.

- The width of the main entrance doors measured at 29 inches each.

### **AAB Violations in the Old Section of the School:**

**AAB Sec. 30.1.a** – In each adult public toilet room, at least one water closet and one sink in each location shall be accessible to persons in wheelchairs, or a separate accessible unisex toilet room shall be provided at each location. Adult water closets shall comply with the provisions of 521 CMR 30.1 through 30.13.

- Restrooms across from Classrooms 128 and 145 are not accessible.

**AAB Sec. 30.6.1** – Accessible Toilet Stall: Standard accessible toilet stalls shall be at least 60 inches wide and 72 inches deep. Arrangements shown for standard accessible toilet stalls may be

reversed to allow either a left-handed or right-handed approach. Water closets in accessible stalls shall be located on the 60-inch wall and shall comply with 521 CMR 30.7 Water closets. **AAB Sec. 30.6.1.a** – Accessible toilet stalls shall have a door that swings out or slides and has a 32-inch clear opening. **AAB Sec. 30.6.1.b** –The stall door shall have an automatic self-closing hinge device, a pull device on both sides of the door to assist in closing and opening the door, and a lock located approximately 36 inches above the floor that does not require tight grasping, pinching, or twisting of the wrist to operate. **AAB Sec. 30.6.1.b** – There shall be 18 inches of clear space on the latch pull side of the door. **AAB Sec. 30.6.1.d** – A coat hook shall be provided at a maximum height of 54 inches above the floor.

- There is no accessible stall in the Girl’s Restroom across the Janitor’s Room 151.
- There is no accessible stall in the Boy’s Restroom across the Janitor’s Room 151.

**AAB Sec. 30.10.1** – Height: Accessible urinals shall be stall-type or wall-hung with an elongated rim at a maximum of 17 inches above the finish floor.

- There is no 17-inch urinal in the Boy’s Restroom across from the Janitor’s Room 151.

**AAB Sec. 26.6.3.a** –A minimum of 18 inches of clear floor space shall be provided on the latch, pull side of the door when the clear floor space in front of the door is a minimum of 60 inches.

- The following classrooms do not have the 18 inches of clear floor space provided on the latch, pull side of the door. They include Classrooms 120 to 143, the Girl’s & Boy’s Restroom across from the Janitor’s Room 151.

**AAB Sec. 26.6.4** – Push side clearance shall be 12 inches on the latch side of the door.

- There is no 12 inches on the latch push side of the door in Classrooms 131 & 133.

**AAB Sec. 30.9.3** – Knee Clearance: A clearance of at least 29 inches above the finish floor to the bottom of the apron shall be provided. Knee and toe clearance shall be at least 30 inches wide and 19 inches deep. **AAB 30.9.4** – Depth: Sink depth shall not exceed 6 1/2 inches. **AAB 30.9.5** – Piping: Sink traps and drains shall be located as close to rear wall as possible. Hot water and drainpipes exposed under sinks shall be recessed, insulated, or guarded. There shall be no sharp or abrasive surfaces under sinks. **AAB 30.9.6** – Faucets: Faucets shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. Lever-operated, push-type, touch-type, or electronically controlled mechanisms are acceptable designs. If self-closing valves are used the faucet shall remain open for at least 10 seconds.

- The sinks in classrooms 120 to 143 are not accessible.

**AAB Sec. 14.4** – Wheelchair spaces shall be an integral part of any fixed seating plan.

- In the library, there is no integration of seating for a student in a wheelchair.

**Other Concern:**

- All old water fountains should be removed and replaced with accessible water fountains.

**Name of Building: Beverly High School, 100 Sohier Road**

**Date of Survey:** June 17, 2008

**Surveyed by:** Art Daignault, ADA Coordinator

In September 2008, construction will start on the new academic wing of the high school with renovations to the auditorium, gymnasium, and the kitchen. The completion date of this project is 2010.

Prior to City officials signing off on this project, Bruce Bruneau, accessibility consultant, and myself along with the Building Commissioner, Architect, and Contractor will review the new construction and renovations to see if there are any violations according to the 2006 access regulations of 521 CMR.

**Name of Building: Briscoe Middle School, 7 Sohier Road**

**Date of Survey:** May 21, 2008

**Surveyed by:** Art Daignault, ADA Coordinator

**Note:** Under the Americans with Disabilities Act, the Beverly Public School System provided a “reasonable accommodation” for a student with a disability and his service animal, starting in September 2008.

The Briscoe Middle School is in compliance with Americans with Disabilities Act Accessibility Guidelines (ADAAG).

**Name of Building: Centerville Elementary School, 17 Hull Street**

**Date of Survey:** July 30, 2008

**Surveyed by:** Art Daignault, ADA Coordinator

**Note:**

We are not using the Americans with Disabilities Act Accessibility Guidelines (ADAAG) regulations because, in 2002, major new construction and renovations were started, which triggered 30% rule of the MA Architectural Access Board (AAB). Between the two sets of laws, the AAB is more stringent and everything had to be handicap accessible.

The architect for this project was Earl R. Flansburg & Associates. The contractor was AMG Construction. The project was completed in 2003. The estimated cost of the project was \$9,329,000.00. The building permit was issued on July 15, 2002. The building permit # was 64663.

The tools that we used for this survey was a 2-foot smart level, a tape measure, and a fish scale for door pressure.

In my opinion, the following violations were found and must be corrected:

**AAB Sec. 23.2** – Number: Accessible spaces shall be provided as follows: **AAB Sec. 23.2.1** – the range of total parking spaces is 51-75, which requires 3 handicap parking spaces.

- The parking lot must have 3 handicap parking spaces total.

**AAB Sec. 21.3** – Slope: The maximum slope shall be 1:12. Where sidewalks are too narrow to install a straight-line curb cut at the slope of 1:12 or 8.3%, the sides of the curb cut shall not exceed 1:12. The maximum cross-slope for any curb cut shall be 1:50 or 2%. (There is no tolerance allowed on slope requirements.)

- The right side of the curb cut (the right flare) by the benches had a cross slope of 5%.

- The curb cut on the right side in front of the front of the handicap parking spaces had a running slope of 10.3%.
- The cross slope at the top of the curb cut at the main entrance was 6.2%. The slope was 12.4% on the left side.
- 5 feet outside of door #1, the cross slope was measured at 4.2%.

**AAB Sec. 26.8.1.b** –Doors: These forces apply only to opening the door, not to the effort required to retract latch bolts or disengage other devices that may hold the door in a closed position. Interior hinged doors: five lbs.

- The inside right side door had a force of 10-11 lbs.

**AAB Sec. 20.6.1** - Objects projecting from walls with their leading edges between 27 inches and 80 inches above the finished floor shall protrude no more than 4 inches into walks, halls, corridors, passageways, or aisles and shall no have sharp or abrupt edges.

- The height of the Emergency Difibulator was 54 inches and 9 inches wide.

**AAB Sec. 26.6.3.a** - A minimum of 18 inches of clear floor space shall be provided on the latch, pull side of the door when the clear floor space in front of the door is a minimum of 60 inches.

- There was no 18 inches of clear floor space on the latch pull side of the door in the Nurse’s restroom, the Teacher’s Dining Room, in the Music Room, and Art Room.

**AAB Sec. 30.7.6** – Toilet paper dispensers shall be located on the sidewall closest to the water closet. The centerline of the roll shall be set at a minimum height of 24 inches above the floor. Dispensers that control delivery or that does not permit continuous paper flow are not allowed.

- Toilet paper dispenser was above the grab bar.
- In the Boy’s restroom and the Men & Women’s restrooms in B wing, the toilet paper dispenser is above the grab bar.

**AAB Sec. 30.6.1.d** – A coat hook shall be provided at a maximum height of 54 inches above the floor.

- The coat hook was measured at 56 inches above the floor.

**AAB Sec. 30.6.1.b** –The stall door shall have an automatic self-closing hinge device, a pull device on both sides of the door to assist in closing and opening the door, and a lock located approximately 36 inches above the floor that does not require tight grasping, pinching, or twisting of the wrist to operate.

- There is no self-closing hinge in the Boy’s restroom in B wing.

**AAB Sec. 26.11.4** - Special Hardware: Doors opening into hazardous areas shall have door-opening hardware, which is knurled or has a roughened surface to give tactile warning to persons with visual impairments. Hazardous areas shall include but not be limited to lading platforms, boiler rooms, and electrical equipment rooms.

- The boiler room door had no knurled hardware.

**AAB Sec. 27.4.1** – Location: Stairways shall have continuous handrails at both sides of the stairs.

- There are no handrails on either side of the stage in the auditorium

**AAB Sec. 40.2** – Audible Alarms: If provided, audible emergency alarms shall produce a sound that exceeds any maximum sound level with a duration of 60 seconds by 5 dbA, whichever is louder. If an audible alarm in an adjacent space provides the proper decibel level within a room, then only the visual alarm is needed. Sound levels for alarm signals shall not exceed 120 dbA.

**AAB Sec. 40.3** – At a minimum, visual signal appliances, if provided, shall be provided in buildings and facilities in each of the following areas: restrooms and any other general usage areas (e.g. meeting rooms), hallways, lobbies.

- There is no audio-visual alarm in the Cafeteria and the Kilm Room of the Art Room.

**AAB Sec. 20.3** – An accessible route shall have a minimum clear width of 36 inches except at doors and at openings less than 24 inches deep where it shall comply with 521 CMR 26, Doors and Doorways.

- In the Library, there is no 3-foot path of travel around the tables.

**AAB Sec. 19.5.2** – Tables: At least 5% of the tables shall be accessible. Tables for the accessible sites shall provide clear space under the table top not less than 30 inches wide and 19 inches deep per seating space and not less than 27 inches clear from the ground to the underside of the table.

- The tables in the Library were measured at 25 inches to the bottom of the table.
- The razed table in the Library was measured at 21 ½ inches in height to the bottom of the table.

**ADAAG Sec. 4.24.5** – Clear Floor Space: A clear floor space at least 30 inches by 48 inches complying with 4.2.4 shall be provided in front of a sink to allow forward approach. The clear floor space shall be on an accessible route and shall extend a maximum of 19 inches underneath the sink. **ADAAG Sec. 4.2.5** – Forward Reach: If the clear floor space only allows forward approach to an object, the maximum high forward reach allowed shall be 48 inches.

- In the cafeteria, the sink in the rear of the kitchen on the sidewall was measured at 28 inches wide.

**Name of Building: Cove Elementary School, 20 Eisenhower Avenue**

**Date of Survey:** June 12, 2008

**Surveyed by:** Art Daignault, ADA Coordinator

**Note:**

We are not using the Americans with Disabilities Act Accessibility Guidelines (ADAAG) regulations because, in 1998, major new construction and renovations were started, which triggered 30% rule of the MA Architectural Access Board (AAB). Between the two sets of laws, the AAB is more stringent and everything had to be handicap accessible.

The Architect was Flansburg & Associates. The contractor was Peabody Construction. The project was completed in 2001. There was no estimated cost of construction on the building permit. The building permit was issued on July 12, 1999. The building permit # was 60710.

The tools that we used for this survey was a 2-foot smart level, a tape measure, and a fish scale for door pressure.

In my opinion, the following violations were found and must be corrected:

**AAB Sec. 21.3 – Slope:** The maximum slope shall be 1:12. Where sidewalks are too narrow to install a straight-line curb cut at the slope of 1:12 or 8.3%, the sides of the curb cut shall not exceed 1:12. The maximum cross-slope for any curb cut shall be 1:50 or 2%. (There is no tolerance allowed on slope requirements.)

- The slope of the curb cut, next to the 2<sup>nd</sup> handicap parking space, was measured at 9.7%. In the back of the walkway, the cross-slope was measured at 2.7%.
- The curb cut in front of the main entrance was measured at 9.1%.
- The slope of the ramp going to the stage was measured at 9.6%. It was measured 5 feet from the top of the landing.

**AAB Sec. 21.7** – Flared Sides: Sides of a curb cut shall extend at least 24 inches at the curb. The maximum slope of the flare is 1:10. Curbing at the flared sides must blend with the slope of the flared sides.

- The flare of the curb cut in front of the main entrance on both sides was measured at 9.6%.

**AAB Sec. 14.4** - Wheelchair spaces shall be an integral part of any fixed seating plan.

- The bench, outside of the main entrance, is not accessible because the rubbish barrel is preventing a person in a wheelchair from seating next to his/her companion.
- The seating by the picnic tables is not accessible.
- In the Library, there was no cut out area that measures 3 feet in width for a student in a wheelchair.

**AAB Sec. 19.5.2** – Tables: At least 5% of the tables shall be accessible. Tables for the accessible sites shall provide clear space under the table top not less than 30 inches wide and 19 inches deep per seating space and not less than 27 inches clear from the ground to the underside of the table.

- The picnic tables outside are not accessible.

**AAB Sec. 20.6.1** - Objects projecting from walls with their leading edges between 27 inches and 80 inches above the finished floor shall protrude no more than 4 inches into walks, halls, corridors, passageways, or aisles and shall not have sharp or abrupt edges.

- The outside fire alarm box protrudes more than 4 inches from the wall and higher than 42 inches, so that a person with a visual impairment could walk into the fire alarm box. The solution is to place a planter under the fire alarm box.

**AAB Sec. 30.1.a** - In each adult public toilet room, at least one water closet and one sink in each location shall be accessible to persons in wheelchairs, or a separate accessible unisex toilet room shall be provided at each location. Adult water closets shall comply with the provisions of 521 CMR 30.1 through 30.13.

- There are some restrooms that are not handicap accessible.

**AAB Sec. 26.6.3.a** - A minimum of 18 inches of clear floor space shall be provided on the latch, pull side of the door when the clear floor space in front of the door is a minimum of 60 inches.

- Not all classrooms have the 18-inch clearance on the latch pull side of the door, so that a student in a wheelchair can exit the classroom.
- In the Conference Room (C30), Guidance Room (C29), and the Speech Room (C28), there is no 18 inches of clear space on the latch pull side of the door, so that a student in a wheelchair could exit the classroom.

**AAB Sec. 40.2** – Audible Alarms: If provided, audible emergency alarms shall produce a sound that exceeds any maximum sound level with a duration of 60 seconds by 5 dbA, whichever is louder. If an audible alarm in an adjacent space provides the proper decibel level within a room, then only the visual alarm is needed. Sound levels for alarm signals shall not exceed 120 dbA.

**AAB Sec. 40.3** - At a minimum, visual signal appliances, if provided, shall be provided in buildings and facilities in each of the following areas: restrooms and any other general usage areas (e.g. meeting rooms), hallways, lobbies.

- Not all rooms have audio-visual alarm for students with hearing impairments or who are blind.
- There was no audio-visual alarm in the AV storage room of the Library, which is used as a music room. There was also no audio-visual alarm in the Kilm Room (D45).

**AAB Sec. 41.2** – When permanent identification is provided for rooms and spaces, signs shall be installed on the wall adjacent to the latch side of the door. Where there is no wall space to the latch side of the door, including double leaf doors, signs shall be placed on the nearest adjacent wall. **AAB Sec. 41.2.2** – Mounting height shall be 60 inches above the finished floor to the centerline of the sign.

- Hallway signage was not at the proper height.
- The signage for the Nurse’s Restroom and Office was too high.

**AAB Sec. 30.12** - Towel dispensers, drying devices, or other types of devices and dispensers shall have at least one of each device mounted at a height of 42 inches. At least one of each device shall be located within reach of a person using the accessible sink and shall comply with 521 CMR, Sec. 39.5, Operation.

- The paper towel dispenser in the Nurse’s Restroom was greater than 42 inches in height.
- The paper towel dispenser in the cafeteria was measured at 54 inches in height.
- The height of the paper towel dispenser in the Boy’s restroom, next to B19, was measured at 46 inches.
- The height of the paper towel dispenser in the Girl’s restroom, next to B20, was measured at 46 inches.

**AAB Sec. 30.7.2** – Location: The centerline of the water closet shall be located 18 inches from the nearest side wall and at least 42 inches from the farthest side wall or the closest edge of an adjacent fixture.

- From the side wall to the middle of the toilet in the Nurse’s Restroom measured 13 inches with the heater being in the way.

**AAB Sec. 30.6.1.d** – A coat hook shall be provided at a maximum height of 54 inches above the floor.

- The coat hanger was measured at 73 inches in height.

**AAB Sec. 27.4.1** – Location: Stairways shall have continuous handrails at both sides of the stairs.

- There are no handrails on either side of the stage in the auditorium/cafeteria.

**AAB Sec. 20.3** – An accessible route shall have a minimum clear width of 36 inches except at doors and at openings less than 24 inches deep where it shall comply with 521 CMR 26, Doors and Doorways.

- There was no 3-foot path of travel in some areas of the cafeteria.
- There was no 3-foot path of travel in the Computer Lab (D43).

**AAB Sec. 29.2** – Level Changes: Ground and floor surfaces shall be of a common level throughout, except for the following permitted changes in level. **AAB Sec. 29.2.3** – Changes in

level greater than ½ inch are not allowed unless a ramp, walkway, or means of vertical access complying with 521 CMR is provided.

- The riser that was blocking the ramp area leading to the stage area was not accessible for wheelchairs.

**AAB Sec. 26.5 - Width:** All doorway and openings that are required to be accessible shall have a clear opening of not less than 32 inches. Clear opening of a door is measured from the face of the stop on the latch side to the face of the door when the door is open 90 degrees.

- In the Printer Room for C wing, the width of the door was measured at 24 inches.

**AAB Sec. 26.11.4 - Special Hardware:** Doors opening into hazardous areas shall have door-opening hardware, which is knurled or has a roughened surface to give tactile warning to persons with visual impairments. Hazardous areas shall include but not be limited to lading platforms, boiler rooms, and electrical equipment rooms.

- The storage room (C27) does not have a knurled handle on the door.

**AAB Sec. 30.6.1.b** –The stall door shall have an automatic self-closing hinge device, a pull device on both sides of the door to assist in closing and opening the door, and a lock located approximately 36 inches above the floor that does not require tight grasping, pinching, or twisting of the wrist to operate.

- In the Boy’s restroom, next to B19, there is no lock, no self-closing hinge on the door.
- In the Girl’s restroom, next to B20, there is no lock, no self-closing hinge on the door.

**AAB Sec. 30.7.6** – Toilet paper dispensers shall be located on the sidewall closest to the water closet. The centerline of the roll shall be set at a minimum height of 24 inches above the floor. Dispensers that control delivery or that does not permit continuous paper flow are not allowed.

**AAB Sec. 30.8.5** – Dispensers or other devices shall not be mounted above the grab bars.

- The toilet paper dispenser was above the grab bar.
- In the Girl’s restroom, next to B20, the toilet paper dispenser was above the grab bar.
- In the restroom by D47, the toilet paper dispenser was above the grab bar.

**Other Concerns:**

- In the Science Room (D46), there are pails under the sink that must be removed, so that a student in a wheelchair can go underneath the sink as much as possible.
- In Classrooms D50 and D52, the height of the tables should be 15 inches. The tables were measured at 21.75 inches.
- In the restroom by D47, all items in the accessible stall must be removed, for example, the changing table.

**Name of Building: Hannah Elementary School, 41R Brimbal Avenue**

**Date of Survey: July 2, 2008**

**Surveyed by: Art Daignault, ADA Coordinator**

**Note:**

We are not using the Americans with Disabilities Act Accessibility Guidelines (ADAAG) regulations because, in 1998, major new construction and renovations were started, which triggered 30% rule of the MA Architectural Access Board (AAB). Between the two sets of laws, the AAB is more stringent and everything had to be handicap accessible.

The architect for this project was Earl R. Flansburg & Associates. The contractor was Peabody Construction. This project was completed in 2000.

The tools that we used for this survey was a 2-foot smart level, a tape measure, and a fish scale for door pressure.

In my opinion, the following violations were found and must be corrected:

**AAB Sec. 20.6.1** – Objects projecting from walls with their leading edges between 27 inches and 80 inches above the finished floor shall protrude no more than 4 inches into walks, halls, corridors, passageways, or aisles and shall no have sharp or abrupt edges.

- The red light outside the main entrance to the school protrudes 4 inches and has a height of 70 inches from the ground.
- The Emergency Difibulator, located in between the men and women’s restroom by the auditorium/cafeteria, measured at a height of 46 inches.

**AAB Sec. 41.2** – When permanent identification is provided for rooms and spaces, signs shall be installed on the wall adjacent to the latch side of the door. Where there is no wall space to the latch side of the door, including double leaf doors, signs shall be placed on the nearest adjacent

wall. **AAB Sec. 41.2.2** – Mounting height shall be 60 inches above the finished floor to the centerline of the sign.

- Signage was greater than 60 inches from the floor.

**AAB Sec. 30.12** – Towel dispensers, drying devices, or other types of devices and dispensers shall have at least one of each device mounted at a height of 42 inches. At least one of each device shall be located within reach of a person using the accessible sink and shall comply with 521 CMR, Sec. 39.5, Operation.

- All paper towel dispensers are greater than 42 inches.
- In the men's and woman's restroom by the cafeteria, the soap dispenser was measured at 48 inches from the floor.
- Re-locate paper towel dispenser to an accessible location in Science Room (F69).

**AAB Sec. 30.7.6** – Toilet paper dispensers shall be located on the sidewall closest to the water closet. The centerline of the roll shall be set at a minimum height of 24 inches above the floor. Dispensers that control delivery or that does not permit continuous paper flow are not allowed.

**AAB Sec. 30.8.5** – Dispensers or other devices shall not be mounted above the grab bars.

- The toilet paper dispensers were located above the grab bar.

**AAB Sec. 14.4** – Wheelchair spaces shall be an integral part of any fixed seating plan.

- Outside of the main office, there is no integral seating for students in wheelchairs.
- There is no integration of seating for students in wheelchairs in the Library.

**AAB Sec. 7.2.2** – Other Transactions: Ticketing counters, teller stations in a bank, registration counters in hotels and motels, box office ticket counters, and other counters that may not have a cash register, but at which goods or services are sold or distributed, shall comply with the following: a) Location: the counter shall be on an accessible route complying with 521 CMR 20, Accessible Route; b) Length: the accessible portion of the counter shall be at least 36 inches in length; and c) Height: The counter shall no exceed 36 inches above the finish floor.

- Remove items on desk that block the 3-foot by 3-foot section to be used by students in wheelchairs.

**AAB Sec. 40.2** – Audible Alarms: If provided, audible emergency alarms shall produce a sound that exceeds any maximum sound level with a duration of 60 seconds by 5 dbA, whichever is louder. If an audible alarm in an adjacent space provides the proper decibel level within a room, then only the visual alarm is needed. Sound levels for alarm signals shall not exceed 120 dbA.

**AAB Sec. 40.3** – At a minimum, visual signal appliances, if provided, shall be provided in buildings and facilities in each of the following areas: restrooms and any other general usage areas (e.g. meeting rooms), hallways, lobbies.

- There are no audio-visual alarms in Rooms A13, A14, A15, A17, and F61 (Kilm Room).

**AAB Sec. 26.11.4** – Special Hardware: Doors opening into hazardous areas shall have door-opening hardware, which is knurled or has a roughened surface to give tactile warning to persons with visual impairments. Hazardous areas shall include but not be limited to lading platforms, boiler rooms, and electrical equipment rooms.

- The electrical closet (D43) and the janitor's room (E55) do not have knurled handles on the doors.

**AAB Sec. 30.6.1.b** –The stall door shall have an automatic self-closing hinge device, a pull device on both sides of the door to assist in closing and opening the door, and a lock located approximately 36 inches above the floor that does not require tight grasping, pinching, or twisting of the wrist to operate.

- There is no lock and no self-closing hinge on the door.

**AAB Sec. 30.6.1.d** – A coat hook shall be provided at a maximum height of 54 inches above the floor.

- The coat hook on the door is partially broken and needs to be replaced.

**AAB Sec. 27.4.1** – Location: Stairways shall have continuous handrails at both sides of the stairs.

- There are no handrails on either side of the stage in the auditorium/cafeteria.

**AAB Sec. 26.6.3.a** –A minimum of 18 inches of clear floor space shall be provided on the latch, pull side of the door when the clear floor space in front of the door is a minimum of 60 inches.

- There is no 18 inches on the latch, pull side of the door in the following classrooms: E55, F62, and F61.

**AAB Sec. 20.3** – An accessible route shall have a minimum clear width of 36 inches except at doors and at openings less than 24 inches deep where it shall comply with 521 CMR 26, Doors and Doorways.

- There is no 3-foot path of travel in the Science Room (F69).
- There is no 3-foot path of travel around the playground equipment.
- There is no 3-foot path of travel in the Computer Lab (F68).
- There is no 3-foot path of travel in the Library.

**AAB Sec. 30.9.3** – Knee Clearance: A clearance of at least 29 inches above the finish floor to the bottom of the apron shall be provided. Knee and toe clearance shall be at least 30 inches wide and 19 inches deep. **AAB 30.9.4** – Depth: Sink depth shall not exceed 6 inches. **AAB 30.9.5** – Piping: Sink traps and drains shall be located as close to rear wall as possible. Hot water and drainpipes exposed under sinks shall be recessed, insulated, or guarded. There shall be no sharp or abrasive surfaces under sinks. **AAB 30.9.6** – Faucets: Faucets shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. Lever-operated, push-type, touch-type, or electronically controlled mechanisms are acceptable designs. If self-closing valves are used the faucet shall remain open for at least 10 seconds.

- The sink must be made handicap accessible in Science Room (F69).

**AAB Sec. 25.2** – Approach: The approach to an accessible entrance shall be a paved walk or ramp with a slip resistant surface, uninterrupted by steps. Entrance(s) shall have a level space on the interior and exterior of the entrance doors that measures 5-feet by 5-feet.

- There must be a paved, level landing in front of the entrance by the Music Room.

**AAB Sec. 22.2 – Width:** The width of walkways shall be not less than 48 inches, excluding the curbstone. An unobstructed path of travel shall be provided which is at least 36 inches clear, excluding curbstones.

- The walkway in the courtyard is less than 48 inches wide.

**Other Concerns:**

- There is a question of whether or not the television sets are equipped with closed captioning?
- An alternative form of material must be found for the 3-foot path of travel around the playground equipment.

**Name of Building: McKay Elementary School, McKay Street**

**Date of Survey:** May 23, 2008

**Surveyed by:** Art Daignault, ADA Coordinator

The McKay Elementary School closed in 1995. Both the School Committee and the City Council declared it surplus. The City of Beverly did a request for purchase (RFP) in 2008. The bids from the developers were too low in the City's opinion. The City is prepared to wait in order to receive better offers. It is my opinion that the school will be sold by 2012. No renovations took place in the school under the Americans with Disabilities Act (ADA).

**Name of Building: McKeown Elementary School, 70 Balch Street**

**Date of Surveyed:** June 25, 2008

**Surveyed by:** Art Daignault, ADA Coordinator

**Note:**

We are not using the Americans with Disabilities Act Accessibility Guidelines (ADAAG) regulations because, in 1998, major new construction and renovations were started, which triggered 30% rule of the MA Architectural Access Board (AAB). Between the two sets of laws, the AAB is more stringent and everything had to be handicap accessible.

This school closed at the end of the 2008 school year due budget cuts, but is going to be used as an alternative school by the North Shore Educational Consortium for secondary and high school students. No classrooms were evaluated because all desks and chairs had been removed.

The tools that we used for this survey was a 2-foot smart level, a tape measure, and a fish scale for door pressure.

The architect for this project was Earl R. Flansburg & Associates. The contractor was Mello Construction. The project was completed in 1998.

In my opinion, the following violations were found and must be corrected:

**AAB Sec. 21.3 – Slope:** The maximum slope shall be 1:12. Where sidewalks are too narrow to install a straight-line curb cut at the slope of 1:12 or 8.3%, the sides of the curb cut shall not exceed 1:12. The maximum cross-slope for any curb cut shall be 1:50 or 2%. (There is no tolerance allowed on slope requirements.)

- The slope of the curb cut at the main entrance to the building was 9.9%.
- The curb cut at the drop-off area to the left of the main entrance of the school was 9.0%.

- The slope of the curb cut in the middle of the two handicap parking spaces was measured at 12.5%.
- The slope of the ramp that leads into the gymnasium was measured at 10.1% in the center and 9.1% at the bottom of the ramp.

**AAB Sec. 21.7** – Flared Sides: Sides of a curb cut shall extend at least 24 inches at the curb. The maximum slope of the flare is 1:10. Curbing at the flared sides must blend with the slope of the flared sides.

- The side flares of the curb cut at the main entrance to the building were 9.5%.
- The side flares of the curb cut at the drop-off area to the left of the main entrance of the school 7.2%.
- The side flare of the curb cut in the middle of the two handicap parking spaces was measured at 11.5%.

**AAB Sec. 21.6.1** – Landing width: Where a perpendicular curb cut is provided, a landing the width of the curb cut shall be provided at the top of the curb cut. The landing shall be 48 inches in length. The slope of said landing shall not exceed 2% in any direction.

- The slope was greater than 2%.

**AAB Sec. 14.4** – Wheelchair spaces shall be an integral part of any fixed seating plan.

- In front of the main entrance, there are four benches. Of the four, only two of them had accessible seating for a person in a wheelchair.

**AAB Sec. 20.6.1** - Objects projecting from walls with their leading edges between 27 inches and 80 inches above the finished floor shall protrude no more than 4 inches into walks, halls, corridors, passageways, or aisles and shall not have sharp or abrupt edges.

- On the first floor, across from the boys and girl’s restroom at the gymnasium end of the building, there is a Difibulator Case that protrudes more than 4 inches from the wall and is approximately 48 inches above the finish floor. At the present time, there is a desk underneath the case, so that a person with a visual impairment will not be injured. If and when the desk is moved, then another item, like a planter, will have to be replaced for the above reason.
- The paper towel dispenser in the Boy & Girl’s restrooms on the 2<sup>nd</sup> floor across from Room 206 protrudes 10 inches from the wall. Something must be placed underneath the paper towel dispenser, so that an injury can be avoided to a person with a visual impairment.

**AAB Sec. 14.5.4** – Signage shall be installed to notify patrons of the availability of a listening system and shall comply with 521 CMR 41, Signage.

- There was no signage to notify the public of the availability of the assistive listening devices.

**AAB Sec. 30.7.6** - Toilet paper dispensers shall be located on the sidewall closest to the water closet. The centerline of the roll shall be set at a minimum height of 24 inches above the floor. Dispensers that control delivery or that does not permit continuous paper flow are not allowed.

**AAB Sec. 30.8.5** – Dispensers or other devices shall not be mounted above the grab bars.

- All toilet paper dispensers were located above the grab bar.

**AAB Sec. 30.6.1.d** – A coat hook shall be provided at a maximum height of 54 inches above the floor.

- The coat hook on the back of the door is measured at a height of 70 inches from the floor in the Administrative Office restroom in Room 101 and in the Nurse’s restroom in Room 102
- There was no coat hook on the back of the door in the Boy and Girl’s restrooms next to Room 110.
- There was no coat hook on the back of the door in the Boy and Girl’s restrooms on the 2<sup>nd</sup> floor across from Room 206.

**AAB Sec. 27.4.1** – Location: Stairways shall have continuous handrails at both sides of the stairs.

- There are no handrails on either side of the stage in the auditorium.
- There is no railing on one side of the stairs coming into the gymnasium.

**AAB Sec. 30.6.1.b** –The stall door shall have an automatic self-closing hinge device, a pull device on both sides of the door to assist in closing and opening the door, and a lock located approximately 36 inches above the floor that does not require tight grasping, pinching, or twisting of the wrist to operate.

- There is no lock and no self-closing hinge on the door in the Boy & Girl’s restrooms on the 2<sup>nd</sup> floor across from Room 206.
- There is no self-closing hinge on the accessible stall in the Boy & Girl’s restrooms next to Room 110 and the Boy & Girl’s restrooms on the 2<sup>nd</sup> floor across from Room 206.

**AAB Sec. 30.9.5** – Piping: Sink traps and drains shall be located as close to rear walls as possible. Hot water and drainpipes exposed under sinks shall be recessed, insulated, or guarded. There shall be no sharp or abrasive surfaces under sinks.

- The pipes underneath the accessible sinks in the Boy & Girl’s restrooms on the 2<sup>nd</sup> floor across from Room 206 were not insulated.

**AAB Sec. 20.3** – An accessible route shall have a minimum clear width of 36 inches except at doors and at openings less than 24 inches deep where it shall comply with 521 CMR 26, Doors and Doorways.

- There was no 3-foot path of travel in some areas of the Library (Room 204) and in the Computer Room (203).

**AAB Sec. 5.83** – Structural Strength: Structural strength of grab bars, shower seats, fasteners and mounting devices shall be as follows: **AAB Sec. 5.83.c** – Shear force induced in a fastener or mounting device from the application of 250 lbs shall be less than the allowable lateral load of either the fastener or mounting device or the supporting structure, whichever is the smaller allowable load.

- The accessible sinks in the Boy & Girl’s restrooms next to Room 110 and the Boy & Girl’s restrooms on the 2<sup>nd</sup> floor across from Room 206 that extend out from the wall will not support 250 lbs.

**AAB Sec. 17.2.5** – Height of Tables or Counters: The tops of the accessible tables and counters shall be from 28 inches to 34 inches above the finish floor or ground. But, The height of the tables to the bottom of the table fro the finish floor is 27 inches.

- The height to the bottom of the table in the Library (Room 204) was 26 inches. The height to the bottom of the table in the Computer Room 203 was 22.5 inches.

**Other Concerns:**

- The janitor’s room on the 2<sup>nd</sup> floor was not locked.
- Remove the file cabinet from the Administrative Office restroom – Room 101.
- The door at the bottom of the ramp as you enter the cafeteria was hard to open. The door appeared to be sticking.

**Name of Building: The Memorial Building, 502 Cabot Street**

**Date of Survey:** August 13, 2008

**Surveyed by:** Art Daignault, ADA Coordinator

**Note:**

For this site evaluation, the Americans with Disabilities Act Accessibility Guidelines (ADAAG) are being used.

The tools that we used for this survey was a 2-foot smart level, a tape measure, and a fish scale for door pressure.

In my opinion, the following violations were found and must be corrected:

**ADAAG Sec. 4.7.1** – Location: Curb ramps complying with 4.7 shall be provided wherever an accessible route crosses a curb.

- There are no curb cuts from the parking lot to the accessible entrance by the auditorium door.

**ADAAG Sec. 4.13** – There must be 18 inches on the latch pull side of the door.

- The door opening to the auditorium from the outside does not have 18 inches on the latch pull side of the door to enter the building.

**ADAAG Sec. 4.8.2** – Slope and Rise: The least possible slope shall be used for any ramp. The maximum slope of a ramp shall be 1:12.

- The slope of the ramp at the top outside of the auditorium was measured at 9.3%.

**ADAAG Sec. 4.33.1** – Minimum Number: Assembly and associated areas required to be accessible by 4.1 shall comply with 4.33. **ADAAG Sec. 4.33.2** – Size of Wheelchair Locations: Each wheelchair location shall provide a minimum clear ground or floor spaces of 30 inches by 48 inches or 42 inches by 48 inches. **ADAAG Sec. 4.33.3** – Placement of Wheelchair Locations: Wheelchair areas shall be an integral part of any fixed seating plan and shall be provided so as to provide people with physical disabilities a choice of admission prices and lines of sight comparable to those for members of the general public. They shall adjoin an accessible route that also serves as a means of egress in case of emergency. At least one companion fixed seat shall be provided next to each wheelchair seating area. When the seating capacity exceeds 300, wheelchair spaces shall be provided in more than one location. Readily removable seats may be installed in wheelchair spaces when the spaces are not required to accommodate wheelchair users. **ADAAG Sec. 4.33.4** – Surfaces: The ground or floor at wheelchair locations shall be level and shall comply with 4.5.

- Wheelchair accessible seating must be installed in the auditorium.

**ADAAG Sec. 4.9.4** – Handrails: Stairways shall have handrails at both sides of all stairs.

- The stage area in the auditorium needs to install handrails on both sides of the stage.
- In the stairways, the railings are only on one side.

**ADAAG Sec. 4.9.4.2** – If handrails are not continuous, they shall extend at least 12 inches beyond the top riser and at least 12 inches plus the width of one tread beyond the bottom riser. At the top, the extension shall be parallel with the floor or ground surface. At the bottom, the handrail shall continue to slope for a distance of the width of one tread from the bottom riser; the remainder of the extension shall be horizontal.

- The railings do not extend 12 inches at the top and bottom of the railing.

**ADAAG Sec. 4.33.5** – Access to the Performing Area: An accessible route shall connect wheelchair seating locations with performing areas, including stages, arena floors, dressing rooms, locker rooms, and other spaces used by performers.

- The stage area in the auditorium must be accessible for everyone.

**ADAAG Sec. 4.33.6** – Placement of Listening Systems: If the listening system provided serves individual fixed seats, then such seats shall be located within 50 feet viewing distance of the stage or playing area and shall have a complete view of the stage or playing area. **ADAAG Sec. 4.33.7** – Assistive listening systems (ALS) are intended to augment standard public address and audio systems by providing signals which can be received directly by persons with special receivers or their own hearing aids and which eliminate or filter background noise. The type of assistive listening system appropriate for a particular application depends on the characteristics of the setting, the nature of the program, and the intended audience. Magnetic induction loops, infra-red and radio frequency systems are types of listening systems which are appropriate for various applications.

- An assistive listening system must be installed in the auditorium with the proper signage.

**ADAAG Sec. 4.15.3** – Spout Location: The spouts of drinking fountains and water coolers shall be at the front of the unit and shall direct the water flow in a trajectory that is parallel or nearly

parallel to the front of the unit. The spout shall provide a flow of water at least 4 inches high so as to allow the insertion a cup or glass under the flow of water. On an accessible drinking fountain with a round or oval bowl, the spout must be positioned so the flow of water is within 3 inches of the front edge of the fountain.

- All water fountain spouts need to be parallel to the front of the drinking fountain.

**ADAAG Sec. 4.10.1** – General: Accessible elevators shall be on an accessible route and shall comply with 4.10 and with the ASME A17.1-1990, Safety Code for Elevators and Escalators. Freight elevators shall not be considered as meeting the requirements of this section unless the only elevators provided are used as combination passenger and freight elevators for the public and employees.

- An elevator must be installed that goes from the basement to the 3<sup>rd</sup> floor of the building.

**ADAAG Sec. 4.13.9** – Door Hardware: Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist to operate. Lever-operated mechanisms, push-type mechanisms, and U-shaped handles are acceptable designs.

- Doorknobs must be changed to lever handles on the doors.

**ADAAG Sec. 7.2.2.f** – A portion of the main counter, which is a minimum of 36 inches in length, shall be provided with a maximum height of 36 inches.

- All counters in the different offices must install a 3-foot high by 3-foot wide section of the counter for people in wheelchairs.

**ADAAG Sec. 4.22.4** – Water Closets: if toilet stalls are provided, then at least one shall be a standard toilet stall complying with 4.17; where 6 or more stalls are provided, in addition to the stall complying with 4.17.3, at least one stall 36 inches wide with an outward swinging, self-closing door and parallel grab bars complying with Fig. 30(d) and 4.26 shall be provided. Water closets in such stalls shall comply with 4.16. If water closets are not in stalls, then at least one shall comply with 4.16.

- There was no accessible stall in the 1<sup>st</sup> floor Men's Room.

**ADAAG Sec. 4.19.6** – Mirrors: Mirrors shall be mounted with the bottom edge of the reflecting surface no higher than 40 inches above the finish floor.

- The height of the mirror in the 1<sup>st</sup> floor Men's restroom was 54 inches above the finish floor.
- The height of the mirror in the 1<sup>st</sup> floor Women's restroom was 55 inches above the finish floor.

**ADAAG Sec. 4.19.4** – Exposed Pipes and Surfaces: Hot water and drainpipes under lavatories shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under lavatories.

- Pipes in the 1<sup>st</sup> floor Women's restroom were no insulated.

**ADAAG Sec. 4.8.5.1** – Handrails shall be provided along both sides of ramp segments. The inside handrail on switchback or dogleg ramps shall always be continuous.

- The area before the gym must be a ramp with railings on both sides.

**ADAAG Sec. 4.13.8 - Thresholds at Doorways:** Thresholds at doorways shall not exceed  $\frac{3}{4}$  inch in height for exterior sliding doors or  $\frac{1}{2}$  inch for other types of doors. Raised thresholds and floor level changes at accessible doorways shall be beveled with a slope no greater than 1:2.

- The threshold, leading to the locker room was measured at  $\frac{3}{4}$  inch high.

**Other Concerns:**

- There should be a 4-foot wide sidewalk in front of the building.
- There is no 5-foot level landing going to the auditorium. This is a ramp, not a walkway.
- The Locker Room must be made handicap accessible.
- All rugs must be secure, so that there will not be any tripping hazards.

**Name of Building: North Beverly Elementary School, 48 Putnam Street**

**Date of Survey:** July 10, 2008

**Surveyed by:** Art Daignault, ADA Coordinator

**Notes:**

We are using the Americans with Disabilities Act Accessibility Guidelines (ADAAG) because of a violation in the employee's area. In 1998, major new construction and renovations were started, which triggered 30% rule of the MA Architectural Access Board (AAB). Between the two sets of laws, the AAB is more stringent and everything had to be handicap accessible.

The architect for this project was Earl R. Flansburg & Associates. The contractor was GVW, Inc. The project was completed in 2002. The estimated cost of the project was \$7,000,000.00. The building permit was issued on July 12, 2002. The building permit # was 63296.

The tools that we used for this survey was a 2-foot smart level, a tape measure, and a fish scale for door pressure.

In my opinion, the following violations were found and must be corrected:

**AAB Sec. 21.3 – Slope:** The maximum slope shall be 1:12. Where sidewalks are too narrow to install a straight-line curb cut at the slope of 1:12 or 8.3%, the sides of the curb cut shall not exceed 1:12. The maximum cross-slope for any curb cut shall be 1:50 or 2%. (There is no tolerance allowed on slope requirements.)

- The slope of the curb cut at Door #1 was 9.4% at 4 feet, 9.4% at 5 feet, and 9.0% at the top of the curb cut.
- 8 inches from the top of the curb cut by Door #9, the slope was measured at 10%. At the top of this curb cut, the cross slope was measured at 5.7%.

- The cross slope by Door #4 was 2.9%.
- The cross slope by Door #3 was 2.9%.
- The whole sidewalk from Door # 4 to Door #2 does not provide a 2% cross slope.

**AAB Sec. 21.5** – Drainage: Grading and drainage shall be designed to minimize pooling of water, accumulation of ice, or flow of water across the base of the curb cut.

- Curb cut by the fire hydrant appears to have pooling of water.

**AAB Sec. 22.3.1** – Grade: Nowhere shall the cross slope of walkways exceed 2%.

- The running slope up to the flagpole was 6.8%. The running slope 4 feet from the flagpole was 5.7%.
- The running slope leading to the level landing by Door #1 was measured at 6.2%.
- Bench #1 in front of Door #1 had a running slope of 5.7%.
- The running slope beside the bench of Door #1 was measured at 2.5%

**AAB Sec. 21.6.1** – Landing width: Where a perpendicular curb cut is provided, a landing the width of the curb cut shall be provided at the top of the curb cut. The landing shall be 48 inches in length. The slope of said landing shall not exceed 2% in any direction.

- There is no level landing at the top of the curb cut at Door #1 which was measured to be 5.8%.
- The walkway, leading to Door #9, was measured at 7.0%.
- The walkway, leading to Door #10, was measured at 6.4%, which was 4 feet from the level landing.

**AAB Sec. 20.1** – General: An accessible route shall provide a continuous unobstructed path connecting accessible spaces and elements inside and outside a facility. Accessible routes may include but are not limited to walks, halls, corridors, aisles, skywalks, and tunnels. Accessible routes may not include stairs, steps, or escalators, even if the stairs and steps are required to be accessible under 521 CMR. **AAB Sec. 20.2** – Within the boundary of the site, an accessible route(s) shall be provided from accessible parking, accessible passenger loading zones, and public streets or sidewalks to the accessible building entrance they serve. The accessible route(s) shall coincide with the route for the general public. **AAB Sec. 20.2.1** – At least one accessible route shall connect accessible buildings, facilities, elements and spaces that are on the same site. **AAB Sec. 20.3** - An accessible route shall have a minimum clear width of 36 inches except at doors and at openings less than 24 inches deep where it shall comply with 521 CMR 26, Doors and Doorways.

- There is no accessible route of travel around the soccer fields.

**AAB Sec. 20.3** - An accessible route shall have a minimum clear width of 36 inches except at doors and at openings less than 24 inches deep where it shall comply with 521 CMR 26, Doors and Doorways.

- In the Cafeteria, there was only a 32-inch path of travel by the food counter.
- In the Media Center, there was a 32-inch path of travel at the rear bookshelf aisle.
- In the Computer Room, there was a 32-inch path of travel to the Teacher’s desk.
- There was no 3-foot path of travel in the Science Room D52.

**AAB Sec. 23.6.1** – A sign shall be located at the head of each space and no more than 10 feet away, and at accessible passenger loading zones and may also include wording identifying its use. **AAB Sec. 23.6.4** – Such signs shall be permanently located at a height of not less than 5-feet, nor more than 8-feet to the top of the sign.

- There are 2 handicap parking spaces without handicap parking signs at the end of the parking lot by Door #9.

**AAB Sec. 20.6.1** - Objects projecting from walls with their leading edges between 27 inches and 80 inches above the finished floor shall protrude no more than 4 inches into walks, halls, corridors, passageways, or aisles and shall not have sharp or abrupt edges.

- The fire alarm box protrudes 6 inches and has a height of 46 inches from the ground to the bottom of the fire alarm box by Door #1.
- In the Boy & Girl's restroom, the paper towel dispenser protrudes 9 inches wide by 41 inches high.
- Shelving in the hallway by the kitchen protrudes 7 inches wide by 50 inches high.
- The gas pipe around the corner from Door #4 protrudes 11 inches from the wall.
- There is another gas pipe by Door #5 that is 24 inches wide by 34 inches high.
- In the Cafeteria, the paper towel dispenser protrudes 9 inches wide by 43 inches high.

**AAB Sec. 26.8.1** – Doors: These forces apply only to opening the door, not to the effort required to retract latch bolts or disengage other devices that may hold the door in a closed position. **AAB Sec. 26.8.1.a** – Exterior hinged doors: 15 lbs.; **AAB Sec. 26.8.1.b** – Interior hinged doors: 5 lbs.

- The inside vestibule door of Door #1 had 10 pounds of pressure.
- Door #5 by the kitchen had 19 pounds of pressure.

**AAB Sec. 29.3** – When carpet or carpet tile is used on a ground or floor surface, it shall comply with the following: **AAB Sec. 29.3.2** – Installation: Carpet shall be adhered directly to the floor or shall be stretched tautly and securely fastened to floor surfaces at all edges.

- The rug outside of the main office must be securely fastened to the floor.
- The rug outside the Nurse's Office must be securely fastened.

**AAB Sec. 26.6.3.a** - A minimum of 18 inches of clear floor space shall be provided on the latch, pull side of the door when the clear floor space in front of the door is a minimum of 60 inches.

- In the Cot Room of the Nurse's Office, there was only 5 inches on the latch pull side of the door.
- In the Nurse's Office restroom, there was 7 inches on the latch pull side of the door.
- In Classrooms #33-38, there was no 18 inches on the latch pull side of the door.

**AAB Sec. 30.7.6** – Toilet paper dispensers shall be located on the sidewall closest to the water closet. The centerline of the roll shall be set at a minimum height of 24 inches above the floor. Dispensers that control delivery or that does not permit continuous paper flow are not allowed.

**AAB Sec. 30.8.5** – Dispensers or other devices shall not be mounted above the grab bars.

- The toilet paper dispenser in the Nurse's Office restroom, in the adult Men & Women's restroom across from the main office, in the restroom by the kitchen, and in the unisex restroom by Classroom C38 was above the grab bar.

**AAB Sec. 30.12** - Towel dispensers, drying devices, or other types of devices and dispensers shall have at least one of each device mounted at a height of 42 inches. At least one of each device shall be located within reach of a person using the accessible sink and shall comply with 521 CMR, Sec. 39.5, Operation.

- The height of the paper towel dispenser was measured at 47 inches high.

**AAB Sec. 27.4.1** – Location: Stairways shall have continuous handrails at both sides of the stairs.

- In the auditorium, there are no railings on either side of the stage.

**AAB Sec. 40.3** - At a minimum, visual signal appliances, if provided, shall be provided in buildings and facilities in each of the following areas: restrooms and any other general usage areas (e.g. meeting rooms), hallways, lobbies.

- There were no audio-visual alarms in the Guidance Office (C29) and in the Kilm Room of the Art Room (D50).

**AAB Sec. 30.7.2** – Location: The centerline of the water closet shall be located 18 inches from the nearest side wall and at least 42 inches from the farthest side wall or the closest edge of an adjacent fixture.

- In the restroom by the kitchen, there was 13 inches from the sidewall to the center of the toilet.
- In the Boy’s restroom by the gym, there was no 18 inches from the sidewall to the center of the toilet because of the radiator.

**AAB Sec. 26.5** - Width: All doorway and openings that are required to be accessible shall have a clear opening of not less than 32 inches. Clear opening of a door is measured from the face of the stop on the latch side to the face of the door when the door is open 90 degrees.

- In the Guidance Office (C29), the width of the door was 29 inches.

**AAB Sec. 30.6.1.b** –The stall door shall have an automatic self-closing hinge device, a pull device on both sides of the door to assist in closing and opening the door, and a lock located approximately 36 inches above the floor that does not require tight grasping, pinching, or twisting of the wrist to operate.

- In the Girl’s restroom by the gym, there was no self-closing hinge.

**AAB Sec. 6.3** – Wheelchair Turning Space: The space required for a wheelchair to make a 180-degree turn is a clear space of 60 inches in diameter or a T-shaped space.

- There is no 5-foot turning radius in the Girl’s restroom by the gym.

In the Nurse’s Office restroom, there is 4-feet from the shower to the door opening. The solution is to change the door, so that it swing out into the hallway.

**AAB Sec. 14.4** - Wheelchair spaces shall be an integral part of any fixed seating plan.

- There was no integrated seating in the Media Center.

**AAB Sec. 5.83** – Structural Strength: Structural strength of grab bars, shower seats, fasteners and mounting devices shall be as follows: **AAB Sec. 5.83.c** – Shear force induced in a fastener or mounting device from the application of 250 lbs shall be less than the allowable lateral load of either the fastener or mounting device or the supporting structure, whichever is the smaller allowable load.

- The sink in the Nurse’s Office restroom appears not to support 250 pounds.

**ADAAG Sec. 4.32.3** – Knee Clearances: If seating for people in wheelchairs is provided at tables or counters, knee spaces at least 27 inches high, 30 inches wide, and 19 inches deep shall be provided.

- In the Teacher’s Dining Room in the cafeteria, the literature table was not accessible for a teacher in a wheelchair.

**Other Concerns:**

- Remove chemicals from the Nurse’s Office restroom to a Storage Area.
- Remove the desk from the Women’s restroom across from the main office.
- Adjust the self-closing hinge in the Men’s restroom across from the main office and in the Boy & Girl’s restrooms by Classroom D54.

## **2003 Parks/Playgrounds/Fields Surveyed**

**Femino (Lindsey Avenue – off Bridge Street):**

- Install an accessible play structure
- Install a handicap parking space on the boulders’ side.
- Install an accessible entrance to the park.

**Herlihy (Livingstone & Carver Streets – off Bridge Street):**

- Install a handicap parking space.
- Grade entrance to the park and play structure.

**Obear Park (Upland Road – off Kernwood Avenue):**

- Install accessible restrooms.
- Install two handicap parking spaces with an 8-foot wide diagonally striped access aisle nearest the play structure and tennis courts.
- Grade the entrance by the tennis courts to the play structure.

**Ahearn (Pleasant St./South Hardy St. – off Cabot & Rantoul Street):**

- Remove 55-gallon green drum from accessible entrance on the Millery side.
- Install handicap parking space on Pleasant Street.

**Bartlett Gardens (Stone Street/Fossa Terrace):**

- Install a handicap parking space with an 8-foot wide diagonally striped access aisle.
- Install an accessible entrance to the play structure.

**Park Street Playground (Park & Roundy Streets – off Elliott Street):**

- Install a handicap parking space with an 8-foot wide diagonally striped access aisle on the Dunkin Donuts side. Install a handicap parking space on the Park Street side.
- Grade accessible entrance to play structure on the Park Street side.

**Gillis (Porter & Webber Streets):**

- Install a handicap parking space.
- Install a curb cut for access to the playground.

**Dane Street Beach (Dane & Lothrop Street):**

- The existing handicap parking space must be moved to the opposite side of the parking lot with an 8-foot wide diagonally striped access aisle.
- Access from the beach to the bathhouse is limited. There is also limited access to the cement deck leading into the bathhouse from the beach. A suggestion would be to purchase a beach wheelchair for this beach.

**Balch (Cabot and Balch Streets):**

- Install two handicap parking spaces with a common 8-foot wide diagonally striped access aisle.
- Install an accessible entrance to the play structure from the parking lot side.

**Bessie Baker (Cabot & Picket Streets):**

- Install a handicap parking space with an 8-foot wide diagonally striped access aisle.
- Install an accessible entrance to both play structures.
- The entrance from the parking lot must be graded for accessibility.

**Holcroft (Gage & Mill Streets –off Beckford Street):**

- Install a handicap parking space.
- Add mulch to make a level entrance to the play structure from the walkway.

**Innocenti Park (McPherson Drive):**

- Install a handicap parking space.

**MacArthur (Simon Street – off Cabot Street):**

- Install an accessible entrance to the play structure.

**Cooney Field (Victor Avenue – off Corning Street):**

- Install two handicap parking spaces with a common 8-foot wide diagonally striped access aisle closest to gate opening.
- Remove 55-gallon drum from the accessible entrance.

**Cross Lane Soccer Fields (on Cross Lane – next to Sally Milligan):**

- Install two handicap parking spaces with a common 8-foot wide diagonally striped access aisle closest to the field entrance.

**Kimball-Haskell (Cross & East Lothrop Streets @ Ray Street):**

- Install two handicap parking spaces by the tennis court and the other by the play structure.
- Install an accessible play structure.

**Lynch Park (Ober Street – off Hale Street):**

- Install handicap parking signs in front of handicap parking spaces.
- Access aisles must be diagonally stripped.
- Install an accessible play structure.

**Sally Milligan Park (Cross Lane – also off Bonad Street):**

- All renovations are “on hold” until further notice.

**Wardell Square (Essex Street & Wayland Road):**

- Handicap parking at strip mall across street.
- The entrance is at the crosswalk.
- There are no accessibility issues.

**Colgate (Colgate Road – off McKay Street):**

- Move boulders and chain in order to gain access to the playground.
- Install a handicap parking space with an 8-foot wide diagonally stripped access aisle.
- Install an accessible entrance to the play structure.

**Hannah Fields (Brimball Avenue & Wayland Road):**

- Install a handicap parking space with an 8-foot wide diagonally stripped access aisle.

**Heller-Hubis (McKay & Sturtevant Streets):**

- Install a handicap parking space.
- Install an accessible entrance to the play structure.
- Grade the area from the gate to the entrance of the play structure.

**Vittori (Conant & Cabot Streets):**

- Install an accessible path of travel.
- Install an accessible entrance to the play structure.

**Cahill (Hull Street):**

- Playground is incomplete; walkway needs to be installed.
- Install a handicap parking space on Hull Street next gate closest to tennis court.

**Dix Park (Haskell Street – off Hale Street):**

- Install a handicap parking space with an 8-foot wide diagonally stripped access aisle on Dix Way.
- Install an accessible entrance to play structure.

**Harry Ball Field (Essex Street @ Route 128):**

- Install two handicap parking spaces at each ball field.

- At the main entrance, there must be signage giving direction to the handicap parking spaces.
- The counter top at the concession stand is too high
- The cement walkway in front of the concession stand has no access point for wheelchairs.
- The threshold leading to the restrooms is greater than ½ inch.
- The men’s room toilet is not between 17-19 inches in height.
- The grab bars in the men & ladies’ restroom must be raised to a height of 36 inches.
- A grab bar must be installed in the back of the toilet in the ladies restroom.

**Longfellow – Middlebury Lane/Emerson Circle (Essex Street to Thoreau Circle):**

- Install a handicap parking space.
- Install an accessible play structure.
- Path of travel must be graded.

**Oak Heights – Old Town Road & Deer Haven Road (Essex Street to Old Rubbly Road):**

- Install a handicap parking space.
- Install an accessible play structure.
- Install an accessible surface for wheelchairs.

**Wentworth (Wentworth Road):**

- Install a handicap parking space.

**Memorial Soccer Fields (Balch Street):**

- Install two handicap parking spaces with a common 8-foot wide diagonally stripped access aisle at an accessible entrance to the soccer fields.

## **2008 Parks/Playgrounds/Fields Surveyed Update**

### **Femino (Lindsey Avenue – off Bridge Street):**

- Install a handicap parking space closer to the field.
- There is no accessible seating for person in wheelchair to sit next to the bench.
- There must be an accessible restroom.

### **Herlihy (Livingstone & Carver Streets – off Bridge Street):**

- There must be an accessible entrance at each end of the park.
- There must be an accessible entrance to the play structure.
- Install a 3-foot path of travel from the entrance to the play structure.
- Install a handicap parking space as close as possible to each entrance to the park.
- Install an accessible water fountain.

### **Obear Park (Upland Road – off Kernwood Avenue):**

- Install 2-handicap parking space in front of the tennis court by the entrance to the play structure with an 8-foot wide diagonally striped access aisle. There should be handicap parking signs in front of each handicap parking space at a height of 5-8 feet to the top of the handicap parking sign.
- Install an accessible 3-foot path of travel to the play structure.
- There must be an accessible type of handle on the gate to the tennis court.
- There must be an accessible restroom.

### **Ahearn (Pleasant St./South Hardy St. – off Cabot & Rantoul Street):**

- Install a 3-foot path of travel from the entrance to the play structure.

**Bartlett Gardens (Stone Street/Fossa Terrace):**

- Install a handicap parking space as close to the entrance as possible with an 8-foot wide diagonally stripped access aisle. There should be handicap parking signs in front of each handicap parking space at a height of 5-8 feet to the top of the handicap parking sign.
- There is no accessible seating for people in wheelchairs to sit next to a bench with their companion.

**Park Street Playground (Park Street – off Elliott Street):**

- Move the handicap parking space and sign from the right side to the left side of the 8-foot wide access aisle.
- Install a handicap parking space on the Park Street side in front of the play structure.
- Remove a timber in order to have an accessible entrance to the play structure.

**Gillis (Porter & Webber Streets):**

- Install a handicap parking space as close to the entrance to the park as possible.
- There is no accessible seating for people in wheelchairs to sit next to a bench with their companion.
- An accessible water fountain must be installed in the park.

**Dane Street Beach (Dane & Lothrop Street):**

- There is no accessible seating for people in wheelchairs to sit next to a bench with their companion.
- There is no accessible route of travel around the play structure because of the fence.

**Balch (Cabot and Balch Streets):**

- Install 2 handicap parking spaces closest to the accessible entrance with an 8-foot wide diagonally stripped access aisle. There should be handicap parking signs in front of each handicap parking space at a height of 5-8 feet to the top of the handicap parking sign.
- Install a 3-foot wide path of travel at both entrances to the play structure.
- There must be an accessible type of handle on the gate to the street hockey court.
- Install a 3-foot wide path of travel from the entrance to the basketball court.
- Install a handicap parking space on Cabot Street as close as possible to the entrance to the basketball court.

**Bessie Baker (Cabot & Picket Streets):**

- Move the entrance back to a level area for accessibility
- Move the handicap parking space to the left one space. Install the 8-foot wide diagonally stripped access aisle to the right of the handicap parking space. There should be handicap parking signs in front of the handicap parking space at a height of 5-8 feet to the top of the handicap parking sign.
- There must be an accessible entrance to both play structures.
- The entrance next to Rite Aid must be graded for accessibility.

**Holcroft (Gage & Mill Streets –off Beckford Street):**

- Install a handicap parking space. Bruce Doig is to speak to Sgt. Joe Shairs regarding this matter.
- There is no access to the play structure with swings. Extend the ramp into the play structure.
- There is no accessible seating for people in wheelchairs to sit next to a bench with their companion.

**Innocenti Park (McPherson Drive):**

- 6 feet from the bottom and 8 feet from the top of the ramp, railings must be installed on both sides of the ramp. The railings must be in pairs at a height of 34-38 inches for the top and 18-20 inches for the bottom.
- Part of the bleachers must be removed, in order to make 2 accessible seats for people in a wheelchair.
- Place a fence around the transformer for those individuals that are visually impaired.
- Install a handicap parking space as close to the entrance as possible without being near any storm drains.

**MacArthur (Simon Street – off Cabot Street):**

- Remove a timber for an accessible entrance.
- There is a proposal to remove all play equipment and benches, plant grass and install accessible picnic tables and benches.

**Cooney Field (Victor Avenue – off Corning Street):**

- The Building Commissioner has condemned the bleachers.
- Must provide accessible restrooms.
- Install two handicap parking spaces at the entrance to the gate to the field with an 8-foot wide diagonally striped common access aisle. There should be handicap parking signs in front of each handicap parking space at a height of 5-8 feet to the top of the handicap parking sign.
- The parking lot must be paved.

**Cross Lane Soccer Fields (on Cross Lane – next to Sally Milligan):**

- Install 2 handicap parking spaces with an 8-foot wide diagonally striped access aisle. The access aisle is to line up with the entrance on the left-hand side of the parking lot. There should be handicap parking signs in front of the handicap parking space at a height of 5-8 feet to the top of the handicap parking sign.
- There must be an accessible restroom.

**Kimball-Haskell (Cross & East Lothrop Streets @ Ray Street):**

- Install a handicap parking space at the basketball court and the tennis court on Boden Street and a handicap parking space to the right of the flagpole by the baseball diamond. All handicap parking spaces must have a handicap parking sign in front of the handicap parking space at a height of 5-8 feet to the top of the handicap parking sign.
- There is no accessible seating for people in wheelchairs to sit next to a bench with their companion.

- Picnic tables are not accessible for people in wheelchairs.

**Lynch Park (Ober Street):**

- Install handicap parking signs in front of each handicap parking space at a height of 5-8 feet to the top of the handicap parking sign.
- Add 2 additional handicap parking spaces to the right of the other handicap parking spaces with a 5-foot wide diagonally stripped access aisle.
- Picnic tables are not accessible for people in wheelchairs.
- There is no accessible seating for people in wheelchairs to sit next to a bench with their companion.
- Must have a 3-foot wide path of travel to all benches.
- Play structures must be accessible to all children.
- There must be a 3-foot wide path of travel to the band shell to be accessible.
- There must be a 3-foot high by 3-foot wide counter space for people in wheelchairs.
- The shower in back of band shell and aside of restrooms must be accessible to everyone.

**Sally Mulligan Park: (Cross Lane – also off Bonad Street):**

- Due to the topography of the land, this park is completely inaccessible to the public.

**Wardell Square (Essex Street & Wayland Road):**

- There is no accessible seating for people in wheelchairs to sit next to a bench with their companion.
- Install a 3-foot wide path of travel to the benches.

**Colgate (Colgate Road – off McKay Street):**

- There must be an accessible entrance to the play structure.
- Install a handicap parking space on the left side of the entrance to the park with an 8-foot wide diagonally stripped access aisle. There should be handicap parking signs in front of the handicap parking space at a height of 5-8 feet to the top of the handicap parking sign.

**Hannah Fields (Brimbal Avenue & Wayland Road):**

- Install a handicap parking space on the right side of the parking area with an 8-foot wide diagonally stripped access aisle. There should be handicap parking signs in front of the handicap parking space at a height of 5-8 feet to the top of the handicap parking sign.
- There must be an accessible restroom.

**Hellard-Hubis (McKay & Sturtevant Streets):**

- The entrance to the park must be graded for access.
- Install handicap parking space as close to the entrance as possible.
- Picnic tables are not accessible for people in wheelchairs.
- There is no accessible seating for people in wheelchairs to sit next to a bench with their companion.

**Vittori (Conant & Cabot Streets):**

- There must be a curb cut installed on the play structure side of Conant Street.

- Install an accessible entrance to the play structure.
- Install an accessible 3-foot path of travel along the fence.
- There is no accessible seating for people in wheelchairs to sit next to a bench with their companion.

**Cahill (Hull Street):**

- Picnic tables are not accessible for people in wheelchairs.
- Install an accessible restroom.
- Install a handicap parking space by the entrance to the play structure. There should be handicap parking signs in front of the handicap parking space at a height of 5-8 feet to the top of the handicap parking sign.

**Dix Park (Haskell Street – off Hale Street):**

- There must be a 3-foot path of travel.
- A handicap parking space with 8-foot wide diagonally stripped access aisles between the spaces. There should be handicap parking signs in front of each handicap parking space at a height 5-8 feet to the top of the handicap parking sign.

**Harry Ball Field (Essex Street @ Route 128):**

- Install two handicap parking spaces with 8-foot wide diagonally stripped access aisles between the spaces. There should be handicap parking signs in front of each handicap parking space at a height of 5-8 feet to the top of the handicap parking sign.
- In the men’s restroom, there is no 42 inches of clear floor space between the toilet and the sink. Also, there is no 48 inches of clear floor space in front of toilet.
- There must be a 3-foot path of travel to the bleachers.
- A vertical lift must be installed at the scorer’s building, the press box, and to the meeting room above the concession stand.
- The scorer’s building must have railings on both sides of the stairs.
- An assistive listening system must be install for those individuals that have a hearing impairment.

**Longfellow – Middlebury Lane/Emerson Circle (Essex Street to Thoreau Circle):**

- With the limited facilities and the topography of the land, this playground is inaccessible.

**Oak Heights – Old Town Road & Deer Haven Road (Essex Street to Old Rubbly Road):**

- There is no accessible seating for people in wheelchairs to sit next to a bench with their companion.

**Wentworth (Wentworth Road):**

- Install a handicap parking space. There should be handicap parking signs in front of the handicap parking space at a height of 5-8 feet to the top of the handicap parking sign.
- Install a curb cut in front of the handicap parking space to gain access to the play structure.

- There must be an accessible type of handle on the gate to gain access to the play structure.

**Memorial Soccer Fields (Balch Street):**

- Install 3 handicap parking spaces at each gate entrance to the field with an 8-foot wide diagonally stripped access aisle. There should be handicap parking signs in front of each handicap parking space at a height of 5-8 feet to the top of the handicap parking sign.
- The gate entrances must be made to be 36-38 inches wide.

**Great Plains (LP Henderson Road):**

- The soccer fields are accessible; the concession stand is accessible; and the restrooms are accessible. There are two handicap parking spaces.

**Independence Park (Lothrop Street):**

- There is no accessible seating because of the topography of the area.
- At each end of the path of travel, the slope is greater than 8.3%.

**Veteran’s Memorial Park at Odell (Rantoul Street):**

- There is no accessible seating for people in wheelchairs to sit next to a bench with their companion.
- Curb cuts must be installed at the corners of Railroad Avenue & Park Street and Broadway & Park Street.

**McKeown Elementary School Playground (Balch Street):**

- There must be an accessible type of handle on the gate to gain access to the play structure.

**Pershing Field (Pershing Avenue – off Dodge Street):**

- Install a handicap parking space. There should be handicap parking signs in front of the handicap parking space at a height of 5-8 feet to the top of the handicap parking sign.
- Bruce Doig to follow-up to see if the field is still being used for soccer.

**North Beverly Elementary School Soccer Fields (Putnam Street – off Dodge Street)**

- Install a curb cut at the beginning of the sidewalk from the rear parking lot by the fence.

**The Common (Dane Street):**

- This park is fully accessible to everyone.

**Centerville Elementary School Fields (Hull Street):**

- From the parking lot, install a curb cut at the 3-foot path of travel that leads to the softball and soccer fields.

**Briscoe Fields (in rear of Briscoe Middle School):**

- Install a handicap parking space. There should be handicap parking signs in front of the handicap parking space at a height of 5-8 feet to the top of the handicap parking sign.

**Cove Elementary School Playground (Eisenhower Avenue):**

- Picnic tables are not accessible for people in wheelchairs.
- There is no accessible seating for people in wheelchairs to sit next to a bench with their companion.

As the Beverly ADA Coordinator, I would like to extend my deep appreciation for all of those individuals who assisted me in completing the 2008 Transition Plan. The members of the Committee included the following:

- Bruce Bruneau, Consultant for the Americans with Disabilities Act
- Tina Cassidy, Director of Planning & Member, Beverly Commission on Disabilities
- Candace Pike, Co-Chairperson, Beverly Commission on Disabilities
- Elise Bernstein, Member, Beverly Commission on Disabilities
- Karen Bloodgood, Member, Beverly Commission on Disabilities
- Butch Towne, Member, Beverly Commission on Disabilities
- Michele Gordon, Member, Beverly Commission on Disabilities
- Pauline Teixeira, Director of Human Resources, City of Beverly
- Lou Bochynski, Harbor Superintendent
- Chief Rick Pierce, Fire Chief, City of Beverly
- Chief Mark Ray, Police Chief, City of Beverly
- Steve Frederickson, Building Commissioner, City of Beverly
- John Jennings, Building Inspector, City of Beverly
- Mike Collins, Director of Public Works, City of Beverly
- Bruce Doig, Director of Recreation Department, City of Beverly
- Amy Maxner, City Planner, City of Beverly
- Kate Newhall, City Planner, City of Beverly
- Mary Ann Holak, Director of the Council on Aging, City of Beverly
- Pat Cirone, Director of the Beverly Public Library, City of Beverly

- Bob Mezzetti, Airport Manager, City of Beverly
- Joan Liporto, Director of Finance & Operations, Beverly Public Schools
- Karen Aucone, Director of Personnel, Beverly Public Schools
- Suzanne Charochak, Principal, Ayers Ryal-Side Elementary School
- Jennifer Flewelling, Principal, North Beverly Elementary School
- Karla Pressman, Principal, Cove and Centerville Elementary Schools
- Colleen McBride, Principal, McKeown Elementary School
- Susan Snyder, Principal, Hannah Elementary School
- All Janitorial Staff Members at all Elementary Schools
- Jane Ash, General Manager, Beverly Golf & Tennis Club