

TRANSITION PLAN RECOMMENDATIONS

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1.1 INTRODUCTION AND OVERVIEW

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, access to public accommodations, transportation, and telecommunications. The ADA is companion civil rights legislation with the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. This legislation mandates that qualified disabled individuals shall not be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity. The Act also provides disabled employees with certain protections and requires employers to make reasonable accommodation for disabled applicants and employees.

The ADA is divided into five parts, covering the following areas:

Title I: EMPLOYMENT

Under this title, employers, including governmental agencies, must ensure that their practices do not discriminate against persons with disabilities in the application, hiring, advancement, training, compensation, or discharge of an employee, or in other terms, conditions, and rights of employment.

Title II: PUBLIC SERVICES

This title prohibits state and local governments from discriminating against persons with disabilities or from excluding participation in or denying benefits of programs, services, or activities to persons with disabilities. It is under this Title that a self-evaluation is prepared. The self-evaluation is intended to outline programs and services of the Town of Framingham, MA and to evaluate what policies and procedures must be changed or implemented to effect the non-discrimination policies described in Title II. Further, program accessibility must be provided not only to members of the public but also to staff participating in programs of the Town.

Title III: PUBLIC ACCOMMODATIONS

Title III requires places of public accommodation to be accessible to and usable by persons with disabilities. The term "public accommodation" as used in the definition is often misinterpreted as applying to public agencies, but the intent of the term is to refer to any privately funded and operated facility serving the public.

Title IV: TELECOMMUNICATIONS

This title covers regulations regarding private telephone companies and requires common carriers offering telephone services to the public to increase the availability of interstate and intrastate telecommunications relay services to individuals with hearing and speech impairments.

Title V: MISCELLANEOUS PROVISIONS

This title contains several miscellaneous regulations, including construction standards and practices, provisions for attorney's fees, and technical assistance provisions. Title II dictates that a public entity must evaluate its services, programs, policies, and practices to determine whether they are in compliance with the nondiscrimination regulations of the ADA. The regulations detailing compliance requirements were issued in July, 1991. These regulations mandate that each public entity is required to examine activities and services, identify problems or physical barriers that may limit accessibility by the disabled, and describe potential compliance solutions. The entity must then proceed to make the necessary changes resulting from the self-evaluation. The ADA further requires that a transition plan be prepared to describe any structural or physical changes required to make programs accessible. The Town of Framingham, MA ADA Transition Plan is a companion to the documents that comprise the self-evaluation portion of the report and can be reviewed in the report appendixes.

DEFINITION OF DISABILITY

In the ADA, the term "disability" means, with respect to an individual:

- 1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- 2) a record of such an impairment; or
- 3) being regarded as having such an impairment.

If an individual meets any one of these three tests, he or she is considered to be an individual with a disability for purposes of coverage under the Americans with Disabilities Act. The Final Rules of the ADA describe in greater detail the conditions included and excluded as disabilities under the ADA, and these rules should be referred to if more detailed descriptions of covered disabilities is desired.

1.2 PUBLIC PROCESS AND INPUT

The transition plan must be formally adopted by the Town of Framingham, MA Board of Selectmen. The Town shall hold a public hearing to gather input on this transition plan, and shall make the document available to the public to allow submission of written comments. All comments must be addressed prior to adoption of the plan. Adoption of the plan commits the Town to the barrier removal described in the transition plan, according to the schedule given. Any future changes to the plan must be considered with the same standard of public input.

1.3 RELATIONSHIP OF SELF-EVALUATION & TRANSITION PLAN

The self-evaluation describes all of the programs and services of the Town and how they will be made accessible. Programs can be made accessible in three ways:

- 1) Minor programmatic changes, such as providing test material in alternate formats,
- 2) Moving the program to an accessible site or facility, or
- 3) Making facility upgrades, “structural modifications”, to the program site.

It is rare that an entity’s facilities are completely accessible, or that they have enough accessible facilities to locate all programs at accessible locations without making some modifications when viewing their programs in their entirety. The transition plan documents facility accessibility and provides a plan for making necessary changes.

1.4 TRANSITION PLAN REQUIREMENTS

The major purpose of a Transition Plan, as it relates to buildings and facilities owned and operated by a public entity, is to document the barriers to persons with disabilities that are present in the facilities, and to propose the structural and non-structural steps that will be undertaken to provide program accessibility. Many components contributed to the development of this Transition Plan including: comprehensive surveys and evaluation of the architectural barriers present at Town owned, operated, or utilized facilities. The term “facilities” is intended to include buildings, structures, or any part of real property that involves a specific use by persons. The surveying process was conducted between November 2005 and December 2005, leading up to the drafting of this Transition Plan.

It is important to note that for the purposes of this Transition Plan, the date of each accessibility survey serves as the “datum” point, indicative of the state of the facility as included in the accessibility reports. While the Town has been making ongoing improvements and removing barriers as possible on a continual basis, some physical improvements listed in the detailed surveys may have been begun, partially completed, or fully completed prior to the adoption of this Transition Plan.

It is likely that the Town will continue to undertake structural modifications as part of capital improvement projects.

1.5 DESCRIPTION OF FACILITY ACCESSIBILITY

Determination that a facility, or portion thereof, is accessible is based on the standards of the Americans with Disabilities Act Accessibility Guidelines (ADAAG), and the criteria established by this document. It is not required that all facilities, or facility areas, be accessible to meet the program compliance requirement of the ADA. The ADAAG sets standards for accessibility of specific elements, and establishes “scoping” requirements for new construction and remodeling. “Scoping” determines which elements need to be accessible for a given type of work.

Where the Town undertakes new construction or modernization of facilities not restricted to accessibility work, modifications to upgrade accessibility features may be required that are not proposed in this transition plan. Such work may also be triggered by the applicable state MAAB guidelines or local building codes and this future work is separate from the program access requirement addressed by the self-evaluation and transition plan.

1.6 TRANSITION PLAN PRIORITIES

One of the most important aspects of preparing a transition plan is assigning priorities to structural modifications necessary to achieve program access. Obviously, the highest priority items should be undertaken first, and the schedule for completion is dependent on these determinations.

1.7 MAINTENANCE OF ACCESSIBLE FEATURES

Under ADA Title II 28 CFR § 35.133(a), Towns must maintain in working condition those features of facilities and equipment that are required to be readily accessible to and usable by persons with disabilities. Inoperable elevators or wheelchair lifts, locked accessible doors, or accessible routes that are obstructed by furniture, filing cabinets, or potted plants are neither “accessible to” nor “usable by” individuals with disabilities under 28 CFR. § 35.133 (Preamble). Section 504 regulations do not contain a comparable provision concerning the maintenance of accessible features. It should be noted that ADA requirements regarding the maintenance of accessible features do not prohibit temporary obstructions or isolated instances of mechanical failure under 28 CFR. § 35.133(b) (Preamble). Isolated or temporary interruptions in service or access due to maintenance or repairs are also not prohibited under 28 CFR. § 35.133(b). However, allowing obstructions or “out of service” equipment to persist beyond a reasonable period of time would violate this requirement, as would repeated mechanical failures due to improper or inadequate maintenance under 28 C.F.R. § 35.133 (Preamble). The Town of Framingham should maintain a system of monitoring accessibility improvements at all Town facilities to assure ongoing compliance with the ADA and ADA Accessibility Guidelines and to take all reasonable steps to provide both programmatic and physical access for persons with disabilities. Programmatic requirements, such as the provision of

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TTY's, sign language interpreters, and alternative written formats, should be monitored by the ADA Coordinator.

While physical access items should be reviewed and monitored at a general level by the ADA Coordinator, detailed monitoring of such items should be delegated to the Town's Directors of Facilities and Grounds or Building Services, who would ultimately be responsible for maintenance and repairs. The Director of Facilities and Grounds or Building Services should designate a supervisor to oversee accessibility related improvements at the various Town sites, train personnel on how to keep systems in working order, and resolve details of potential or reported problems. Maintenance of accessible features and specific conditions that should be maintained to provide physical accessibility include, but are not necessarily limited to, the following items:

- 1) Maintain exterior pathways and repair any surface irregularities that may become greater than 1/2" due to wear or cracking, and make other repairs to keep pathways from causing hazardous conditions.
- 2) Maintain accessible parking spaces to have all appropriate signage and to keep access aisles to the spaces and to the main entrances they serve clear and usable.
- 3) Maintain and replace as required all building signage that would direct persons with disabilities to the accessible paths of travel and accessible entrances.
- 4) Maintain all doors providing primary accessibility to be fully operable and unlocked during normal hours of operation of the facility and ensure that battery operated automatic door push controls are changed and tested on a regular basis.
- 5) Maintain all door pressures required to open doors to be as low as possible, but in no case more than 15 pounds for exterior doors and 5 pounds for interior doors.
- 6) Maintain all elevators in proper working condition. Set up and monitor yearly maintenance inspections by contracted elevator maintenance companies and State Elevator Safety Unit for all elevators.
- 7) Maintain all wheelchair lifts in proper working condition, with keys prominently displayed at facility main offices. Set up and monitor yearly maintenance inspections by contracted lift maintenance companies and State Elevator Safety Unit for all lifts.
- 8) Maintain and monitor objects mounted on walls to protrude no more than 4" into paths of travel.
- 9) Maintain audible and visual fire alarms and pull stations to be fully operational.
- 10) Maintain all accessible plumbing fixtures, including toilets, urinals, lavatories, sinks, faucets, showers, and drinking fountains, to be fully operational and in compliance with accessibility codes.
- 11) Maintain all toilet accessories to be fully operational and mounted no more than 48" above the floor at all accessible restrooms.

2.0 TOWN RESPONSIBILITIES UNDER THE ADA

Section Summary

Title II of the ADA mandates that programs, services, and activities provided by government agencies be offered equally to people with disabilities. This is the primary section applied to the Town of Framingham, MA and the focus of the transition plan. Each government agency must demonstrate that its programs and activities, when viewed in their entirety, are provided equally and without discrimination.

The Town has a variety of obligations under Title II of the ADA. Title II of the ADA is similar to Section 504 of the Rehabilitation Act of 1973, but differs in that Section 504 applies only to government agencies that receive federal financial assistance. The purpose of Section 504 is to ensure that no otherwise qualified individual with disabilities shall, solely by reason of his or her disability, be discriminated against under any program or activity receiving federal financial assistance. The Town has been subject to and operated under the requirements of Section 504 since 1977.

The ADA specifically states intent not to apply lesser standards than are required under other federal, state, or local laws; therefore, the law which is the most stringent has precedence. This intent has particular application with respect to the Town's obligations under Section 504, which in some cases, exceed ADA requirements with respect to structural and physical changes. Title II mandates that public entities, may not require eligibility criteria for participation in programs and activities that would screen persons with disabilities, unless it can be proven that such requirements are necessary for the mandatory provision of the service or program. A public entity must reasonably modify its policies and procedures to avoid discrimination toward individuals with disabilities. However, if the public entity can demonstrate that a modification would fundamentally alter the nature of its service, it would not be required to make that modification. Title II also discusses the use of auxiliary aids necessary to enable persons who have visual, hearing, mobility, or similar impairments to gain access to programs and activities provided by making an appropriate reasonable accommodation.

The lone exception to these requirements would be because of undue hardship. "Undue hardship" is defined in the ADA as an "action requiring significant difficulty or expense" when considering the nature and cost of the accommodation in relation to the size, resources, and structure of the specific operation. Undue hardship is determined on a case-by-case basis. The Town is required to prepare a self-evaluation, to assess its programs and services to assure that discriminatory practices are identified and removed. Where it is necessary to remove architectural barriers to program accessibility, the Town must also prepare a transition plan. "Architectural barriers" are elements of the facility structure, i.e. permanent elements of the building that make the facility or portions inaccessible. The transition plan outlines the

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structural modifications it will implement to make its programs and services accessible to people with disabilities.

PROGRAM ACCESSIBILITY, Section 504 and ADA Title II

The Town may not deny the benefits of its programs, activities, and services to individuals with disabilities because its facilities are inaccessible. The Town's services, programs, or activities, when viewed in their entirety, must be readily accessible to and usable by individuals with disabilities. This standard, known as "program accessibility," applies to all existing facilities of the Town. The Town is not, however, required to make each of their existing facilities accessible.

ILLUSTRATION 1: When a city holds a public meeting in an existing building, it must provide ready access to, and use of, the meeting facilities to individuals with disabilities. The city is not required to make all areas in the building accessible, as long as the meeting room is accessible. Accessible telephones and bathrooms should also be provided where these services are available for use of meeting attendees.

The absence of individuals with disabilities living in an area cannot be used as the test of whether programs and activities must be accessible.

Can back doors and freight elevators be used to satisfy the program accessibility requirement? Yes, but only as a last resort and only if such an arrangement provides accessibility comparable to that provided to persons without disabilities, who generally use front doors and passenger elevators. For example, a back door is acceptable if it is kept unlocked during the same hours the front door remains unlocked; the passageway to and from the floor is accessible, well-lit, and neat and clean; and the individual with a mobility impairment does not have to travel excessive distances or through nonpublic areas such as kitchens and storerooms to gain access. A freight elevator would be acceptable if it were upgraded so as to be usable by passengers generally and if the passageways leading to and from the elevator are well-lit and neat and clean.

Are there any limitations on the program accessibility requirement? Yes. The Town does not have to take any action that it can demonstrate would result in a fundamental alteration in the nature of its program or activity or in undue financial and administrative burdens. This determination can only be made by the Town Manager (head of the public entity or his or her designee) and must be accompanied by a written statement of the reasons for reaching that conclusion. The determination that undue burdens would result must be based on all resources available for use in the program. If an action would result in such an alteration or such burdens, the Town must take any other action that would not result in such an alteration or such burdens but would nevertheless ensure that individuals with disabilities receive the benefits and services of the program or activity.

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Methods for providing program accessibility

The Town may achieve program accessibility in a number of ways. In many situations, providing access to facilities through structural methods, such as alteration of existing facilities and acquisition or construction of additional facilities, may be the most efficient method of providing program accessibility. The Town may, however, pursue alternatives to structural changes in order to achieve program accessibility. Nonstructural methods include acquisition or redesign of equipment, and relocation of programs and services to alternate facilities and accessible sites.

ILLUSTRATION 1: The Town has departmental offices on the second floor of an existing facility where they conduct business with members of the public. There are frequent interruptions in service with the existing elevator. Ms. Q, a member of the public requires access to a Town department office, but has a respiratory condition that prevents her from climbing steps. The Town must relocate the services to an accessible ground floor location or take alternative steps, including moving the service or department to another building, in order to allow Ms. Q to participate in the Town services.

ILLUSTRATION 2: A public library's open stacks are located on upper floors having no elevator. As an alternative to installing a lift or elevator, library staff may retrieve books for patrons who use wheelchairs. The aides must be available during the operating hours of the library.

When choosing a method of providing program access, a public entity must give priority to the one that results in the most integrated setting appropriate to encourage interaction among all users, including individuals with disabilities.

ILLUSTRATION: A rural, one-room library has an entrance with several steps. The library can make its services accessible in several ways. It may construct a simple wooden ramp quickly and at relatively low cost. Alternatively, individuals with mobility impairments may be provided access to the library's services through a bookmobile, by special messenger service, through use of clerical aides, or by any other method that makes the resources of the library "readily accessible." Priority should be given, however, to constructing a ramp because that is the method that offers library services to individuals with disabilities and others in the same setting.

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Curb ramps (Curb Cut Plan)

A Comprehensive Curb Cut Survey and Recommendations, prepared by the Contractor's sub-consultant Metrowest Center for Independent Living will be included as a separate reporting to the Town's ADA Self –Evaluation and Transition Plans Recommendations document.

Public entities that have responsibility or authority over streets, roads, or walkways must prepare a schedule for providing curb ramps where pedestrian walkways cross curbs. Public entities must give priority to walkways serving State and local government offices and facilities, transportation, places of public accommodation, and employees, followed by walkways serving other areas.

To promote both efficiency and accessibility, public entities may choose to construct curb ramps at every point where a pedestrian walkway intersects a curb. However, public entities are not necessarily required to construct a curb ramp at every such intersection.

Alternative routes to buildings that make use of existing curb cuts may be acceptable under the concept of program accessibility in the limited circumstances where individuals with disabilities need only travel a marginally longer route. In addition, the fundamental alteration and undue burdens limitations may limit the number of curb ramps required. To achieve or maintain program accessibility, it may be appropriate to establish an ongoing procedure for installing curb ramps upon request in areas frequented by individuals with disabilities as residents, employees, or visitors.

Existing parking lots or garages

A public entity should provide an adequate number of accessible parking spaces in existing parking lots or garages over which it has jurisdiction.

Historic preservation programs

Special program accessibility requirements and limitations apply to historic preservation programs. Historic preservation programs are programs conducted by the Town that have preservation of historic properties as a primary purpose. An historic property is a property that is listed or eligible for listing in the National Register of Historic Places or a property designated as historic under State or local law.

In achieving program accessibility in historic preservation programs, the Town entity must give priority to methods that provide physical access to individuals with disabilities. Physical access is particularly important in an historic preservation program, because a primary benefit of the program is uniquely the experience of the historic property itself.

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Are there any special limitations on measures required to achieve program accessibility in historic preservation programs in addition to the general fundamental alteration / undue financial and administrative burdens limitations?

Yes, the Town is not required to take any action that would threaten or destroy the historic significance of a Town owned historic property. In cases where physical access cannot be provided because of either this special limitation, or because an undue financial burden or fundamental alteration would result, alternative measures to achieve program accessibility must be undertaken.

ILLUSTRATION: Installing an elevator in an historic house museum to provide access to the second floor bedrooms would destroy architectural features of historic significance on the first floor. Providing an audio-visual display of the contents of the upstairs rooms in an accessible location on the first floor would be an alternative way of achieving program accessibility.

Does the special limitation apply to programs that are not historic preservation programs, but just happen to be located in historic properties?

No. In these cases, nonstructural methods of providing program accessibility, such as relocating all or part of a program or making home visits, are available to ensure accessibility, and no special limitation protecting the historic structure is provided.

Your completed transition plan must be available to the public, a dedicated website is one way to accomplish this. Some districts have a subdirectory in an existing Town website that contains all public notices and legal information that must be available to the public.

Leased buildings

The Town is encouraged, but not required, to lease accessible space. The availability of accessible private commercial space will steadily increase over time as the title III requirements for new construction and alterations take effect. Although the Town is not required to lease accessible space, once it occupies a facility, it must provide access to all of the programs conducted in that space. The more accessible the existing space is at the start, the easier and less costly it will later to make programs available to individuals with disabilities and to provide reasonable accommodations for employees (under ADA Title I – Employment).

Equally effective communication

The Town must ensure that its communications with individuals with disabilities are as effective as communications with others. This obligation, however, does not require the Town to take any action that it can demonstrate would result in a fundamental alteration in the nature of its services, programs, or activities, or in undue financial and administrative burdens.

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In order to provide equal access, the Town is required to make available appropriate auxiliary aids and services where necessary to ensure effective communication.

What are auxiliary aids and services?

Auxiliary aids and services include a wide range of services and devices that promote effective communication.

Examples of auxiliary aids and services for individuals who have vision and hearing impairments include, but are not limited to: qualified interpreters, notetakers, CART Reporting, written materials in alternate formats, Braille documents, audio recordings, telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDD's / TTY's), videotext displays, and exchange of written notes.

The type of auxiliary aid or service necessary to ensure effective communication will vary in accordance with the length and complexity of the communication involved.

ILLUSTRATION 1: Some individuals who have difficulty communicating because of a speech impairment can be understood if individuals engaging them merely listen carefully and take the extra time that is necessary.

ILLUSTRATION 2: For individuals with vision impairments, Town employees can provide oral directions or read written instructions. In many simple transactions, such as paying bills or filing applications, communications provided through such simple methods will be as effective as the communications provided to other individuals in similar transactions. Many transactions with public entities, however, involve more complex or extensive communications than can be provided through such simple methods. Sign language or oral interpreters, for example, may be required when the information being communicated in a transaction with a deaf individual is complex, or is exchanged for a lengthy period of time. Factors to be considered in determining whether an interpreter is required include the context in which the communication is taking place, the number of people involved, and the importance of the communication.

Must public service announcements or other television programming produced by public entities be captioned?

Audio portions of television and videotape programming produced by public entities are subject to the requirement to provide equally effective communication for individuals with hearing impairments. Closed captioning of such programs is sufficient to meet this requirement.

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Must tax bills from public entities be available in Braille and/or large print? What about other documents?

Tax bills and other written communications provided by the Town are subject to the requirement for effective communication. Thus, where the Town provides information in written form, it must, when requested, make that information available to individuals with vision impairments in a form that is usable by them.

Primary consideration

When an auxiliary aid or service is required, the Town must provide an opportunity for individuals with disabilities to request the auxiliary aids and services of their choice and must give primary consideration to the choice expressed by the individual. "Primary consideration" means that the Town must honor the choice, unless it can demonstrate that another equally effective means of communication is available, or that use of the means chosen would result in a fundamental alteration in the service, program, or activity or in undue financial and administrative burdens.

It is important to consult with the individual to determine the most appropriate auxiliary aid or service, because the individual with a disability is most familiar with his or her disability and is in the best position to determine what type of aid or service will be effective. Some individuals who were deaf at birth or who lost their hearing before acquiring language, for example, use sign language as their primary form of communication and may be uncomfortable or not proficient with written English, making use of a notepad an ineffective means of communication.

Qualified interpreter

There are a number of sign language systems in use by individuals who use sign language. (The most common systems of sign language are American Sign Language and signed English.) Individuals who use a particular system may not communicate effectively through an interpreter who uses a different system. When an interpreter is required, therefore, the Town should provide a qualified interpreter, that is, an interpreter who is able to sign to the individual who is deaf what is being said by the hearing person and who can voice to the hearing person what is being signed by the individual who is deaf. This communication must be conveyed effectively, accurately, and impartially, through the use of any necessary specialized vocabulary.

Telephone communications

Public entities that communicate by telephone must provide equally effective communication to individuals with disabilities, including hearing and speech impairments. If telephone relay services, such as those required by title IV of the ADA, are available, these services generally may be used to meet this requirement. Relay services involve a relay operator who uses both a standard telephone and a TDD to type the voice messages to the TDD user and read the TDD messages to the standard telephone user. Where such services are

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available, public employees must be instructed to accept and handle relayed calls in the normal course of business.

Emergency telephone service

The Town provides telephone emergency services by which individuals can seek immediate assistance from police, fire, ambulance, and other emergency services. These telephone emergency services--including E"911" services--are clearly an important public service whose reliability can be a matter of life or death. The Town must ensure that these services, including 911 services, are accessible to persons with impaired hearing and speech. State and local agencies that provide emergency telephone services must provide "direct access" to individuals who rely on a TDD or computer modem for telephone communication. Telephone access through a third party or through a relay service does not satisfy the requirement for direct access. (However, if an individual places a call to the emergency service through a relay service, the emergency service should accept the call rather than require the caller to hang up and call the emergency service directly without using the relay.) The Town may, however, operate its own relay service within its emergency system, provided that the services for non-voice calls are as effective as those provided for voice calls.

911 lines.

Where a 911 telephone line is available, a separate seven-digit telephone line must not be substituted as the sole means for non-voice users to access 911 services.

Voice amplification

The Town is encouraged, but not required, to provide voice amplification for the operator's voice. In an emergency, a person who has a hearing loss may be using a telephone that does not have an amplification device. Installation of speech amplification devices on the handsets of operators would be one way to respond to this situation.

3.0 POLICIES AND PROCEDURES

The Town of Framingham, MA, and individual departmental policies and procedures were reviewed for compliance with Section 504 and ADA Title II for the following:

- a) Department of Parks and Recreation
- b) Department of Public Works
- c) Departments of Police, Fire, Animal Control, and E911
- d) Council on Aging

The following recommendations are for revisions and/or additions to existing policies, and additions of new policies to assist the Town.

- a) Sexual Harassment Policy
- b) ADA / 504 Policy
- c) ADA / 504 Grievance Procedures
- d) Reasonable Modification Policy
- e) Eligibility and Safety Requirements Assurance
- f) Surcharges Prohibition Policy
- g) Integrated Services Policy
- h) Significant Assistance Policy
- i) Accessible Transportation Policy
- j) Contracted Service Provider Policy

- k) Parks and Recreation Department
 - I. New Form: Request for Modification of Program
 - II. New Policy: Access to Parks, Recreation Areas, Cultural Affairs properties, and the Council on Aging by Disabled Persons
 - III. Revised Publication / Policy: Framingham Parks, Recreation and Cultural Affairs "Programs Publication"
 - IV. Revised Publication / Policy: Framingham Parks, Recreation and Cultural Affairs "Program Brochure"
 - V. Revised Publication / Policy: Framingham Parks, Recreation and Cultural Affairs "Sample Press Release"

- l) Council on Aging
 - I. Revised Publication / Policy: Council on Aging "Senior Wellness Program" Brochure
 - II. Revised Publication / Policy: Council on Aging "The Callahan Center Social Service Department" Brochure
 - III. Revised Publication / Policy: Council on Aging "Become a Volunteer" Brochure
 - IV. Revised Publication / Policy: Council on Aging "Callahan Courier" Brochure

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- m) Police Department / Fire Department
 - I. Community Outreach Programs
- n) Town of Framingham, MA
 - I. Multiple Hazard Mitigation Plan
- o) Department of Public Works
 - I. New Policy: DPW Recycling Center Assistance Policy
- p) Town of Framingham, MA
 - I. New Policy: Elevator / Chair Lift Policy

**REPLACEMENT POLICY
SEXUAL HARASSMENT AND UNLAWFUL DISCRIMINATION**

This NEW policy replaces:

Town of Framingham Personnel Policy #29
Policy and Procedures for the Elimination of
Sexual Harassment in the Workforce

Policy and Procedure for the Elimination of Sexual Harassment and Discrimination

It is the policy of the Town of Framingham (the "Town") to maintain a work environment in the Town that is free of sexual harassment and of discrimination based on race, color, age, gender, sexual orientation, religion, ethnic or national origin, ancestry, disability, veteran's status, or any other status protected by law (a "Protected Class"). Unlawful discrimination and harassment by employees will not be tolerated. All employees are encouraged to report incidences of discrimination or harassment to the Town. Retaliation against an employee who complains of, reports or participates in any investigation into discrimination or harassment is illegal and will not be tolerated by the School Department.

The following provides in-depth information regarding harassment and discrimination, including where to report an act or acts of harassment or discrimination.

Sexual Harassment

Sexual harassment is a form of gender discrimination that is illegal under both federal and Massachusetts state law, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Massachusetts General Laws Chapter 151B, § 4 and Massachusetts General Laws Chapter 214, § 1C. Under these laws, unwelcome sexual advances, requests for sexual favors and other physical or verbal conduct of a sexual nature constitute sexual harassment when:

- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or a basis for employment or educational decisions affecting the individual; or
- such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work or academic performance, or participation in work or school activities and events, by creating an intimidating, hostile, humiliating or sexually offensive environment.

Under these definitions, direct or implied requests by a supervisor to a subordinate, or a staff member to a student, in exchange for actual or promised employment or educational benefit, such as favorable reviews, grades or recommendations, salary increases, promotions, increased benefits or continued employment, constitute sexual harassment.

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The relationship between staff members and students is inherently unequal. Sexual relations between staff members and students are prohibited under any circumstances.

The legal definition of sexual harassment is broad, and in addition to the above situations, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace or educational environment that is hostile, offensive, intimidating or humiliating to male or female employees or students may also constitute sexual harassment.

While it is not possible to list all of those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which may constitute sexual harassment, depending on the totality of the circumstances:

- unwanted, prolonged and apparent staring or leering at a person;
- unwanted whistling or brushing against the body;
- obscene gestures or suggestive or insulting sounds made towards people;
- displaying sexually suggestive objects, pictures, cartoons;
- inquiries into one's sexual experiences or discussion of one's sexual activities;
- indecent exposure; or
- romantic involvement between supervisors and subordinates which is known to others in the workplace and which impacts the workplace in areas such as assignments, advancements or benefits.

Discrimination

Depending upon the circumstances, examples of discrimination could include the above-referenced examples concerning sexual harassment, as well as the following types of conduct:

- comments or innuendo, which are continued or repeated, concerning a person's race, age, gender, religion, national origin, ancestry, disability, sexual orientation, veteran's status, or other legally-protected status;
- an open display of objects or pictures that are offensive to persons of a particular religion, race, national origin, or other legally-protected status;

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- jokes, comments, use of derogatory words or innuendo regarding an individual's race, age, gender, national origin, ancestry, religion, disability, sexual orientation, or other legally-protected status;
- making decisions about an employee's employment based upon his or her religion, race, national origin, ancestry, age, disability, gender, sexual orientation, veteran's or other legally-protected status;
- treating an employee or student differently in terms of conditions of his or her employment or education based upon the employee's or student's race, color, age, gender, sexual orientation, religion, ethnic or national origin, ancestry, disability, veteran's status or any other legally protected status.

EMPLOYEE RESPONSIBILITIES

Each employee of the Town is personally responsible for ensuring that his or her conduct does not sexually harass or unlawfully discriminate against anyone in the work place environment. Each employee is responsible for cooperating in any investigation of alleged discrimination or sexual harassment if asked to do so by the person conducting the investigation.

NO RETALIATION FOR FILING A COMPLAINT OF SEXUAL HARASSMENT OR DISCRIMINATION

Retaliation against any individual for making a complaint of sexual harassment or discrimination or for participating in or assisting in the investigation of such a complaint is illegal and will not be tolerated. Any acts of retaliation will be subject to appropriate disciplinary action, such as (but not limited to) reprimand, change in work assignment, suspension or immediate termination.

PROCEDURES FOR ADDRESSING COMPLAINTS OF SEXUAL HARASSMENT AND UNLAWFUL DISCRIMINATION IN EMPLOYMENT

Individuals who believe that they have been sexually harassed, or that they have been a victim of discrimination on the basis of their race, color, age, gender, sexual orientation, religion, ethnic or national origin, ancestry, disability, veteran's status, or other legally protected status should follow the complaint procedures described below:

If an individual believes that he or she has been sexually harassed or subjected to discrimination based on his or her membership in a Protected Class, and the individual feels comfortable and safe doing so, the individual can confront the harassing person, tell the person what is offensive and request that

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the person stop. If for any reason such an approach is not practical, acceptable or comfortable, or if the offender is the employee's supervisor, or if this process does not work, then the individual should contact his or her supervisor, or one of the investigators identified below. Supervisors are instructed to bring the matter to the attention of one of the investigators.

A complaint may be made orally or in writing to the Human Resources Department. After a complaint has been made, the Town will investigate the complaint in a fair and expeditious manner. The investigation will include a private interview with the person filing the complaint. One or more of the investigators will meet with the person who has been accused of improper conduct. The investigators may also meet with witnesses or others who may assist in the factual investigation.

To file a complaint you must contact:

Monica Visco
Human Resources Director
Human Resources Department
Memorial Building
150 Concord Street
Framingham, MA 01702
(508) 620-4847

The Town of Framingham shall administer this policy and accompanying procedures in the following manner.

- A. The Human Resources Department shall identify at least two investigators, one of whom shall be the Affirmative Action Officer. At all times there will be a female and male investigator.
- B. All such investigators shall be trained in sexual harassment investigatory techniques. Such training shall include interviewing techniques and conflict resolution.

After the investigation is completed, the investigator(s) will inform the person making the complaint and the person accused regarding the outcome of the investigation and whether the matter has been closed. In the event that the investigator finds a violation of this policy has occurred, further action will be taken, including but not limited to disciplinary action, such as but not limited to reprimand, change in work assignment, suspension or termination in accordance with all relevant laws.

If the complainant is dissatisfied with the determination made by the investigators, the complainant may submit an appeal to the Director of Human Resources. The final level of appeal within the district is the Director of Human

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Resources. The written determination by the Director of Human Resources will be provided to the complainant no later than fifteen (15) working days after formal receipt of any appeal.

CONFIDENTIALITY

All actions taken to investigate and resolve complaints through this process shall be conducted with as much privacy and discretion as possible without compromising the thoroughness and fairness of the investigation. To conduct a thorough investigation, investigators may need to discuss the complaint with witnesses and those persons involved in or affected by the complaint, as well as with those persons who are assisting with the investigation or implementing disciplinary actions.

STATE AND FEDERAL AGENCIES

If you believe you have been subjected to sexual harassment or discrimination, you may file a formal complaint with either or both of the government agencies listed below. Using the complaint procedure described in this policy does not prohibit you from filing a complaint with one or both of these agencies. Each of these agencies has a short period for filing a claim – 300 days.

1. Equal Employment Opportunity Commission (“EEOC”)
One Congress Street
Boston, MA 02114
(617) 565-3200
2. Massachusetts Commission Against Discrimination (“MCAD”)

Boston Office One Ashburton Place Boston, MA 02108 (617) 727-3990	Springfield Office: 424 Dwight Street Springfield, MA 01103 (413) 739-2145
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**REPLACEMENT POLICY
AMERICANS WITH DISABILITIES ACT**

New Policy replaces:

Town of Framingham Personnel Policy #1
Policy on Americans with Disabilities

AMERICANS WITH DISABILITIES ACT

In providing its' services, programs and activities, the Town of Framingham, MA (the "Town") will not:

1. Deny a qualified individual with a disability the opportunity to participate in, or benefit from, a benefit, service, or activity.
2. Deny a qualified individual 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.
3. Otherwise limit a qualified individual with a disability the enjoyment of any right, privilege, advantage, or opportunity enjoyed by other qualified individuals receiving the aid, benefit, or service.

Reasonable Modification and Integrated Services Policy

All programs, services and activities will be provided in the most integrated setting appropriate to the needs of participants with disabilities.

The School Department will make reasonable modifications to programs, services and activities necessary to accommodate the needs of a person with a disability whenever an otherwise qualified person with a disability requests such modification, unless it can be demonstrated that the requested modification would impose an undue burden or fundamental alteration to the program.

Prohibitions or limitations to the eligibility of qualified individuals with disabilities to receive services or participate in programs or activities are not permitted unless such prohibitions or limitations are essential to the operation or purpose of the program or service. Eligibility requirements have been reviewed by the ADA Coordinator and program managers and updated to comply with the requirements of the Americans with Disabilities Act. Whenever programs formulate new eligibility policies or new programs are developed, policies will be reviewed by the ADA Coordinator to ensure compliance.

Safety requirements have also been reviewed to ensure that they are necessary to the safe operation of programs or activities, and that any decision to limit the participation of a person with a disability related to safety concerns will be reviewed on a case by case basis to ensure that the decision is based on facts, not myths or stereotype, and that all appropriate mitigating measures are taken to provide for maximum participation. Staff will be informed of, and trained in any changes in eligibility and /or safety requirements that may arise.

Request for Reasonable Modifications

Requests for reasonable modifications should be made to the Human Resources Department for ADA Title I - Employment requests and the Department Head or the ADA Coordinator for ADA Title II requests, and can be presented verbally or in writing. The ADA Coordinator will respond to requests in a timely fashion—generally not more than two working days. Final decisions regarding requests for reasonable modifications, that in the opinion the ADA Coordinator represents an undue burden or fundamental alteration, will be made by the [] within ten working days. Individuals seeking to contest a denial of a request for reasonable modification will be given the grievance procedure in the format appropriate to their needs.

Surcharges

Surcharges will not be charged to persons with disabilities, their family members, or organizations representing them for the provision of reasonable accommodations, reasonable modifications to policies and procedures, auxiliary aids and services, or any other costs related to the participation of persons with disabilities.

Significant Assistance Policy

Programs that receive significant assistance, either financial or in-kind from the Town, may not discriminate against persons with disabilities. The ADA Coordinator is to inform organizations receiving assistance of their obligations under the ADA. The ADA Coordinator will investigate any situation in which discrimination towards persons with disabilities may have occurred, and take appropriate action either to correct the discriminatory situation or to recommend to the [] termination of assistance.

Transportation Services

It is the policy of the Town that transportation services are accessible to and usable by participants in our programs regardless of disability. Individuals requiring accessible transportation should make their requests in writing or verbally to the ADA Coordinator. Requests should be made at least three days in advance. Effort will be made to respond to requests made on shorter notice. When a request cannot be met, notice will be given as soon as possible and at least one day before the date of the requested trip. The following local transportation providers equipped with accessible vehicles will be contacted when needed: _____.

Contracted Service Provider Policy

If services are provide under contracts, the Town will set forth in the terms of the contract the obligations of the provider agency or agencies to operate in a manner consistent with the requirements of Title II of the ADA, and, furthermore, that the Town will monitor the performance of the contractor in fulfilling this contractual obligation.

**REPLACEMENT POLICY
AMERICANS WITH DISABILITIES ACT
GRIEVANCE PROCEDURES**

New Policy replaces:

Town of Framingham Policy
Town of Framingham Americans with Disabilities
Act(ADA) Grievance Procedures

SECTION 504 / ADA TITLE II GRIEVANCE PROCEDURE

The Town of Framingham, MA (the "Town") has an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) or Title II of the Americans with Disabilities Act of 1990 (ADA). Both Section 504 and Title II prohibit discrimination on the basis of disability.

Purpose:

The following Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs and benefits by the Town of Framingham, MA.

Scope:

This is the internal procedure for dealing with complaints rapidly, discreetly and directly, if possible.

How to File a Complaint:

Complaints should be addressed to the ADA Coordinator named. If assistance is needed to fill or pursue the complaint, such request should be made to the ADA Coordinator.

1. A complaint must be filed in writing or on audiotape, contain the name and address of the person filing it, describe the alleged discriminatory action and identify the date the action occurred and the names(s) of the person(s) believed to be responsible, as well as recommendations for the resolution.
2. A complaint must be filed within a reasonable time period, but no later than 60 days, after the complainant becomes aware of the alleged discrimination. The complainant shall informally discuss the complaint, in person, with the ADA Coordinator within 15 days of filing the complaint.
3. Unless the matter can be promptly resolved informally, an investigation will be conducted with respect to all timely filed complaints which raise issues under Section 504/Title II. The investigation shall be conducted by the ADA Coordinator or his/her designee. These rules contemplate informal but thorough and impartial investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A determination as to the conclusion of the investigation and a description of the resolution, if any, shall be issued, in writing, or if needed for effective communications, in an alternate format preferred by the Complainant, such as large print, Braille or audiotape, by the ADA Coordinator and a copy forwarded to the complainant no later than forty-

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- five days after the ADA Coordinator receives the written complaint (unless complainant provides written permission for extension of time for said investigation.)
5. The ADA Coordinator shall maintain the files and records of the Framingham School relating to the complaints filed for three years.
 6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made in writing within twenty days to the ADA Coordinator.
 7. Upon receiving a request for reconsideration of any decision involving identification, evaluation or placement of a student who is believed to need Section 504 accommodations, special education or related services, the School Department will schedule an impartial hearing. The School Department will select an impartial hearing officer, and the complainant shall have an opportunity to review all relevant records, to participate in the hearing and to be represented by counsel.
 8. Any party may appeal the final decision of the impartial hearing officer to a court of competent jurisdiction.
 9. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 or Title II complaint with the U.S. Dept. of Education's Office for Civil Rights or the Massachusetts School Department of Education. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
 10. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to ensure that Framingham School Department complies with Section 504, Title II, and their implementing regulations.

Complaints related to Town employment practices and policies, excluding the School Department practices and policies, should be submitted to:

Monica Visco, Human Resources Director
Human Resources Department, Room B-7
Memorial Building, 150 Concord Street
Framingham, MA 01702
Voice (508)620-4847
TTY (508)620-4851

All other complaints should be submitted to:

Ron J. Rego
ADA Coordinator
Memorial Building – Cable Studio
150 Concord Street
Framingham, MA 01702
(508) 875-8588 T:
(508) 628-1999 F:

LIEBSTUDIOS: architecture

TRANSITION
PLAN RECOMMENDATIONS

**NEW POLICIES
AMERICANS WITH DISABILITIES ACT**

New Policies: **Reasonable Modification Policy**
Eligibility and safety Requirements Assurance
Surcharges Prohibition Policy
Integrated Services Policy
Significant Assistance Policy
Accessible Transportation Policy
Contracted Service Provider Policy

Reasonable Modification Policy

The Town will make reasonable modifications to policies and procedures necessary to accommodate the needs of a person with a disability whenever an otherwise qualified person with a disability requests such modification, unless it can be demonstrated that the requested modification would impose an undue burden or fundamental alteration to the program.

Requests for reasonable modifications should be made to program staff or the ADA Coordinator and can be presented verbally or in writing. It is the responsibility of the ADA Coordinator to ensure that requests are responded to appropriately and in a timely fashion—generally not more than two working days.

Final decisions regarding requests for reasonable modifications, that in the opinion the ADA Coordinator may represent an undue burden or fundamental alteration, will be made by the Town Administrator or Board of Selectmen in a timely fashion and no longer than ten working days. Individuals seeking to contest a denial of a request for reasonable modification will be given the grievance procedure in the format appropriate to their needs.

Eligibility and safety Requirements Assurance

It is the policy of the Town that prohibitions or limitations to the eligibility of qualified individuals with disabilities to receive services or participate in programs are not allowed unless they are essential to the operation of the program or service. Eligibility requirements have been reviewed by the ADA Coordinator and program managers and updated to comply with the requirements of the Americans with Disabilities Act. Whenever programs formulate new eligibility policies or new programs are developed, policies will be reviewed by the ADA Coordinator to ensure compliance.

Safety requirements have also been reviewed to ensure that they are necessary to the safe operation of programs, and that any decision to limit the participation of a person with a disability related to safety concerns will be reviewed on a case by case basis to ensure that the decision is based on facts, not myths or stereotype, and that all appropriate mitigating measures are taken to provide for maximum participation. Staff will be informed of, and trained in any changes in eligibility and /or safety requirements that may arise.

Surcharges Prohibition Policy

Surcharges imposed on people with disabilities for the provision of program modifications, access improvements, or communications aids, are not permissible. A *Surcharges Prohibition Policy* should state that surcharges will not be imposed on people with disabilities under any circumstances.

It is the policy of the Town that surcharges will not be charged to persons with disabilities, their family members, or organizations representing them for the provision of reasonable accommodations, reasonable modifications to policies and procedures, auxiliary aids and services, or any other costs related to the participation of persons with disabilities.

Significant Assistance Policy

Programs that the Town provides with significant assistance through public funds, the use of public facilities, or in-kind contributions may not discriminate against persons with disabilities.

It is the policy of the Town that programs that receive significant assistance, either financial or in-kind from the Town, may not discriminate against persons with disabilities. It is the responsibility of the ADA Coordinator to inform organizations receiving assistance of this policy and to respond to any questions regarding its meaning and application. It is also the ADA Coordinators responsibility to investigate any situation in which discrimination towards persons with disabilities may have occurred, and to take appropriate action either to correct the discriminatory situation or to recommend to the Town Administrator or Board of Selectmen termination of assistance.

Accessible Transportation Policy

If transportation is provided to participants in any Town programs, it must also be provided to people with disabilities.

An *Accessible Transportation Policy* should contain names and phone numbers for providers of accessible transportation including companies with lift equipped vans, independent living centers, or other organizations that may offer accessible transportation services. If the Town utilizes full size buses, it should include names and phone numbers of bus companies that have lift equipped vehicles. The policy should designate a staff member or members responsible for coordinating the provision of accessible transportation.

It is the policy of the Town that transportation services are accessible to and usable by participants in our programs regardless of disability. Individuals requiring accessible transportation should make their requests in writing or verbally to the ADA Coordinator. Requests should be made at least three days in advance. Effort will be made to respond to requests made on shorter notice. When a request cannot be met, notice will be given as soon as possible and at least one day before the date of the requested trip.

The following local transportation providers equipped with accessible vehicles will be contacted when needed:

(Transportation provider name & telephone number)
(Transportation provider name & telephone number)
(Transportation provider name & telephone number)

Contracted Service Provider Policy

If the Town provides any services under contracts, it is required to ensure that the services are provided in compliance with the requirements of Title II of the ADA just as if the Town were providing the services directly.

It is the policy of the Town/Department that if services are provide under contracts, the Town/Department will set forth in the terms of the contract the obligations of the provider agency or agencies to operate in a manner consistent with the requirements of Title II of the ADA, and, furthermore, that the Town/Department will monitor the performance of the contractor in fulfilling this contractual obligation.

Integrated Services Policy

Services must be provided in the most integrated setting appropriate. It is permissible to provide separate programs, but to do so does not relieve the Town of the obligation to provide opportunities for persons with disabilities to participate in regular, integrated programs.

The *Integrated Services Policy* should state that services to people with disabilities are provided in the most integrated setting appropriate and that people with disabilities are not required to participate in separate programs.

It is the policy of the Town that all services, programs, and activities are provided in the most integrated setting appropriate to the needs of participants with disabilities. Persons with disabilities are not required to participate in separate programs even if separate programs specifically designed to meet their needs are offered.

**NEW FORM
AMERICANS WITH DISABILITIES ACT
REQUEST FOR MODIFICATION OF PROGRAM**

New Form:

Town of Framingham, MA
Request For Modification of Program Form

**Town of Framingham, MA
Request for Modification of Program Form**

Please fax request form to (508) 628-1999
(incomplete forms cannot be processed)

<input type="checkbox"/> Today's Date:	
<input type="checkbox"/> Requester's Name:	
<input type="checkbox"/> Requester's Address:	
<input type="checkbox"/> Requester's Voice#:	<input type="checkbox"/> Requester's TTY#:
<input type="checkbox"/> Requester's FAX#:	
<input type="checkbox"/> Date requiring Modification of Program:	
<input type="checkbox"/> Program Start Time:	<input type="checkbox"/> Program End Time: (for interpreter services)
<input type="checkbox"/> Program Location/Address of Event, Program or Services:	
<input type="checkbox"/> Type of Request:	

- Request to relocate Town program or activity from inaccessible location, for example, building, room, athletic field, stadium, et al, to accessible location.
- Requested accessible location for program : (please list name and address)
- Modification of Program (please explain):
- OTHER: (please explain):

**NEW POLICY
ACCESS TO PARKS, RECREATION AREAS, CULTURAL AFFAIRS
PROPERTIES, AND THE COUNCIL ON AGING BY DISABLED PERSONS**

New Policy:

Access to parks, recreation areas, cultural affairs
properties, and the council on aging by disabled
persons

**ACCESS TO PARKS, RECREATION AREAS, CULTURAL AFFAIRS
PROPERTIES, AND THE COUNCIL ON AGING BY DISABLED PERSONS**

It is the desire of the Town of Framingham, MA (the "Town") to provide access for disabled persons to all Town-sponsored activities, programs and services at Parks and Recreation sites and facilities including but not limited to: athletic fields (football, baseball, soccer, hockey, open space and recreation areas, and sporting events).

If you are attending a Town-sponsored activity and require use of the HP Vehicle to access the program or event, please contact the ADA Coordinator at:

Ron J. Rego
ADA Coordinator
Memorial Building – Cable Studio
150 Concord Street
Framingham, MA 01702
(508) 875-8588 T:
(508) 628-1999 F:
(508) 620-4851 TTY:

Requests should be made at least three (3) days prior to the event you wish to attend.

Requests for transportation to special programs through the Parks and Recreation Department and Council on Aging should be made directly to the following:

Trisha Powell
Framingham Parks & Recreation
475 Union Ave
Framingham, MA 01702
(508) 532-5967 T:
(508) 872-2591 F:
(508) ???-???? TTY:

Mary Parcher
Framingham Council on Aging
535 Union Ave
Framingham, MA 01702
(508) 532-5980 T:
(508) 620-4890 F:
(508) ???-???? TTY:

**REVISED PUBLICATION / POLICY
FRAMINGHAM PARKS, RECREATION, AND CULTURAL AFFAIRS
“PROGRAMS PUBLICATION (2-SIDED, COLORED PAPER)”**

Revised Publication / Policy:

Framingham parks, recreation, and cultural affairs
“programs publication (2-sided, colored paper)”

**REVISED PUBLICATION / POLICY
FRAMINGHAM PARKS, RECREATION, AND CULTURAL AFFAIRS
“PROGRAMS PUBLICATION (2-SIDED, COLORED PAPER)”**

The Framingham Parks, Recreation and Cultural Affairs publication titled “200? (Fall / Winter / Spring) Programs, is published three times throughout the calendar year. The publication is printed black ink on light-colored papers on legal size paper.

Recommendations

Replace the ADA Statement on Page 2, with the following:

(Insert the symbol of accessibility)

The Town of Framingham intends to comply with the Americans with Disabilities Act of 1990 (ADA). All requests for reasonable modification of policies or practices, or auxiliary aids and services should be submitted to the office of the ADA Coordinator for Parks, Recreation and Cultural Affairs using the Town’s standard request forms for auxiliary aids and services:

Ms. Trisha Powell
ADA Coordinator for Framingham Parks & Recreation
475 Union Ave
Framingham, MA 01702
(508) 532-5967 T:
(508) 872-2591 F:
(508) ???-???? TTY:

or,
Mr. Ron J. Rego, Director of Media Services and ADA Coordinator
Town of Framingham
150 Concord Street,
Memorial Building – Cable Studio
Framingham, MA 01702
(508) 875-8588 Voice / (508) 628-1999 Facsimile / (508) 620-4851 TTY

Note: It is recommended that this policy and Request Forms be available in alternative print formats (Braille / Large Print, available on-line.

**REVISED PUBLICATION / POLICY
FRAMINGHAM PARKS, RECREATION, AND CULTURAL AFFAIRS
“PROGRAM BROCHURE”**

Revised Publication / Policy:

Framingham parks, recreation, and cultural affairs
“program brochure”

**REVISED PUBLICATION / POLICY
FRAMINGHAM PARKS, RECREATION, AND CULTURAL AFFAIRS
“PROGRAM BROCHURE”**

The Framingham Parks, Recreation and Cultural Affairs publication titled “PROGRAM BROCHURE” is published annually. The publication is printed blue and black ink on white paper and folded into a small booklet.

Recommendations

1. On Page 3 indicate which parks and recreation facilities are accessible (facilities that provide: accessible parking, seating if applicable, toilets (if provided) as well as playgrounds and equipment). Denote accessible facilities with the international symbol of accessibility.
2. On Page 8, Delete Item 7 from Registration Information and replace with new Item 7. that reads: “(Insert the symbol of accessibility)”, The Town of Framingham intends to comply with the Americans with Disabilities Act of 1990 (ADA). All requests for reasonable modification of policies or practices, or auxiliary aids and services should be submitted to the office of the ADA Coordinator for Parks, Recreation and Cultural Affairs using the Town’s standard request forms for auxiliary aids and services:

Ms. Trisha Powell
ADA Coordinator for Framingham Parks & Recreation
475 Union Ave
Framingham, MA 01702
(508) 532-5967 T:
(508) 872-2591 F:
(508) ???-???? TTY:

or,
Mr. Ron J. Rego, Director of Media Services and ADA Coordinator
Town of Framingham
150 Concord Street,
Memorial Building – Cable Studio
Framingham, MA 01702
(508) 875-8588 Voice / (508) 628-1999 Facsimile / (508) 620-4851 TTY

3. Framingham Parks and Recreation Release Form – we recommend that the department make this form available on the Department’s website, and available in alternate formats, for example, Braille and large print.

**REVISED PUBLICATION / POLICY
FRAMINGHAM PARKS, RECREATION, AND CULTURAL AFFAIRS
“SAMPLE PRESS RELEASE”**

Revised Publication / Policy:

Framingham parks, recreation, and cultural affairs
“sample press release”

**REVISED PUBLICATION / POLICY
FRAMINGHAM PARKS, RECREATION, AND CULTURAL AFFAIRS
“SAMPLE PRESS RELEASE”**

The Framingham Parks, Recreation and Cultural Affairs publication titled “Sample Press Release” is published on an ongoing basis to inform the general public and print and radio media of upcoming programs, services, and important information. The publication is printed blue ink on white paper.

Recommendations

1. Replace the existing ADA Policy statement located at the bottom of the Sample Press Release with the following:

(Insert the symbol of accessibility)

The Town of Framingham intends to comply with the Americans with Disabilities Act of 1990 (ADA). All requests for reasonable modification of policies or practices, or auxiliary aids and services should be submitted to the office of the ADA Coordinator for Parks, Recreation and Cultural Affairs:

Ms. Trisha Powell
ADA Coordinator for Framingham Parks & Recreation
475 Union Ave
Framingham, MA 01702
(508) 532-5967 T:
(508) 872-2591 F:
(508) ???-???? TTY:

or,
Mr. Ron J. Rego, Director of Media Services and ADA Coordinator
Town of Framingham
150 Concord Street,
Memorial Building – Cable Studio
Framingham, MA 01702
(508) 875-8588 Voice / (508) 628-1999 Facsimile / (508) 620-4851 TTY

2. Framingham Parks and Recreation Sample Press Release – we recommend that the department make this form available on the Department’s website and available in alternate formats, for example, Braille and large print.

**REVISED PUBLICATION / POLICY
FRAMINGHAM COUNCIL ON AGING
“SENIOR WELLNESS PROGRAM BROCHURE”**

Revised Publication / Policy:

Framingham Council on Aging
“Senior Wellness Program brochure”

**REVISED PUBLICATION / POLICY
FRAMINGHAM COUNCIL ON AGING
“SENIOR WELLNESS PROGRAM BROCHURE”**

The Framingham Council on Aging publication titled “Senior Wellness Program” brochure is published on an ongoing basis to inform the general public and print and radio media of upcoming programs, services, and important information. The publication is printed in English only. The publication is printed black ink on gray recycled paper.

Recommendations

1. Replace the existing statement on the “back cover” of the publication that states, “ The Callahan Center is handicapped accessible” and Replace with the following:

(Insert the symbol of accessibility)

The Callahan Center facility is accessible to persons with disabilities. The Town of Framingham intends to comply with the Americans with Disabilities Act of 1990 (ADA). All requests for reasonable modification of policies or practices, or auxiliary aids and services should be submitted to the office of the ADA Coordinator:

Ms. Mary Parcher
ADA Coordinator for the Council on Aging
535 Union Ave
Framingham, MA 01702
(508) 620-4819 T:
(508) 620-4890 F:
(508) ???-???? TTY:

or,

Mr. Ron J. Rego, Director of Media Services and ADA Coordinator
Town of Framingham
150 Concord Street,
Memorial Building – Cable Studio
Framingham, MA 01702
(508) 875-8588 Voice / (508) 628-1999 Facsimile / (508) 620-4851 TTY

2. Framingham Council on Aging “Senior Wellness Program” Brochure– we recommend that the department make this form available on the Department’s website and available in alternate formats, for example, Braille and large print.
3. We recommend the COA have an information call line with touch tone menu where members of the general public could request to listen to the brochure.

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4. We recommend that the Framingham Council on Aging install a TTY telephone for use in communicating with the general public. Staff and volunteers are to be trained on the use of the equipment. The TTY number will be listed on all publications and on the COA website and Town directories.
5. We recommend that the publication be printed black ink on a light colored or white recycled paper to ensure that maximum visual contrast is maintained in accordance with the ADAAG.

**REVISED PUBLICATION / POLICY
FRAMINGHAM COUNCIL ON AGING BROCHURES**

Revised Publication / Policy:

Framingham Council on Aging
“The Callahan Center Social Service Department”

Framingham Council on Aging
“Become a Volunteer”

**REVISED PUBLICATION / POLICY
FRAMINGHAM COUNCIL ON AGING
“THE CALLAHAN CENTER SOCIAL SERVICE DEPARTMENT BROCHURE”**

The Framingham Council on Aging publication titled “The Callahan Center Social Service Department” brochure is published on an ongoing basis to inform the general public and print and radio media of upcoming programs, services, and important information. The publication is printed black ink on an off-white recycled paper.

Recommendations

1. Add the following policy statement on the back cover of the publication as follows:

(Insert the symbol of accessibility)

The Callahan Center facility is accessible to persons with disabilities. The Town of Framingham intends to comply with the Americans with Disabilities Act of 1990 (ADA). All requests for reasonable modification of policies or practices, or auxiliary aids and services should be submitted to the office of the ADA Coordinator:

Ms. Mary Parcher
ADA Coordinator for the Council on Aging
535 Union Ave
Framingham, MA 01702
(508) 620-4819 T:
(508) 620-4890 F:
(508) ???-???? TTY:

or,

Mr. Ron J. Rego, Director of Media Services and ADA Coordinator
Town of Framingham
150 Concord Street,
Memorial Building – Cable Studio
Framingham, MA 01702
(508) 875-8588 Voice / (508) 628-1999 Facsimile / (508) 620-4851 TTY

2. Framingham Council on Aging “The Callahan Center Social Service Department” Brochure– we recommend that the department make this form available on the Department’s website, translated into Spanish and Portuguese; and available in alternate formats, for example, Braille and large print. We also recommend that the publication implement a uniform font size throughout the document for greater readability.
3. We recommend the COA have an information call line with touch tone menu where members of the general public could request to listen to the brochure.

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4. We recommend that the Framingham Council on Aging install a TTY telephone for use in communicating with the general public. Staff and volunteers are to be trained on the use of the equipment. The TTY number will be listed on all publications and on the COA website and Town directories.

**REVISED PUBLICATION / POLICY
FRAMINGHAM COUNCIL ON AGING
“BECOME A VOLUNTEER” BROCHURE**

The Framingham Council on Aging publication titled “Become a Volunteer” brochure is published on an ongoing basis to inform the general public and print and radio media of upcoming programs, services, and important information. The publication is printed black ink on white recycled paper.

Recommendations

1. Add the following policy statement on the back cover of the publication as follows:

(Insert the symbol of accessibility)

The Callahan Center facility is accessible to persons with disabilities. The Town of Framingham intends to comply with the Americans with Disabilities Act of 1990 (ADA). All requests for reasonable modification of policies or practices, or auxiliary aids and services should be submitted to the office of the ADA Coordinator:

Ms. Mary Parcher
ADA Coordinator for the Council on Aging
535 Union Ave
Framingham, MA 01702
(508) 620-4819 T:
(508) 620-4890 F:
(508) ???-???? TTY:

or,

Mr. Ron J. Rego, Director of Media Services and ADA Coordinator
Town of Framingham
150 Concord Street,
Memorial Building – Cable Studio
Framingham, MA 01702
(508) 875-8588 Voice / (508) 628-1999 Facsimile / (508) 620-4851 TTY

2. Framingham Council on Aging “Become a Volunteer” Brochure– we recommend that the department make this form available on the Department’s website, translated into Spanish and Portuguese; and available in alternate formats, for example, Braille and large print. We also recommend that the publication implement a uniform font size throughout the document for greater readability.
3. We recommend the COA have an information call line with touch tone menu where members of the general public could request to listen to the brochure.

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4. We recommend that the Framingham Council on Aging install a TTY telephone for use in communicating with the general public. Staff and volunteers are to be trained on the use of the equipment. The TTY number will be listed on all publications and on the COA website and Town directories.

**REVISED PUBLICATION / POLICY
FRAMINGHAM COUNCIL ON AGING BROCHURES**

Revised Publication / Policy:

Framingham Council on Aging
"Callahan Courier"

**REVISED PUBLICATION / POLICY
FRAMINGHAM COUNCIL ON AGING
“CALLAHAN COURIER” NEWSLETTER
DECEMBER 2005 / ISSUE 11**

The Framingham Council on Aging publication titled “Callahan Courier” is a monthly newsletter mailed and distributed to the Council on Aging community. The publication serves as a community news and resource publication. The publication is printed black ink on white recycled paper, with dark colored or darkly screened text boxes.

Recommendations

1. Page 4 of the December 2005 Issue 11 Add to the Callahan Center Telephone Directory the following:
 - a. TTY Number
 - b. COA Website address

2. Page 4 of the December 2005 Issue 11 (or on a consistent location in the publication listed with the Callahan Center Telephone Directory) Add the following policy statement as follows:

(Insert the symbol of accessibility)

The Callahan Center facility is accessible to persons with disabilities. The Town of Framingham intends to comply with the Americans with Disabilities Act of 1990 (ADA). All requests for reasonable modification of ADA policies or practices, or auxiliary aids and services should be submitted to the office of the ADA Coordinator:

Ms. Mary Parcher
ADA Coordinator for the Council on Aging
535 Union Ave
Framingham, MA 01702
(508) 620-4819 Voice / (508) 620-4890 Facsimile / (508) ???-???? TTY:
or,
Mr. Ron J. Rego, Director of Media Services and ADA Coordinator
Town of Framingham
150 Concord Street,
Memorial Building – Cable Studio
Framingham, MA 01702
(508) 875-8588 Voice / (508) 628-1999 Facsimile / (508) 620-4851 TTY

3. Framingham Council on Aging “Callahan Courier” newsletter– we recommend that the department make this form available on the Department’s website, translated into Spanish and Portuguese; and available in alternate formats, for example, Braille and large print.

**NEW POLICY
TOWN OF FRAMINGHAM
DEPARTMENTS OF POLICE AND FIRE**

New Policy:

Departments of Police and Fire
Community Outreach Programs

(NEW POLICY)

**Departments of Police and Fire
Policy for Community Outreach Programs**

It is the policy of the Town of Framingham, MA (the "Town") to provide program accessibility to Community Outreach Programs provided by the Town Fire and Police Departments in accordance with the requirements of ADA Title II.

Community Outreach Programs and Open Houses are typically scheduled at the respective Fire and Police Headquarters facilities and each facility provides accessible for persons with disabilities.

On such occasions as Temporary events, the Departments will provide accessible toilet facilities. If permanent accessible facilities are not available at the scheduled location of the temporary event, accommodations will be made to provide for temporary accessible toilet facilities on-site. Additional accommodations will be provided as necessary or as requested, for example, portable ramps.

The Town of Framingham intends to comply with the Americans with Disabilities Act of 1990 (ADA). All requests for reasonable modification of ADA policies or practices, or auxiliary aids and services should be submitted to the office of the ADA Coordinator:

Mr. Ron J. Rego, Director of Media Services and ADA Coordinator
Town of Framingham
150 Concord Street,
Memorial Building – Cable Studio
Framingham, MA 01702
(508) 875-8588 Voice / (508) 628-1999 Facsimile / (508) 620-4851 TTY

Note: It is recommended that this policy and Request Forms be available in alternative print formats (Braille / Large Print, available on-line, and translated into Spanish and Portuguese).

**EMERGENCY PREPAREDNESS / EMERGENCY MITIGATION
TOWN OF FRAMINGHAM**

Multiple Hazard Mitigation Plan (MHMP)

The Town of Framingham, MA has in place a Multiple Hazard Mitigation Plan, dated June 2005. The MHMP is a compliment to the Comprehensive Emergency Management Plan required by the Commonwealth of Massachusetts.

As stated in the MHMP, "The Plan will meet the requirements of the Federal DMA 2000, which calls for communities to have an all hazards mitigation plan in place by November 1, 2004 in order to qualify for the future pre-disaster and post-disaster funding under the Federal Emergency Management Agency's (FEMA) Pre-Disaster Mitigation Program and Hazard Mitigation Grant Program (HMGP). In addition this Plan will assist the Town in applying for other hazard mitigation project funding, such as FEMA's pre-disaster mitigation program, the Flood Mitigation Assistance (FMA) program, as well as other federal, state and private funding sources.

Hazard mitigation as defined in the "Natural Hazards Mitigation Planning: A Community Guide" as "any sustained action taken to reduce or eliminate long-term risk to life and property from natural hazards (flooding, storms, high winds, hurricanes, wildfires, earthquakes, etc.). Mitigation assists in helping to minimize damages that occur as the result of a natural disaster to structures, infrastructure, and other resources."

Based on the review of the Emergency Mitigation Plan, we submit the following recommendations for modifications to policies and procedures:

- 1) Though a comprehensive document, the MHMP does not adequately address the specific needs of persons with disabilities in the event of an emergency situation or evacuation condition. We recommend the Town refer to the City of Boston, Ready Boston, an emergency preparedness and evacuation guide for city residents, (<http://www.cityofboston.gov/emergency/pdfs/ReadyBoston.pdf>) as a resource in developing a Town guide that serves all residents as well as the disability community in the preparation of an Emergency Preparedness Plan for the Town of Framingham. The guide incorporates a visual pictogram language and is translated into five languages.
- 2) We recommend that Town representatives from Town Administration, Police, Fire, and Department of Public Works work with representatives of the disability community and Metrowest Center for Independent Living and

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visit the FEMA website (<http://www.fema.gov/rrr/assistf.shtm>) to work towards an Emergency Preparedness Plan for providing assistance to persons with disabilities. The following is an excerpt from the FEMA website:

Assisting People With Disabilities In A Disaster

People with disabilities who are self-sufficient under normal circumstances may have to rely on the help of others in a disaster.

→ Provide Assistance

→ Do You Know Someone With A Disability?

- People with disabilities often need more time than others to make necessary preparations in an emergency.
- The needs of older people often are similar to those of persons with disabilities.
- Because disaster warnings are often given by audible means such as sirens and radio announcements, people who are deaf or hard of hearing may not receive early disaster warnings and emergency instructions. Be their source of emergency information as it comes over the radio or television.
- Some people who are blind or visually-impaired, especially older people, may be extremely reluctant to leave familiar surroundings when the request for evacuation comes from a stranger.
- A *guide dog* could become confused or disoriented in a disaster. People who are blind or partially sighted may have to depend on others to lead them, as well as their dog, to safety during a disaster.
- In most states, guide dogs will be allowed to stay in emergency shelters with owners. Check with your local emergency management officials for more information.
- People with impaired mobility are often concerned about being dropped when being lifted or carried. Find out the proper way to transfer or move someone in a wheelchair and what exit routes from buildings are best.
- Some people with mental retardation may be unable to understand the emergency and could become disoriented or confused about the proper way to react.
- Many respiratory illnesses can be aggravated by stress. In an emergency, oxygen and respiratory equipment may not be readily available.
- People with epilepsy, Parkinson's disease and other conditions often have very individualized medication regime's that cannot be interrupted without serious consequences. Some may be unable to communicate this information in an emergency.

→ Be ready to offer assistance if disaster strikes:
If a disaster warning is issued, check with neighbors or coworkers who are disabled.
Offer assistance whenever possible.

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- Prepare an emergency plan.
Work with neighbors who are disabled to prepare an emergency response plan. Identify how you will contact each other and what action will be taken.

- Evacuation

- Be able to assist if an evacuation order is issued.
Provide physical assistance in leaving the home/office and transferring to a vehicle.

- Provide transportation to a shelter. This may require a specialized vehicle designed to carry a wheelchair or other mobility equipment.

- Self-Help Networks
Self-help networks are arrangements of people who agree to assist an individual with a disability in an emergency. Discuss with the relative, friend or co-worker who has a disability what assistance he or she may need. Urge the person to keep a disaster supplies kit and suggest that you keep an extra copy of the list of special items such as medicines or special equipment that the person has prepared. Talk with the person about how to inform him or her of an oncoming disaster and see about getting a key to the person's house so you can provide assistance without delay.

**NEW POLICY
TOWN OF FRAMINGHAM
DEPARTMENT OF PUBLIC WORKS**

New Policy:

DPW Recycling Center Assistance Policy

(NEW POLICY)

**Department of Public Works
Policy for Recycling Center Assistance**

It is the policy of the Town of Framingham, MA (the "Town") to provide accessibility to its services at the Town's Recycling Center Facility located on Mount Wayte Avenue in accordance with the requirements of ADA Title II. Persons requiring assistance in dropping off recyclable goods should refer to the following policy:

The Town of Framingham intends to comply with the Americans with Disabilities Act of 1990 (ADA). All requests for reasonable modification of ADA policies or practices, or auxiliary aids and services should be submitted to the office of the ADA Coordinator:

Mr. Ron J. Rego, Director of Media Services and ADA Coordinator
Town of Framingham
150 Concord Street,
Memorial Building – Cable Studio
Framingham, MA 01702
(508) 875-8588 Voice / (508) 628-1999 Facsimile / (508) 620-4851 TTY

Note: It is recommended that this policy and Request Forms be available in alternative print formats (Braille / Large Print, available on-line, and translated into Spanish and Portuguese).

Vertical Transportation Equipment

With the installation of elevators and/or accessible chair lifts in new and existing facilities in the Town a facility policy to address interruptions in elevator and chair lift service is recommended.

Elevator / Chair Lift Policy (NEW POLICY)

It is the policy of the Town of Framingham (the "Town") to maintain vertical transportation equipment in good working order at each Town owned and operated facility. Examples of vertical transportation equipment include but are not limited to the following: hydraulic electric elevators, electric accessible chair lifts, and rail style elevators and lifts.

The Town understands that temporary interruptions in service are expected due to malfunctioning equipment, ongoing maintenance, and repairs when needed.

When interruptions in service are brought to the attention of the designated facilities personnel or ADA Coordinator for the Town, the following steps shall be taken to provide uninterrupted access to programs and services at the facility:

- 1) Informational signage indicating that the vertical transportation equipment service is temporarily interrupted due to equipment breakdown, maintenance, or servicing shall be posted at each equipment location affected. Each facility shall provide equivalent signage in Braille, mounted at a location and height per the ADAAG.
- 2) Informational signage directing users to an alternate accessible route within the facility shall be posted at each equipment location affected. Each facility shall provide equivalent signage in Braille, mounted at a location and height per the ADAAG.
- 3) In the event that a program space/room is located on a facility floor level not able to be served due to a temporary interruption in service, appropriate steps will be taken by school administration to temporarily relocate such program to an accessible level within the facility and signage informing users of the program location change and directing them to the appropriate location shall be posted as required. Each facility shall provide equivalent signage in Braille, mounted at a location and height per the ADAAG.

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When interruptions in service are brought to the designated facilities personnel or ADA Coordinator for the Town, the following steps will be taken to remedy the interruption in service:

- 1) Facilities personnel will contact appropriate vendors informing them of the interruption in service and make a request to service and remedy the interruption in service.
- 2) As required, damaged or un-repairable equipment will be replaced within 10 days of such assessment that new equipment is warranted.
- 3) As required for ongoing maintenance, all vertical transportation equipment shall be inspected and serviced as required under State code, and as recommended by the equipment manufacturer, whichever is more preventative.

The Town has an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) or Title II of the Americans with Disabilities Act of 1990 (ADA).

Both Section 504 and Title II prohibit discrimination on the basis of disability.

If you believe you have been aggrieved please contact:

Mr. Ron J. Rego, Director of Media Services and ADA Coordinator
Town of Framingham
150 Concord Street,
Memorial Building – Cable Studio
Framingham, MA 01702
(508) 875-8588 Voice / (508) 628-1999 Facsimile / (508) 620-4851 TTY

4.0 EFFECTIVE COMMUNICATIONS

4.1 REQUIREMENTS

28 CFR § 35.160 requires the Town to take such steps as may be necessary to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.

28 CFR § 35.160 (b)(1) requires the Town to furnish appropriate auxiliary aids and services when necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, the Town's services, programs, or activities when viewed in their entirety. The Town must provide an opportunity for individuals with disabilities to request the auxiliary aids and services of their choice. Under 28 CFR § 35.160(b)(2) this expressed choice shall be given primary consideration by the Town. The Town shall honor the requester's choice unless it can demonstrate that another effective means of communication exists, that another effective means of communication is available when the requester's first expressed choice is not, or that use of the requester's choice would not be required under 28 CFR § 35.164.

Preference to the request of the individual with a disability is desirable because of the range of disabilities, the variety of auxiliary aids and services available, and effectiveness of certain auxiliary aids and services to others in different circumstances requiring effective communication.

4.2 Telecommunication Devices for the Deaf (TDD's)

28 CFR § 35.161 requires that, where a public entity communicates with applicants and beneficiaries by telephone, TDD's or equally effective telecommunication systems be used to communicate with individuals with impaired speech or hearing.

In reviewing the Police, Fire, DPW, COA, and Department of Parks and Recreation facilities it was determined that TDD (TTY's also known as text telephones) are present only through the E911 emergency telephone located in the Police / E911 dispatch center that handles incoming emergency calls for police, fire, and ambulance emergencies. The E911 service is required under ADA Title II, 28 CFR § 35.162, to be TTY capable (refer to 4.3 Telephone Emergency Services).

In non-emergency situations where a town representative needs to contact a person who does not have a TDD/TTY device, or a member of the general public needs to contact a Town Department or agency, ADA Title IV allows for communication through a relay service. The relay services involve a relay operator using both a standard telephone and a TDD to type the voice messages to the TDD user and read the TDD messages to the standard telephone user.

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However, the Town's requirements for providing effective communications cannot always be achieved through a relay service. Departments receiving long and complex telephone calls with detailed information, for example, non-emergency calls to the police department and the fire inspector, calls to the DPW and COA, would achieve effective communications under ADA Title II by providing a TTY.

In the event that Town staff and administration require relay services, these services are available by contacting:

Massachusetts Relay Service
custserv@massrelay.org
<http://www.massrelay.org>;
Relay Numbers:
711 Cellular; 1.800.439.2370 TTY / ASCII; 1.800.439.0183 Voice.

Recommendations:

For the Town to achieve effective communications between Town departments and the general public in accordance with ADA Title II we recommend installing TDD / TTY devices at the following departmental reception and/or administrative desks, training staff as required on their use, and providing appropriate TTY numbers in all publications and on the Town website where the voice lines are published:

- a) Fire Department Headquarters switchboard / reception – provide TTY for non-emergency calls that are handled through the switchboard / reception desk on the second floor of the Fire Department Headquarters facility serving Department administrative personnel; inspectional services; and permitting.
- b) Police Department Headquarters – Emergency calls are answered through the E911 center which is TTY capable. Provide TTY for non-emergency calls that may be long and complex in nature but not concerning life threatening matters.
- c) Department of Public Works – Provide TTY at the main switchboard / reception for the Department of Public Works for non-emergency calls. If the Department provides emergency services through a 24-hour telephone line, that line should be TTY capable also, or callers directed to the E911 service.
- d) Parks and Recreation - Provide TTY at the main switchboard / reception for the Department of Parks and Recreation for non-emergency calls.
- e) Council on Aging - Provide TTY at the main switchboard / reception for the Council on Aging for non-emergency calls.

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4.3 28 CFR § 35.162 Telephone Emergency Services

The Town of Framingham, MA provides telephone emergency services by which individuals can seek immediate assistance from police, fire, ambulance, and other emergency services. This telephone emergency service -- including "911" services -- are an important public service whose reliability can be a matter of life or death. The Framingham 911 service consoles are TTY capable.

4.4 Information and Signage

28 CFR § 35.163 (b) requires a public entity to provide signage at all inaccessible entrances of each facility that directs users to an accessible entrance or to a location with information about accessible facilities. Please refer to Section 5.5 Facility Access Summary Forms.

4.5 NOT USED THIS SECTION

4.6 EFFECTIVE COMMUNICATIONS POLICY AND REQUEST PROCEDURES

28 CFR § 35.163(a) requires the Town to provide information to individuals with disabilities concerning accessible services, activities, and facilities.

In reviewing the Town's procedures and policies for requesting auxiliary aids and services we concluded that there were no formalized policies and procedures currently in place to accommodate such requests for visitors, staff, and members of the general public. In section 4.7 New Policy and Request Form, we provide recommendations for a new policy and request forms for both interpreter services and alternative print format.

The following are primary sources for obtaining interpreter services:

MCDHH (Massachusetts Commission for the Deaf and Hard of Hearing)

Interpreter / CART Referral Service

150 Mt. Vernon Street, Fifth Floor

Boston, MA 02125

617.740.1600 V; 617.740.1700 TTY; 617.740.1880 F;

The following are primary sources for obtaining alternative formats in Braille print:

MWCIL (Metrowest Center for Independent Living)

Braille Print Services

280 Irving Street

Framingham, MA 01702

508.875.7853 V / TTY; 508.875.8359 F; 888-965-8965 x32 or 617-266-6160 x32

National Braille Press

Braille Production Services

88 St. Stephen Street

Boston, MA 02115

888.965.8965 x32 V ; 617.266.6160 x32 V; (617) 437-0456 F

4.7 NEW POLICY AND REQUEST FORM

Policy for Requesting Auxiliary Aids and Services (NEW POLICY)

It is the policy of the Town of Framingham, MA (the "Town") to provide auxiliary aids and services in accordance with the requirements of ADA Title II, 28 CFR § 35.160 which "requires the public entity to take such steps as may be necessary to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others." In accordance with 28 CFR § 35.160 (b)(1) the Town will furnish appropriate auxiliary aids and services upon request, when necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, the public entity's service, program, or activity. Persons with communications disabilities 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. The preferred means of communication will be provided unless doing so would impose an undue burden or an effective alternative means of communication is available.

Requests for auxiliary aids or services should be made in writing to the office of the ADA Coordinator using the Auxiliary Aids and Services Request Form. Unless otherwise specified, the Town urges that requests be made at least fifteen business days in advance of the occasion on which the communications support will be needed. Reasonable effort will be made to respond on shorter notice. Please note that all requests for interpreter services made to the Town of Framingham, MA are then requested through the Massachusetts Commission for the Deaf and Hard of Hearing. While the Town will make every effort to fulfill requests for interpretive services, long lead times and frequent unavailability of certified interpreters cannot guarantee that interpretive services can be provided. Please make your request for interpretive services as far in advance as possible and please select your 2nd and 3rd preferences for auxiliary aids and services or "other" to assist the Town in fulfilling your request. The person requesting the service will be notified as soon as possible if the Town is unable to meet their request. In some circumstances, an appropriate alternative will be offered. It will be the responsibility of the ADA Coordinator to train staff and oversee implementation of effective communication procedures. The Town Manager will be responsible for making final decisions related to undue burden or fundamental alteration.

All requests for auxiliary aids and services should be submitted to the office of the ADA Coordinator at:

Mr. Ron J. Rego, Director of Media Services and ADA Coordinator
Town of Framingham
150 Concord Street,
Memorial Building – Cable Studio
Framingham, MA 01702
(508) 875-8588 Voice / (508) 628-1999 Facsimile / (508) 620-4851 TTY

Note: It is recommended that this policy and Request Forms be available in alternative print formats (Braille / Large Print, available on-line, and translated into Spanish and Portuguese).

**Town of Framingham, MA
Auxiliary Aids and Services Request Form**

Please fax request form to (508) 628-1999
(incomplete forms cannot be processed)

<input type="checkbox"/> Today's Date:	
<input type="checkbox"/> Requester's Name:	
<input type="checkbox"/> Requester's Address:	
<input type="checkbox"/> Requester's Voice#:	<input type="checkbox"/> Requester's TTY#:
<input type="checkbox"/> Requester's FAX#:	
<input type="checkbox"/> Date requiring Auxiliary Aid or Interpreter Services:	
<input type="checkbox"/> Start Time: (for interpreter services)	<input type="checkbox"/> End Time: (for interpreter services)
<input type="checkbox"/> Location/Address of Event, Program or Services: (for interpreter services)	
<input type="checkbox"/> Type of Request: (for interpreter services)	(please select 2 suitable interpreter services, indicating your first preference with a "1" and your second preference with a "2". If you prefer a service not listed, please indicate in the space labeled "other" and describe service requested)

- Interpreter Services CART Reporting**
- ALD (FM Receiver)**
- Interpreter Services (ASL)**
- Interpreter Services (Signed English)**
- Interpreter Services (Signed Spanish/ Signed Portuguese)**
- OTHER: (please explain)**

Town of Framingham, MA
Auxiliary Aids and Services (Alternative Formats)
Request Form

Please fax request form to (508) 628-1999
(incomplete forms cannot be processed)

<input type="checkbox"/> Today's Date:	
<input type="checkbox"/> Requester's Name:	
<input type="checkbox"/> Requester's Address:	
<input type="checkbox"/> Requester's Voice#:	<input type="checkbox"/> Requester's TTY#:
<input type="checkbox"/> Requester's FAX#:	
<input type="checkbox"/> Date requiring Alternative Format Documents:	
<input type="checkbox"/> Document(s) being Requested in Alternative Format:	
<input type="checkbox"/> Type of Request: (for alternative format documents)	(please select the alternative format requested)

- Braille
- Large Print
- Audio Tape / CD
- Electronic Document in MS Word
(for use with screen readers)
- OTHER: (please explain)

5.0 PROGRAM AND FACILITY ACCESSIBILITY

The Facility Compliance Plan forms the backbone of the transition plan. The primary purpose of the transition plan is to document facility changes necessary to provide program access. Part 5 Program and Facility Accessibility of this transition plan establishes the facility reconstruction work necessary to achieve District-wide program access, as described in the self-evaluation. Part 5 details the process and rationale of designating each facility into one of five categories, which denote the level of accessibility to be obtained.

5.1 CATEGORIZATION OF FACILITIES

Each school or facility has been assigned a **Category: 1, 2, or 3**. Categories determine the level of accessibility to be present at the facility within a particular timeframe.

Category 1 buildings and facilities are ones that were constructed, or underwent significant renovations and alterations, after the effective date of the ADA, January 26, 1992 and as such were required to comply with the standards for new construction and all programs, services, and activities were to be accessible. It is intended that all identified barriers that are not in compliance with applicable standards and guidelines be removed at these sites. Work required for barrier removal at these facilities will be on the earliest possible schedule, without any cost or budget restrictions. The work will include items identified on the Facility Access Summary for each applicable Category 1 facility as identified under all four Barrier Removal Priorities (refer to legend Section 1.6).

Category 1 Facilities:

POLICE DEPARTMENT: (Name - Address)

Animal Control Facility, 50 Western Avenue, Framingham, MA
Police Headquarters Facility, 1 William Welch Way, Framingham, MA

FIRE DEPARTMENT: (Name - Address)

Fire Department Headquarters, 10 Loring Drive Framingham, MA

DEPARTMENT OF PUBLIC WORKS: (Name - Address)

DPW Headquarters, 100 Western Avenue, Framingham, MA
DPW Recycling Center, Mount Wayte Avenue, Framingham, MA

DEPARTMENT OF PARKS AND RECREATION: (Name - Address)

Callahan Center - COA, 535 Union Avenue, Framingham, MA

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The overall completion dates for all work required at **Category 1** facilities are according to the following schedule:

FACILITY	PLANNED COMPLETION PERIOD	OPINION OF PROBABLE COST
ANIMAL CONTROL FACILITY	A (August – December 2006)	\$675.00
POLICE HEADQUARTERS FACILITY	A (August – December 2006)	\$23,875.00
FIRE DEPARTMENT HEADQUARTERS	A (August – December 2006)	\$13,675.00
DPW HEADQUARTERS	A (August – December 2006)	\$2,990.00
DPW RECYCLING CENTER	A (August – December 2006)	\$600.00
CALLAHAN CENTER COA	A (August – December 2006)	\$28,375.00
	CATEGORY 1 FACILITIES	= \$70,190.00

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Category 2 buildings and facilities are ones that contain key programs and services that are that are the only one of their type, for example, only Town athletic field and track stadium and only Town owned and operated ice rink facility. It is impractical to move these programs and services as comparable or equivalent facilities are not present in the Town. Program accessibility can be achieved at these facilities through structural modifications. Category 2 buildings and facilities also represent facilities for which prior improvements have already been undertaken, and where reasonable modifications can be undertaken to provide program accessibility in compliance with the ADA and ADAAG.

Category 2 Facilities:

DEPARTMENT OF PARKS AND RECREATION: (Name - Address)
Administration Building and Bowditch Field
(Track and Field / Football Stadium)
 475 Union Avenue, Framingham, MA
Loring Ice Arena, 185 Fountain Street, Framingham, MA

The overall completion dates for all work required at **Category 2** facilities are according to the following schedule:

FACILITY	PLANNED COMPLETION PERIOD	OPINION OF PROBABLE COST
BOWDITCH FIELD		
50% COMPLETE	A <i>(August – December 2006)</i>	\$12,150.00
100%COMPLETE	B <i>(January – December 2007)</i>	\$12,150.00
LORING ICE ARENA		
50% COMPLETE	A <i>(August – December 2006)</i>	\$9,735.00
100%COMPLETE	B <i>(January – December 2007)</i>	\$9,735.00
	CATEGORY 2 FACILITIES	= \$43,770.00

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Category 3 buildings and facilities are those where program accessibility is NOT required for the general public as they are employee only facilities. The fire department facility entrances only are required to provide accessibility to the individual fire house call boxes and call bells.

Category 3 Facilities:

FIRE DEPARTMENT: (Name - Address)

Fire Station #1, 1055 Worcester Road, Framingham, MA

Fire Station #2, 2 Watson Place, Framingham, MA

Fire Station #5, 520 Concord Street, Framingham, MA

Fire Station #7, 789 Water Street, Framingham, MA

DEPARTMENT OF PUBLIC WORKS: (Name - Address)

DPW Henry Street Facility, Henry Street, Framingham, MA

The overall completion dates for all work required at **Category 3** facilities are according to the following schedule:

FACILITY	PLANNED COMPLETION PERIOD	OPINION OF PROBABLE COST
Fire Station #1		
100%COMPLETE	B (January – December 2007)	\$3,500.00
Fire Station #2		
100%COMPLETE	B (January – December 2007)	\$1,500.00
Fire Station #5		
100%COMPLETE	B (January – December 2007)	\$3,200.00
Fire Station #7		
100%COMPLETE	B (January – December 2007)	\$3,900.00
DPW Henry Street		
		\$0.00
	CATEGORY 3 FACILITIES	= \$12,100.00

5.2 CRITERIA FOR CATEGORIZATION

Facilities were assigned to categories based on a number of criteria. The goal is to provide a schedule for facility access to support the programs being offered by the Town at a reasonable number of locations when program accessibility is viewed in its entirety for the Town.

Criteria, in the order of importance:

- 1) **Nature of unique programs or services:** Facilities with programs and services that are exclusive to one site, or only a few sites.
- 2) **Facilities already in compliance with program accessibility:** Facilities constructed as new construction or major renovations after the effective date of the ADA, January 26, 1992.
- 3) **Ability to relocate programs from one facility to another accessible facility:** With the Town offering programs in some cases at more than one location, consideration was reviewed as it related to compliance with special programs and services, Section 504, ADA Title II when viewed in terms of their offerings and distribution when viewed in their entirety.
- 4) **Polling Locations:** Identifying facilities that are also designated polling locations for Town, State, and Federal elections.
- 5) **Community / Staff input:** Input from the community and members of the disability community as an important part of the transition plan process. Meetings were held with representatives of the Metrowest Center for Independent Living on August 11, 2005, and a public forum was held October 19, 2005 to gather community input regarding current accessibility concerns and priorities Town wide. Interviews were also conducted with department representatives to identify how programs and services are provided within each Department.
- 6) **Current State of Accessibility:** The current condition of each facility in terms of barriers already removed, or planned to be removed as identified by Town administration.

5.3 USING THE “FACILITY ACCESS SUMMARY” FORMS

For each of the (13) Town buildings and facilities reviewed under this portion of the Transition Plan a Facility Access Summary has been compiled and presents clearly all recommendations for barrier removal work to be undertaken by the Town, and the priority for barrier removal.

Survey Categories:

There are five specific Survey Categories, Access to Facility, Access to Programs and Services, Access to Public Restrooms, Access to Amenities, and Access to Signage.

ADAAG and 521 CMR References:

Why do I see references to both ADAAG and 521 CMR MAAB on the Facility Access Summary Sheets and detailed facility surveys?

Although this Transition Plan is focused on compliance with ADA Title II, the Town also has obligations under State accessibility and building codes. Therefore we have provided the corresponding 521 CMR MAAB section for use by the Town and as a quick reference between the two requirements.

DATA INTERPRETATION

The facility data used in this transition plan is intended to provide a baseline for planning purposes. The required work generated from the data should be used to determine scope of work and budgets when planning barrier removal projects. It is understood that each project to remove access barriers, as well as general modernization projects, will review current conditions at the site and in specific areas of work to verify the conditions and work necessary. Recommended facility modifications form the basis for cost estimates. These modifications generally represent the best standard design solution to eliminate the identified barrier. In some cases, the solution or cost may be based on specific knowledge of the site conditions, in other cases it is based on a standard approach and/or average cost for that type of work.

**5.4 PRIORITIZATION OF FACILITY ELEMENTS –
 BARRIER REMOVAL LEGEND / PLANNED COMPLETION DATES**

The following tables present the Barrier Removal Priority Legend and Planned Completion Legend. For detailed explanation on the development of these legends please refer to Self-Evaluation Section III Transition Plan Development.

BARRIER REMOVAL PRIORITY LEGEND	
PRIORITY	DESCRIPTION
1	<i>SAFETY HAZARD</i> Highest priority - Access most urgently needed, this is typically related to a safety, life safety issue or an identified individual need.
2	<i>PRIMARY BARRIER</i> High priority - barrier severely impedes or completely blocks access to a program, service, and/or activity.
3	<i>MODERATE BARRIER</i> Moderate priority - a barrier exists with some access but complete access does not exist for all programs, activities, and/or services.
4	<i>LOW PRIORITY</i> Low priority - brings minor deviations up to accessibility standards or code.

PLANNED COMPLETION DATES

Planned completion dates were established with the following classifications and recommendations are distributed over a four-year implementation period:

PLANNED COMPLETION LEGEND	
Classification	Projected Completion Period
A	<i>August – December 2006</i>
B	<i>January – December 2007</i>
C	<i>January – December 2008</i>
D	<i>January – December 2009</i>
E	<i>January – December 2010</i>
F	<i>January – December 2011</i>

5.5 FACILITY ACCESS SUMMARY forms

FACILITY ACCESS SUMMARY

ANIMAL CONTROL FACILITY CATEGORY 1

FACILITY NAME: ANIMAL CONTROL FACILITY
FACILITY ADDRESS: 50 WESTERN AVENUE, FRAMINGHAM, MA
FACILITY ADA CONTACT: OFFICER KATHY MCKENZIE 508.620.4870
FACILITY CONTACT: OFFICER KATHY MCKENZIE 508.620.4870

SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY			1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		
ACCESS TO PROGRAM / SERVICES	1. (1) Accessible parking space and accessible signage provided, space is not designated van accessible.	ADA 4.6 MAAB SECT. 23	2. PRIMARY BARRIER	\$75.00	Recommendation: Install "van" or "van accessible" signage onto existing sign post for the accessible parking.
ACCESS TO PUBLIC REST	N/A				

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ROOMS					
ACCESS TO SIGNAGE AND AMENITIES	N/A				
1.	NO TTY number provided. Emergency calls are channeled through the Police / E911 facility. The facility does respond to 2-3 relay calls on average per year.	ADA 4.31; MAAB SECT. 37	4. LOW PRIORITY	\$600.00	TTY is provided through the E911 for emergency calls. Staff has responded to callers through the Mass Relay Service but average only 2-3 relay calls per year. Recommendation: If frequency of callers utilizing TTY increases, install TTY system at Animal Control Facility and train staff as required on the use of the equipment.
				\$675.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

POLICE HEADQUARTERS FACILITY CATEGORY 1

FACILITY NAME: POLICE HEADQUARTERS FACILITY
FACILITY ADDRESS: 1 WILLIAM WELCH WAY, FRAMINGHAM, MA
FACILITY ADA CONTACT: CHIEF STEVEN CARL / 508.620.4984
FACILITY CONTACT: CHIEF STEVEN CARL / 508.620.4984

SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY	(1) "Van" accessible parking space is NOT provided.	ADA 4.6 MAAB SECT. 23	2. PRIMARY BARRIER	\$675.00	Recommendation: Add 96" wide access aisle between the two existing parking spaces by taking one space from the municipal lot. Add "van accessible" sign at sign post of left parking space when facing stall signage.

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ACCESS TO PROGRAM / SERVICES					
1	Accessible holding cell with accessible toilet facility and telephone call box is not provided in the general lock-up area.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$4,500.00	Facility was renovated in 1995 and required to meet standards for new construction under ADA and MAAB. Recommendation: Renovate (1) cell to provide accessible toilet facility and communication device in conformance with ADAAG guidelines for correctional facilities and MAAB.
2	Interior lobby – Records Room transaction counter at 42.5" AFF with no lowered portion at 36" AFF. Counter is used by the public.	ADA 4.32 MAAB SECT. 35	2.PRIMARY BARRIER	\$3,000.00	Recommendation: Renovate existing counter to provide lowered portion at 36" AFF and 36" wide.
3	Interior lobby – Main Reception at Dispatch transaction counter at 42.25" AFF with no lowered portion at 36" AFF. Counter is used by the public. Existing window has laminated glass w/ 1" space from main glass for sound and pass slot.	ADA 4.32 MAAB SECT. 35	2.PRIMARY BARRIER	\$5,000.00	Recommendation: Renovate existing counter to provide lowered portion at 36" AFF and 36" wide. Policy: Chief's assistant stated that officers will greet visitors with hearing or verbal impairments if unable to communicate through the protective

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					glass.
4	Secured Sallyport – there is no ramp provided at secured sallyport to transport detainees with disabilities into the facility- a step exists.	ADA 4.8 MAAB SECT. 24	3.LOW PRIORITY	\$600.00	Recommendation: As all detainees are escorted into the facility by police personnel, it is recommended that a portable ramp be available for police personnel to eliminate tipping or falling risks when trying to bring a detainee in through the sallyport.
ACCESS TO PUBLIC REST ROOMS					
1	Men's Public Toilet Off Main Lobby a. Toilet stall – coat hook at 54" > 48" max.; no door lock at stall; grab bars installed at 34" AFF and 30" AFF – grab bars required to be at same height; no 18" pull side clearance (10" provided); stall is 53" x 56" CFS < 59" x 60" required min. b. Sinks – only 1 sink has pipe wraps, pipe wraps required at both sinks.	ADA 4.22 MAAB SECT. 30	2.PRIMARY BARRIER	\$500.00	Recommendations: a. Lower coat hook in toilet stall to 48" AFF; mount both grab bars at 34" AFF-typical; replace toilet stall door hardware with paddle type that can be operated with a closed fist. b. Provide protective pipe wraps at all sinks-typical.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	<p>c. Soap dispenser at 49.5" AFF to control with reach over sink > 48" max.</p> <p>d. Accessible door signage mounted on doors – should be mounted at latch side of door, 60" AFF to centerline.</p>				<p>c. Lower soap dispenser to 48" AFF max. to controls.</p> <p>d. Relocate existing accessible door signage to latch side of door. Mount at 60" AFF to centerline of sign.</p>
2	<p>Women's Public Toilet Off Main Lobby</p> <p>a. Toilet stall – toilet at 19.5" AFF > 19" max.; no door lock at toilet stall; grab bars installed at 35" AFF and 30" AFF – grab bars required to be at same height;</p> <p>b. Sanitary Napkin dispenser at 56" AFF > 54" AFF max. to controls.</p> <p>c. Sinks – only 1 sink has pipe wraps, pipe wraps required at both sinks.</p> <p>d. Accessible door</p>	<p>ADA 4.22 MAAB SECT. 30</p>	2.PRIMARY BARRIER	\$500.00	<p>Recommendations:</p> <p>a. Mount both grab bars at 34" AFF-typical; replace toilet stall door hardware with paddle type that can be operated with a closed fist.</p> <p>b. Lower Sanitary Napkin dispenser to 48" AFF max. to controls.</p> <p>c. Provide protective pipe wraps at all sinks-typical.</p> <p>d. Relocate existing accessible door signage to latch side of door. Mount at 60" AFF to centerline of sign.</p>

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	signage mounted on doors – should be mounted at latch side of door, 60" AFF to centerline.				
3	<p>2nd Level / 3rd Level Staff Toilet Room Women's</p> <p>a. Sanitary Napkin dispenser at 58" AFF > 54" AFF max. to controls.</p> <p>b. Sinks – only 1 sink has pipe wraps, pipe wraps required at both sinks.</p> <p>c. Toilet stall – grab bars installed at 35" AFF and 30" AFF – grab bars required to be at same height; stall door hardware-NO.</p> <p>d. Accessible door signage mounted on doors – should be mounted at latch side of door, 60" AFF to centerline.</p>	ADA 4.22 MAAB SECT. 30	2.PRIMARY BARRIER	\$500.00	<p>Recommendations:</p> <p>a. Lower Sanitary Napkin dispenser to 48" AFF max. to controls.</p> <p>b. Provide protective pipe wraps at all sinks-typical.</p> <p>c. Mount both grab bars at 34" AFF-typical; replace toilet stall door hardware with paddle type that can be operated with a closed fist.</p> <p>d. Relocate existing accessible door signage to latch side of door. Mount at 60" AFF to centerline of sign.</p>

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4	<p>2nd Level / 3rd Level Staff Toilet Room Men's</p> <p>a. Sinks – only 1 sink has pipe wraps, pipe wraps required at both sinks.</p> <p>b. Toilet stall –only 1 grab bar installed, 2 grab bars are required and to be mounted at same height; stall door hardware-NO.</p> <p>c. Accessible door signage mounted on doors – should be mounted at latch side of door, 60" AFF to centerline.</p>	<p>ADA 4.22 MAAB SECT. 30</p>	2.PRIMARY BARRIER	\$500.00	<p>Recommendations:</p> <p>a. Provide protective pipe wraps at all sinks-typical.</p> <p>b. Install (2) 42" grab bars at 34" AFF-typical; replace toilet stall door hardware with paddle type that can be operated with a closed fist;</p> <p>c. Relocate existing accessible door signage to latch side of door. Mount at 60" AFF to centerline of sign.</p>
5	<p>Holding Cell – Typical toilet / sink Toilet / sink unit at 36" AFF to sink. Accessible holding cell is not provided.</p>	<p>ADA 4.22 MAAB SECT. 30</p>	2.PRIMARY BARRIER		REFER TO ACCESS TO PROGRAMS AND SERVICES

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6	Men's Locker Room – Grab bars in toilet stall mounted at 2 heights. Shower stall, could be modified to provide accommodation for an employee under ADA Title 1-Employment.	ADA 4.22 MAAB SECT. 30	4. LOW PRIORITY	\$1,000.00	Recommendations: a. Install existing 42" grab bars at 34" AFF-typical; b. Modify shower stall if accommodation is requested under ADA Title 1 - Employment
ACCESS TO SIGNAGE AND AMENITIES					
1	Accessible room signage with raised/Braille identifying room names/numbers is NOT present in the facility.	ADA 4.30 MAAB SECT. 41	2.PRIMARY BARRIER	\$5,000.00 (allowance)	Recommendation: First priority, provide accessible signage at all program spaces utilized by the public or visitors to the facility. Second priority, phase in accessible signage at all rooms within the facility. Signage should indicate room number / name with Braille and raised lettering.

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2	Training Room does not have ALD (Assisted Listening Devices) – portable devices could be provided as an accommodation to visitors and staff under ADA Title 1-Employment.	ADA 4.33 MAAB SECT. 14	1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	\$1,500.00	Recommendation: Provide a portable FM receiver for staff or visitors to trainings and programs as required.
3	NO TTY number provided. Emergency calls are channeled through the Police / E911 facility.	ADA 4.31; MAAB SECT. 37	4. LOW PRIORITY	\$600.00	TTY is provided through the E911 for emergency calls. Recommendation: Install TTY system at Facility and train staff as required on the use of the equipment.
				\$23,875.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

FIRE DEPARTMENT HEADQUARTERS CATEGORY 1

FACILITY NAME: FIRE DEPARTMENT HEADQUARTERS FACILITY
FACILITY ADDRESS: 10 LORING DRIVE, FRAMINGHAM, MA
FACILITY ADA CONTACT: CHIEF OLLIE GADSON / 508.620.4950
FACILITY CONTACT: CHIEF OLLIE GADSON / 508.620.4950

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY			1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		
1	Settling conditions at sidewalk to remaining parking area has caused the sidewalk surface to "sink" below the level of the granite curb causing a tripping hazard for all users.	ADA 4-5 MAAB SECT. 22,29	1. SAFETY HAZARD	\$6000.00 (allowance)	Recommendation: Settling conditions are a hazard to all users and should be corrected at the earliest date. As sub-surface and geological conditions are a factor and outside the scope of this plan.
2	Accessible signage not provided at (1) designated accessible parking space.	ADA 4-6 MAAB SECT. 23	2. PRIMARY BARRIER	\$100.00	Recommendation: Provide accessible signage at parking space. Mount 60" AFF to bottom of sign-typical.

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			1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		
3	Interior doors at Main Entry vestibule have a door opening force of 10-11 lbs > 5lbs max. required for interior doors.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$350.00	Recommendation: Adjust / replace existing door closers as required to maintain a door opening force of 5lbs. max.
ACCESS TO PROGRAM S / SERVICES					
1	2 nd Floor Lobby at Administrative Offices – transaction counter at 39.25" AFF with no lowered portion at 36" AFF and 36" wide. Counter is used by the public. Accessible signage is mounted on the access door to administrative offices.	ADA 4.32 MAAB SECT. 35	2. PRIMARY BARRIER	\$1,500.00	Recommendation: 1. Provide lowered transaction counter at 36" AFF max. and 36" width. 2. Relocate accessible signage to accessible location at latch side of door, mounted 60" max. to centerline-typical.
2	Fire Marshall's office – door threshold has vertical lip that presents a trip hazard.	ADA 4.13 MAAB SECT. 26	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$150.00	Recommendation: Repair/replace existing threshold to be beveled type with a transition no greater than 1/2" in height with bevel, or 1/4" height without bevel.

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ACCESS TO PUBLIC REST ROOMS					
1	Doors to Men's toilet / Women's toilet Level 2 have a door opening force of 24lbs. > 5lbs. max. required.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$600.00	Recommendation: Repair / replace existing doors and door closers as required to provide max. door opening force of 5lbs.
2	Men's public toilet (off 2 nd floor lobby) a. there is furniture stored in toilet stall. b. sinks – only 1 sink has pipe wraps, pipe wraps required at both sinks c. accessible signage is mounted on doors- required to be mounted at latch side of door, 60" AFF to centerline.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$150.00	Recommendation: a. remove furniture and any obstructions from toilet stall b. provide protective pipe wraps at all sinks. c. Relocate accessible signage to latch side of door-typical. Mount signage at 60" AFF to centerline of signage-typical.
3	Women's public toilet (off 2 nd floor lobby) a. sinks – only 1 sink has pipe wraps, pipe wraps required at both sinks	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$75.00	Recommendation: a. remove furniture and any obstructions from toilet stall b. provide protective pipe wraps at all sinks.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	b. accessible signage is mounted on doors- required to be mounted at latch side of door, 60" AFF to centerline.				c. Relocate accessible signage to latch side of door-typical. Mount signage at 60" AFF to centerline of signage-typical.
4	Men's and Women's Locker Room – not accessible. Accommodations could be made as requested under ADA Title 1.	ADA 4.35 MAAB SECT. 33	2. PRIMARY BARRIER	\$2000.00 (allowance)	Recommendation: Modify locker rooms if accommodation is requested under ADA Title 1 - Employment
ACCESS TO SIGNAGE AND AMENITIES					
1	Signage at MW locker rooms is mounted on door.	ADA 4.30 MAAB SECT. 41	2. PRIMARY BARRIER	\$150.00	Recommendation: Relocate accessible signage to latch side of door-typical. Mount signage at 60" AFF to centerline of signage-typical.

TOWN OF FRAMINGHAM, MA – PUBLIC SAFETY FACILITIES / PARKS AND RECREATION
 ADA SELF-EVALUATION AND TRANSITION PLAN
 (DRAFT) FEBRUARY 8, 2006

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
2	Public telephone in 2 nd Floor lobby is mounted at 34" AFF at the leading edge > 27" AFF max.; volume control provided but controls at 61.5" AFF > 54" AFF max.; no TTY provided. Telephone is currently obstructed by furniture.	ADA 4.31 MAAB SECT. 37	2. PRIMARY BARRIER	\$500.00 (allowance)	Recommendation: 1. Remove and store existing lobby furniture obstructing the telephone area. 2. Lower the telephone so that the leading edge is at 27" AFF max. and 54" AFF max. to controls. Provide TTY capability on phone. We recommend obtaining compliant equipment through the communications vendor.
3	TTY not provided at Fire Department administrative offices.	ADA 4.31 MAAB SECT. 37	2. PRIMARY BARRIER	\$600.00	Recommendation: Provide TTY at Fire Department non-emergency switchboard / reception and train staff for its appropriate use.
4	Training Room does not have ALD (Assisted Listening Devices) – portable devices could be provided as an accommodation under ADA Title I and II	ADA 4.33 MAAB SECT. 14	2. PRIMARY BARRIER	\$1,500.00	Recommendation: Provide portable FM receiver device for trainings as required or requested.
				\$13,675.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

DPW HEADQUARTERS CATEGORY 1

FACILITY NAME: DPW HEADQUARTERS FACILITY

FACILITY ADDRESS: 100 WESTERN AVENUE, FRAMINGHAM, MA

FACILITY ADA CONTACT: PETER SELLERS / 508.620.4915

FACILITY CONTACT: PETER SELLERS / 508.620.4915

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY HAZARD	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY			1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		
1	Exterior site signage that directs users to accessible entrances is not present on-site. Directional signage would assist all users visiting the facility.	ADA 4.30 MAAB SECT. 41	3. MODERATE BARRIER	\$150.00	Recommendation: Provide additional site signage and Wayfinding directing users towards the DPW entrance.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO PROGRAM / SERVICES					
1	Main DPW transaction counter at administration area is at 43.5" AFF with no lowered portion at 36" AFF and 36" width.	ADA 4-2, 4-32 MAAB SECT. 6, 35	2. PRIMARY BARRIER	\$225.00	Facility was constructed new in 1996 and required to meet standards for new construction under ADA and MAAB. Recommendation: Remove and replace one portion of systems furniture counter to provide lowered counter at 36" AFF and 36" width.
2	Auto defibrillator has 7" projection at 42.5" AFF to leading edge > 27" AFF max. to leading edge. First Aid Kit at office / reception 5.75" projection at 50.75" AFF to leading edge > 27" AFF max. to leading edge.	ADA 4.4 MAAB SECT. 20	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$125.00	Recommendation: Lower both cabinets so that leading edge is max. 27" AFF.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO PUBLIC REST ROOMS					
1	Accessible Toilet Rooms at DPW Shop – accessible signage mounted at 46" AFF < 60" AFF required.	ADA 4.13 MAAB SECT. 26	3. MODERATE BARRIER	\$95.00	Recommendation: Raise existing signage to be 60" AFF to centerline of signage-typical.
2	Men's Toilet / Lockers (Women's Toilet Lockers occupied day of visit) – no accessible room signage provided; coat hooks at 62" AFF > 48-54" AFF max.; CFS at accessible stall-only 10" provided at push side < 12" min. required.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$210.00	Facility was constructed new in 1996 and required to meet standards for new construction under ADA and MAAB. Recommendation: A. Lower coat hook to 48" AFF B. Provide accessible signage at both men's and Women's toilet rooms.
ACCESS TO SIGNAGE AND AMENITIES					
1	Employee Time-Clock – mounted at 54" AFF to time clock slot, and +54" AFF to time clock button controls > 48" AFF max. max.;	ADA 4.2 MAAB SECT. 6	3. MODERATE BARRIER	\$85.00	Facility was constructed new in 1996 and required to meet standards for new construction under ADA and MAAB. Recommendation:

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					If employee requests accommodation under ADA Title I-Employment, lower height of time clock to 48" AFF max. to time clock controls.
2	Accessible room signage with raised / Braille identifying room names/numbers is NOT present at many rooms in the facility.	ADA 4.30 MAAB SECT. 41	2. PRIMARY BARRIER	\$1,500.00 (allowance)	Facility was constructed new in 1996 and required to meet standards for new construction under ADA and MAAB. Recommendation: Provide accessible room signage at all program spaces used by the general public and visitors to the facility.
3	Public telephones not provided in the facility at main reception for non-emergency calls.	ADA 4.31 MAAB SECT. 37	2. PRIMARY BARRIER	\$600.00	Recommendation: Provide TTY at DPW non-emergency switchboard / reception and train staff for its appropriate use.
				\$2,990.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

DPW RECYCLING CENTER CATEGORY 1

FACILITY NAME: DPW RECYCLING CENTER FACILITY
FACILITY ADDRESS: MOUNT WAYTE AVENUE, FRAMINGHAM, MA
FACILITY ADA CONTACT: PETER SELLERS / 508.620.4915
FACILITY CONTACT: PETER SELLERS / 508.620.4915

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY	N/A				
ACCESS TO PROGRAM/ SERVICES	N/A				
ACCESS TO PUBLIC REST ROOMS	N/A				

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO SIGNAGE AND AMENITIES	1 TTY not provided at DPW reception / switchboard.	ADA 4.31 MAAB SECT. 37	2. PRIMARY BARRIER	\$600.00	Recommendation: Provide TTY at DPW headquarters serving the Recycling Center for non-emergency switchboard / reception and train staff for its appropriate use. Update department contact numbers on the Town website and publications.
				\$600.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

CALLAHAN CENTER COA CATEGORY 1

FACILITY NAME: CALLAHAN CENTER COA
FACILITY ADDRESS: 535 UNION AVENUE, FRAMINGHAM, MA
FACILITY ADA CONTACT: MARY PARCHER / 508.620.4819
FACILITY CONTACT: JIM EGAN / 508.620.4815

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY					
1	Curb ramp from accessible parking to main entrance driveway measured 11.8-14.1% slope > 8.3% max. required for straight run, and 10% max. for flared sides of curb ramp.	ADA 4.3.4.7 MAAB SECT. 20, 21, 22	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$2,250.00	Facility underwent substantial renovations 2005 required to meet standards for new construction under ADA and MAAB. Curb ramp shall be removed and replaced with new curb ramp that complies with standards and guidelines.

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
2	Auto door controls provided within reach ranges. Auto doors were not functioning properly this day-staff advised a work order has been submitted.	ADA 4.13; MAAB SECT. 26	2. PRIMARY BARRIER	\$300.00	Maintenance and grounds issue relative to facilities upkeep and maintaining accessible routes and components from delays in service and performance. Provide regular maintenance for all power assisted doors, manual closers and door hardware.
3	Signage at parking spaces have been bent due to cars hitting the steel posts. The "angled" sign posts protrude > 4" max. creating a hazardous condition.	ADA 4.4, 4.30 MAAB SECT. 20, 41	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$500.00	Maintenance and grounds issue relative to facilities upkeep and maintaining accessible routes and components from obstructions. Repair bent signage posts. Install concrete curb stops to prevent cars from hitting signage.
4	Exterior egress ramp at function room measured 12.2-13.8% slope which greatly exceeds 8.3% max. required. Ramp width is 53" < 48" required MAAB-OK. Ramp landing is less than 60"x60" required. Handrails are provided at one side of the ramp only.	ADA 4.3 + 4.5; MAAB SECT. 20 + 22	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$15,000.00 (allowance)	Facility underwent substantial renovations 2005 required to meet standards for new construction under ADA and MAAB. Ramp was not installed per standards and guidelines. Recommendation: modify ramp to provide 60" x 60" landing at top of ramp; extend length of ramp as required to achieve max. 8.3% slope infilling concrete and structurally

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ACCESS TO PROGRAM / SERVICES					connecting new concrete to existing. Provide new compliant handrails both sides of ramp in accordance with ADA and MAAB requirements..
1	Main lobby reception desk –transaction counter at 42 3/8" AFF with no lowered portion at 36" AFF. Counter is used by all visitors to the facility.	ADA 4.2, 32 MAAB SECT. 6, 35	2. PRIMARY BARRIER	\$475.00	Facility underwent substantial renovations 2005 required to meet standards for new construction under ADA and MAAB. Recommendation: remove and replace one portion of systems furniture counter to provide lowered counter at 36" AFF and 36" width.
2	Volunteers info desk at 27.25" AFF with 26" AFF knee clearance < 27" min. required.	ADA 4.2, 32 MAAB SECT. 6, 35	2. PRIMARY BARRIER	\$350.00	Replace desk furniture with desk at a height of 34" AFF max. and that allows 27" AFF knee clearance min.
3	RM 139 Wellness Center reception – transaction counter at 42 3/8" AFF with no lowered portion at 36" AFF. No wheelchair seating provided, furniture would need to be removed.	ADA 4.2, 32 MAAB SECT. 6, 35	2. PRIMARY BARRIER	\$475.00	Facility underwent substantial renovations 2005 required to meet standards for new construction under ADA and MAAB. Recommendation: remove and replace one portion of systems furniture counter to provide lowered

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
					counter at 36" AFF and 36" width.
4	Conference Room 121 – Marker board mounted at 53" AFF to eraser tray > usable height.	ADA 4.2, 32 MAAB SECT. 6, 35	2. PRIMARY BARRIER	\$75.00	Facility underwent substantial renovations 2005 required to meet standards for new construction under ADA and MAAB. Recommendation: lower marker board to usable height for all groups and persons using facility conference room.
5	RM 143 Library – inadequate pull side CFS in Library room. No room for wheelchair users.	ADA 4.2, 32, 33 MAAB SECT. 6, 14, 35	2. PRIMARY BARRIER	\$150.00	Facility underwent substantial renovations 2005 required to meet standards for new construction under ADA and MAAB. Recommendation: establish facility policy by which the program space door is removed or kept open (if allowed by code in a sprinklered building); remove two seats to allow for wheelchair user seating.
6	RM 112 Recreation Room – kitchen counter at 36" AFF with no lowered portion at 34" nor knee clearance below sink. Facility director noted that counter is used by visitors, sink only by staff.			\$2000.00	Facility underwent substantial renovations 2005 required to meet standards for new construction under ADA and MAAB. Recommendation: renovate portion of the counter to provide lowered counter at 34" AFF max. for use by all visitors and staff. Provide knee

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ACCESS TO PUBLIC REST ROOMS	1 RM 108 Men's Toilet a. stall – 56.5" wide < 60"; coat hook at 53.25" > 48" max.; no interior door pull; b. door – 9-10lbs door opening force > 5lbs max. required. c. Paper towel / soap dispensers at 52.25" AFF with reach > 48" AFF max. required. d. Sinks at 35.25" AFF > 34" AFF max. required.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$800.00	Facility underwent substantial renovations 2005 required to meet standards for new construction under ADA and MAAB. Recommendation: a. Lower coat hook to 48" AFF max.; provide interior door U-pull at stall door b. Adjust / replace door closure as required to achieve 5lbs max. door opening force. c. Lower soap dispenser to 48" AFF max. d. Lower sinks to 34" AFF maximum.
					clearance below sink if requested by facility staff under ADA Title I.

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
2	<p>RM 128 Men's Toilet</p> <p>a. Paper towel / soap dispensers at 52" AFF with reach > 48" AFF max. required.</p> <p>b. Sinks at 35.50" AFF > 34" AFF max. required. Sink is mounted 18" off back wall to leading edge < 24" required by MAAB.</p>	<p>ADA 4.13 MAAB SECT. 26</p>	<p>2. PRIMARY BARRIER</p>	<p>\$550.00</p>	<p>Facility underwent substantial renovations 2005 required to meet standards for new construction under ADA and MAAB.</p> <p>Recommendation:</p> <ol style="list-style-type: none"> Lower paper towel and soap dispensers to 48" AFF max. Lower sinks to 34" AFF maximum. Space sink off rear wall 24" to front edge of sink per MAAB.
3	<p>RM 110 Women's Toilet</p> <p>a. Sinks at 35 1/8" AFF > 34" AFF max. required. Sink is mounted 18" off back wall to leading edge < 24" required by MAAB.</p> <p>b. Paper towel / soap dispensers at 52" AFF with reach > 48" AFF max. required.</p> <p>c. stall – no door pull at interior of stall.</p> <p>d. CFS at door obstructed</p>	<p>ADA 4.13 MAAB SECT. 26</p>	<p>2. PRIMARY BARRIER</p>	<p>\$800.00</p>	<p>Facility underwent substantial renovations 2005 required to meet standards for new construction under ADA and MAAB.</p> <p>Recommendation:</p> <ol style="list-style-type: none"> Lower sinks to 34" AFF maximum. Space sink off rear wall 24" to front edge of sink per MAAB. Lower paper towel and soap dispensers to 48" AFF max. Install interior u-pull at toilet stall door. Relocate waste basket to

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	by waste basket.				location that does not obstruct door, CFS at fixtures.
4	RM 107 Toilet a. stall – no interior door pull; b. door – 9-10lbs door opening force > 5lbs max. required. c. Soap dispensers at 52" AFF with reach > 48" AFF max. required. d. Sinks at 35 7/8" AFF > 34" AFF max. required.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$750.00	Facility underwent substantial renovations 2005 required to meet standards for new construction under ADA and MAAB. Recommendation: a. Install interior u-pull at toilet stall door. b. Adjust / replace door closure as required to achieve 5lbs max. door opening force. c. Lower soap dispenser to 48" AFF max. d. Lower sinks to 34" AFF maximum. Space sink off rear wall 24" to front edge of sink per MAAB.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO SIGNAGE AND AMENITIES					
1	A high/low drinking fountain is provided in RM112 Recreation Room. The high drinking fountain is closest the accessible route and is mounted with the leading edge > 27" AFF and constitutes a protruding object. The low drinking fountain is mounted with the leading edge at 26 3/4" AFF < 27" min. required knee clearance.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$300.00	Facility underwent substantial renovations 2005 required to meet standards for new construction under ADA and MAAB. Recommendation: Lower drinking fountain closest accessible route to 27" AFF max. at leading edge. Other drinking fountain adjacent countertop can be raised to desired height.
2	Fire alarm pull station CFS at entry lobby is obstructed by a moveable magazine stand.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$0.00	Facility underwent substantial renovations 2005 required to meet standards for new construction under ADA and MAAB. Recommendation: Relocate magazine stand to remove barrier.

FACILITY ACCESS SUMMARY

PARKS AND RECREATION BOWDITCH FIELD ADMINISTRATIVE OFFICES CATEGORY 2

FACILITY NAME: PARKS AND RECREATION ADMINISTRATION FACILITIES

FACILITY ADDRESS: 475 UNION AVENUE, FRAMINGHAM, MA

FACILITY ADA CONTACT: BOB MERUSI / 508.620.4834

FACILITY CONTACT: BOB MERUSI / 508.620.4834

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
1	Sidewalk access from accessible parking area and driveway to main entry walkway to administrative building was measured at 7.6-9.2% > 5% and as such is considered a ramp under ADAAG 4.8.	ADA 4.3,4.8 MAAB SECT. 20, 22, 24	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$1,850.00	Recommendation: Re-grade existing sidewalk accessible route to have a maximum slope of 5% and cross slope of 2%; Or; Provide new handrails at both sides of accessible route identified to have a slope exceeding 5%. provide all required landings;

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
2	There are several areas of deteriorating or cracked asphalt conditions at accessible routes creating hazardous conditions and trip hazards.	ADA 4.3 MAAB SECT. 6	1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	\$10,000.00 (ALLOWANCE)	Maintenance and grounds issue relative to facilities upkeep and maintaining accessible routes and components from delays in service and performance. Recommendation: Repair and/or replace asphalt drives and accessible routes to ensure areas are free of tripping hazards, and other hazards, for example, insufficient drainage, presence of refuse, broken glass, etc.
3	(1) "Van" accessible parking space is provided, however the access aisle is only 69" width < 96" required.	ADA 4.6 MAAB SECT. 23	2. PRIMARY BARRIER	\$2,200.00	Recommendation: Provide compliant "van" accessible parking space and access aisle. Re-stripe existing accessible parking area to ensure a "van" accessible parking space and 96" wide access aisle are provided per ADA and MAAB. Re-stripe all parking spaces to make them visible to all users.
4	Drinking fountain provided at the exterior of the Concessions Building does not comply with mounting height or controls.	ADA 4.15 MAAB SECT. 36	2. PRIMARY BARRIER	\$2,850.00	Recommendation: Provide new vandal resistant, accessible drinking fountain to replace existing non-compliant fountain..

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	5	Main Concessions building at the stadium field provides walk-up service windows at 45 3/8" to 46" AFF with no lowered portion at 36" AFF. Counters are used by all visitors to the facility.	ADA 4.32 MAAB SECT. 35	2. PRIMARY BARRIER	\$2,500.00	Recommendation: Renovate existing concessions building to provide an accessible service window / transaction counter at 36" AFF and min. 36" wide. Plans to renovate the existing stadium is planned to commence in 2006-2007. If renovations are planned at the concessions building building should be made accessible for patrons as well as staff.
	7	No apparent accessible seating at the facility.	ADA 4.33 MAAB SECT. 14	2. PRIMARY BARRIER	accommodation	Recommendation: Plans to renovate the existing stadium is planned to commence in 2006-2007. ALL renovation plans should include providing accessible seating at the bleachers. In the interim, accommodation should be made to provide reserved accessible seating with companion seating in several locations within the stadium.
	8	Press box at top of bleachers has no elevator to provide accessible access to the facility.	ADA 4.33 MAAB SECT. 14	2. PRIMARY BARRIER	accommodation	Recommendation: Plans to renovate the existing stadium is planned to commence in 2006-2007. ALL renovation plans should include providing accessibility to and within the press box. In the interim, accommodation could be

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			1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		made by providing an on-field / on track press box with equivalent facilities and resources.
	9 ALD (Assisted Listening Devices) – not provided in the stadium at this time.	ADA 4.33 MAAB SECT. 14	2. PRIMARY BARRIER	accommodation	Recommendation: Upon request provide assisted listening devices, for example, wireless FM receiver to stadium event attendees, or provide alternative means of auxiliary aids and services.
ACCESS TO PROGRAM / SERVICES					
1	Main lobby reception desk – transaction counter at 41 3/8" AFF with no lowered portion at 36" AFF. Staff commented that persons often use the small desk provided in the reception/lobby area for completing paperwork.	ADA 4.2, 32 MAAB SECT. 6, 35	2. PRIMARY BARRIER	\$500.00	Facility underwent substantial interior renovations 1996-1999 and required to meet standards for new construction under ADA and MAAB in areas of work. Recommendation: remove and replace one portion of systems furniture counter to provide lowered counter at 36" AFF and 36" width.
2	Small Desk at reception at 28.5" AFF with inadequate knee clearance of 25" AFF < 27" min. required.	ADA 4.2, 32 MAAB SECT. 6, 35	2. PRIMARY BARRIER	\$300.00	Recommendation: Replace small desk at reception area with desk at min. 30" AFF, max. 34" AFF with min. knee clearance of 27" AFF.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
3	Office Doors provide knob type door hardware. Door hardware should be changed to lever if accommodation is requested by employee.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$500.00 (ALLOWANCE)	Recommendation: Provide lever type door hardware at office doors if accommodation is requested by an employee under ADA Title I.
4	Egress door at hallway and stairs to lower level – egress door exits onto stairs, knob type hardware provided-lever type hardware required.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$125.00	Recommendation: Provide lever type door hardware at egress door.
ACCESS TO PUBLIC REST ROOMS					
1	Official's Locker Room (designated accessible toilet room). a. (2) 36" grab bars provided < (2) 42" grab bars required under MAAB. b. Pipe wrap required at	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$800.00	Recommendation: a. Provide (2) 42" grab bars mounted at 34" AFF-typical. b. Provide protective pipe wraps at sink-typical. c. Relocate paper towel dispenser to side of sink mounted to toilet partition.

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	sink. c. Paper Towel dispenser obstructs CFS at sink, relocate to mount on partition. d. Door opening force to toilet room at 11lbs > 5lbs max. required. e. Toilet paper dispenser is mounted > 48" AFF, should be lowered to 6" max. above grab bar.				d. Adjust or replace door closure to provide max. 5lbs opening force at toilet room door. e. Relocate toilet paper dispenser to be centered over the side grab bar and at a height of 48" to the controls / dispenser.
2	Hometeam Locker Room Not accessible, no accessible lockers. Toilet facilities in Locker Room not accessible.	ADA 4.13 MAAB SECT. 26	3. MODERATE BARRIER	\$575.00	Recommendation: Provide lockers at accessible heights. Provide accessible signage at toilet area, directing users to accessible toilet facilities at what is now designated as the Official's Locker Room.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO SIGNAGE + AMENITIES					
1	Accessible room signage with raised / Braille identifying room names/numbers is <u>not</u> present in the facility.	ADA 4.30 MAAB SECT. 41	2. PRIMARY BARRIER	\$1,500.00 (allowance)	Recommendation: Provide accessible room signage at all program spaces, for example, designated accessible toilet room, locker room, and conference room. Signage shall be raised type, contrasting colors, and include Braille. Signage shall be mounted at 60" AFF to the centerline and at the latch side of rooms and spaces.
2	Public telephones not provided in the facility. No TTY available at the facility at reception or for use by public.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$600.00	Recommendation: As Parks and Recreation is one of the largest Town Departments offering a significant percentage of the total Town programs, we recommend providing a TTY at the Main Reception. Staff should be trained as required on the operation of the equipment. Update department contact information on Town website and publications.
				\$24,300.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

DEPARTMENT OF PARKS AND RECREATION
 LORING ICE ARENA
 CATEGORY 2

FACILITY NAME: LORING ICE ARENA FACILITY
FACILITY ADDRESS: 185 FOUNTAIN STREET, FRAMINGHAM, MA
FACILITY ADA CONTACT: BOB MERUSI / 508.620.4834
FACILITY CONTACT: BOB MERUSI / 508.620.4834

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY	1 Main entrance doors are existing, steel doors. Doors are heavy to open with a door opening force of < 15lbs, however doors "stick" at threshold and astragal. Door hardware provides a pull, but requires a user to "press"	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$2,700.00	Recommendation: Provide new exterior, insulated HM doors and frames with accessible door hardware and emergency hardware as required by Code. Though not a requirement, automatic doors or power assisted door openers are highly recommended for exterior doors.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	a button while pulling requiring dexterity.				
2	Exterior site signage that directs users to accessible entrances is not present on-site but entrance is within view of accessible parking when approaching the facility.	ADA 4.30; MAAB SECT. 41	2. PRIMARY BARRIER	\$200.00	Recommendation: Provide site signage and Wayfinding signage that directs users towards the main and accessible entrance of the facility.
ACCESS TO PROGRAM / SERVICES					
1	Ticket booth transaction counter in Main Lobby at 41.5" AFF with no lowered portion at 36" AFF.	ADA 4.2, 32 MAAB SECT. 6, 35	2. PRIMARY BARRIER	\$3,000.00	Recommendation: Renovate existing ticket booth area to provide transaction window at 36" AFF max., 36" wide.
2	Equipment rental transaction counter in Main Lobby at 41.5" AFF with no lowered portion at 36" AFF.	ADA 4.2, 32 MAAB SECT. 6, 35	2. PRIMARY BARRIER	\$1,000.00	Recommendation: Lower entire existing counter at the equipment rental area to 36" AFF max. Install new overhead shutter as required.
3	Refreshment area transaction counter in Main Lobby at 37.5" AFF	ADA 4.2, 32 MAAB	2. PRIMARY BARRIER	\$2,500.00	Recommendation: Remove and replace one portion of

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	with no lowered portion at 36" AFF.	SECT. 6, 35			existing counter to provide lowered counter at 36" AFF and 36" width, or remove and replace entire counter and lower to height of 36" AFF max.
4	Fire extinguisher at 65" AFF to controls. Leading edge at 40" AFF > 27" AFF max. required.	ADA 4.2, 32 MAAB SECT. 6, 35	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$75.00	Recommendation: Lower fire extinguisher so that controls are mounted max. 48" AFF with the leading edge < 27" AFF.
5	Exposed Locking Device – There is an exposed locking device where the rink wall panels meet. While the exposed locking device does not constitute a protruding object, it does present a hazardous condition and should be housed in a protecting enclosure to eliminate and risk of accident.	ADA 4.5 MAAB SECT. 22, 29	1. SAFETY HAZARD	\$500.00	Recommendation: Provide a solid, 16-18 gauge, perforated metal "box" that can be placed / fastened over the locking device. Enclosure should be free of sharp edges, or exposed fasteners.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO REST ROOMS	<p>1</p> <p>Designated Accessible Toilet Room</p> <p>a. (2) 36" grab bars provided, (2) 42" grab bars required under MAAB.</p> <p>b. Toilet paper dispenser is mounted 15" beyond the front edge of the toilet- this is a hazardous condition.</p> <p>c. Door hardware – knob hardware provided-lever door hardware required.</p> <p>d. Room signage is located on door. Signage should be located at the latch side of the door.</p> <p>e. Sink requires protective pipe wraps.</p> <p>f. Blue storage cabinet needs to be relocated to allow unobstructed access to sink area.</p>	<p>ADA 4.13 MAAB SECT. 26</p>	2. PRIMARY BARRIER	\$770.00	<p>Recommendations:</p> <p>a. Remove existing grab bars. Install (2) 42" x 42" grab bars in accordance with MAAB.</p> <p>b. Relocate toilet paper dispenser to be centered on the side wall grab bar, and mounted at 48" AFF to paper controls.</p> <p>c. Provide lever type door hardware at toilet room door, with push button lockset.</p> <p>d. Relocate room signage to latch side of door, mount per guidelines.</p> <p>e. Provide protective pipe wraps at sink.</p> <p>f. Relocate blue storage to allow unobstructed access to sink area and toilet room.</p>

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
2	First Aid and Auto Defibrillator cabinets are mounted with their leading edges > 27" AFF presenting a safety hazard and barrier. First Aid cabinet at 49.75" AFF > 27" AFF max. required. ; Defibrillator cabinet at 54.75" AFF > 27" AFF max. required.	ADA 4.2, 32 MAAB SECT. 6, 35	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$150.00	Recommendation: Lower cabinet heights so that controls are mounted max. 48-54" AFF with the leading edge < 27" AFF.
3	<p>Locker Room</p> <p>a. Showers are provided and used. No accessible shower facilities are provided. Existing shower could be retrofitted with fold down seat and adjustable controls.</p> <p>b. Bench seating not accessible.</p> <p>c. Existing urinal and sink are not accessible.</p> <p>d. Accessible room signage is not provided.</p> <p>e. Door hardware is knob type – lever hardware</p>	ADA 4.13, 35 MAAB SECT. 26, 33	2. PRIMARY BARRIER	\$3,575.00	<p>Recommendations:</p> <p>a. Retrofit existing shower facilities to provide accessible shower stall.</p> <p>b. Provide bench seating adjacent to lockers as required by ADA and MAAB guidelines.</p> <p>c. Provide new compliant sink with lever type controls, with pipe wraps. Lower existing urinal to be max. 17" AFF to lip.</p> <p>d. Provide accessible room signage at latch side of door mounted at accessible height of 60" AFF to centerline of sign.</p>

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	required.				e. Provide lever type door hardware at toilet room door, with push button lockset.
ACCESS TO SIGNAGE + AMENITIES					
1	An existing drinking fountain is provided with the leading edge below 27" AFF-OK. The fountain spout is 38" AFF > 36" AFF max. required.	ADA 4.15 MAAB SECT. 36	2. PRIMARY BARRIER	\$1,500.00	Recommendation: Install new accessible drinking fountain with leading edge at 27" AFF and 36" AFF max. to spout. A high/low fountain cannot be installed at location of present drinking fountain.
2	Accessible room signage with raised / Braille identifying room names/numbers is <u>not</u> present in the facility. Signage at existing Men's/Women's inaccessible toilets directing users to the designated accessible toilet room is not provided.	ADA 4.30 MAAB SECT. 41	2. PRIMARY BARRIER	\$400.00	Recommendations: Install accessible room signage at each room accessed from the existing lobby including: ticket booth, office, equipment rental, locker and accessible toilet room. Provide accessible directional signage at existing men's and women's toilets rooms directing users to the accessible toilet room.

FACILITY ACCESS SUMMARY

FRAMINGHAM FIRE
 DEPARTMENT STATION #1
 CATEGORY 3

FACILITY NAME: FRAMINGHAM FIRE DEPARTMENT STATION #1
FACILITY ADDRESS: 1055 WORCESTER ROAD, FRAMINGHAM, MA
FACILITY ADA CONTACT: CHIEF OLLIE GADSON / 508.620.4950
FACILITY CONTACT: LT. RINOLDO

SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY HAZARD	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY			1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		
1	Call buzzer/doorbell provided at 58.5" AFF with no signage provided.	ADA 4.2, 4.27, 4.30 MAAB SECT. 6, 39, 41	2. PRIMARY BARRIER	\$300.00	Recommendation: Lower call buzzer / doorbell to 48" AFF. Provide accessible signage stating "press buzzer to call officer", also provide Braille.
2	Fire Alarm Pull Box provided at 62" AFF.	ADA 4.2, 4.27, 4.30 MAAB SECT. 6, 39, 41	2. PRIMARY BARRIER	\$200.00	Recommendation: Lower Fire Alarm pull box to accessible height at 48" AFF to controls.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
3	Accessible route provided from access road but no accessible route to Worcester Road or adjacent properties. No curb cut at walkway to Main Entrance.	ADA 4.3, 4.7, MAAB SECT. 20, 21, 22	2. PRIMARY BARRIER	\$1,000.00	<p>Recommendation: Provide curb cut at sidewalk to main entrance where call buzzer is located. Ensure curb cut is provided at walkway to rear parking lot. Repair / replace sidewalk asphalt as required to remove hazardous surface conditions and trip hazards.</p>
4	Entry doors at exterior Main Entry are manual doors with 11-15lbs door opening force-OK. Sidewalk at door has settled presenting a change in level greater than 1/2" at the door threshold-NO.	ADA 4.3, 13 MAAB SECT. 26,	2. PRIMARY BARRIER	\$2,000.00	<p>Recommendation: Repair / replace sidewalk asphalt as required to remove hazardous surface conditions and trip hazards and provide level landing 60"x60" at main entrance to station house.</p>
5	Accessible parking not provided at facility.	ADA 4.6 MAAB SECT. 23	2. PRIMARY BARRIER	\$0.00	<p>Recommendation: There is inadequate parking facilities for the existing fire station with officers parking at the rear of the station and no sidewalk provided from the rear of the station to the main entrance (public entrance) of the station house. ALL E911 calls are handled through the E911 headquarters dispatch at the Police Headquarters. During open house events or other special events held at the fire house and open to the public, the department shall provide temporary accessible parking in the</p>

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO PROGRAM / SERVICES	1 Accessible public restrooms are NOT provided in the facility.	ADA 4.22 MAAB SECT. 30	4. LOW PRIORITY	\$0.00	quantity required, the Department can request that persons needing accommodation for the event pre-register with the Department..
ACCESS TO REST ROOMS	1 Accessible public restrooms are NOT provided in the facility.	ADA 4.22 MAAB SECT. 30	4. LOW PRIORITY	\$0.00	Public restrooms would be required only in the event of a special program, for example, a fire house open house. All training programs open to the public are held at the Fire Department Headquarters facility. Recommendation: During open house events or other special events held at the fire house and open to the public, the department shall provide temporary accessible toilet facilities, and provide designated accessible parking in the quantity required.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
					Recommendation: During open house events or other special events held at the fire house and open to the public, the department shall provide temporary accessible toilet facilities, and provide designated accessible parking in the quantity required.
ACCESS TO SIGNAGE + AMENITIES	REFER TO ACCESS TO FACILITY				
				\$3,500.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

FRAMINGHAM FIRE DEPARTMENT STATION # 2 CATEGORY 3

FACILITY NAME: FRAMINGHAM FIRE DEPARTMENT STATION #2
FACILITY ADDRESS: 2 WATSON PLACE, FRAMINGHAM, MA
FACILITY ADA CONTACT: CHIEF OLLIE GADSON / 508.620.4950
FACILITY CONTACT: STAFF WAS OUT ON CALL

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY HAZARD	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY			1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		
1.	Call buzzer/doorbell NOT provided at the facility. No signage provided.	ADA 4.2, 4.27, 4.30 MAAB SECT. 6, 39, 41	2. PRIMARY BARRIER	\$300.00	Recommendation: Install call buzzer / doorbell at 48" AFF adjacent to the fire house entrance door. Provide accessible signage stating "press buzzer to call officer", also provide Braille.
2.	Fire Alarm Pull Box provided at height greater than 54" AFF and without adequate sidewalk access.	ADA 4.2, 4.27, 4.30 MAAB SECT. 6, 39, 41	2. PRIMARY BARRIER	\$200.00	Recommendation: Lower Fire Alarm pull box to accessible height at 48" AFF to controls. Provide asphalt or concrete extension of sidewalk to access fire alarm pull box.

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
3.	Accessible route provided from access road but no accessible route to Worcester Road or adjacent properties. No curb cut at walkway to Main Entrance.	ADA 4.3, 4.7, MAAB SECT. 20, 21, 22	2. PRIMARY BARRIER	\$1,000.00	Recommendation: Provide curb cut at sidewalk to main entrance where call buzzer is located. Ensure curb cut is provided at walkway to rear parking lot. Repair / replace sidewalk asphalt as required to remove hazardous surface conditions and trip hazards.
4.	Accessible parking not provided at facility.	ADA 4.6 MAAB SECT. 23	2. PRIMARY BARRIER	\$0.00	Recommendation: There is an inadequate parking facility for the existing fire station with officers parking on Watson Street or in the nearby business parking lot. ALL E911 calls are handled through the E911 headquarters dispatch at the Police Headquarters. During open house events or other special events held at the fire house and open to the public, the department shall provide temporary accessible parking in the quantity required, the Department can request that persons needing accommodation for the event pre-register with the Department.

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SURVEY CATEGORY :		DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO PROGRAM / SERVICES						
	1	Accessible public restrooms are NOT provided in the facility.	ADA 4.22 MAAB SECT. 30	4. LOW PRIORITY	\$0.00	Public restrooms would be required only in the event of a special program, for example, a fire house open house. All training programs open to the public are held at the Fire Department Headquarters facility. Recommendation: During open house events or other special events held at the fire house and open to the public, the department shall provide temporary accessible toilet facilities, and provide designated accessible parking in the quantity required.
ACCESS TO REST ROOMS						
	1.	Accessible public restrooms are NOT provided in the facility.	ADA 4.22 MAAB SECT. 30	4. LOW PRIORITY	\$0.00	Public restrooms would be required only in the event of a special program, for example, a fire house open house. All training programs open to the public are held at the Fire Department Headquarters facility. Recommendation: During open house events or other special events held at the fire house

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ACCESS TO SIGNAGE + AMENITIES	REFER TO ACCESS TO FACILITY			\$1,500.00	and open to the public, the department shall provide temporary accessible toilet facilities, and provide designated accessible parking in the quantity required.
					OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

FRAMINGHAM FIRE DEPARTMENT STATION # 5 CATEGORY 3

FACILITY NAME: FRAMINGHAM FIRE DEPARTMENT STATION #5
FACILITY ADDRESS: 520 CONCORD STREET, FRAMINGHAM, MA
FACILITY ADA CONTACT: CHIEF OLLIE GADSON / 508.620.4950
FACILITY CONTACT: STAFF WAS OUT ON CALL

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY					
1	Call buzzer/doorbell provided at 45" AFF with no accessible signage. No ramp or sloped walkway is provided to concrete platform at main entrance.	ADA 4.2, 4.27, 4.30 MAAB SECT. 6, 39, 41	2. PRIMARY BARRIER	\$3,000.00	Recommendation: Provide accessible signage stating "press buzzer to call officer"; also provide Braille. Provide ramp or sloped sidewalk at 5% slope max. (1:20) from sidewalk to concrete landing at entrance door to station.
2	Fire Alarm Pull Box provided at height greater than 54" AFF and without adequate sidewalk access.	ADA 4.2, 4.27, 4.30 MAAB SECT. 6, 39,	2. PRIMARY BARRIER	\$200.00	Recommendation: Relocate fire alarm pull box to the station exterior wall adjacent the first apparatus bay from the main entrance. Provide Fire Alarm pull box to accessible height at 48" AFF to

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
		41			controls.
3	Accessible parking not provided at facility.	ADA 4.6 MAAB SECT. 23	2. PRIMARY BARRIER	\$0.00	Recommendation: There is inadequate parking facilities for the existing fire station with officers parking at the rear of the station and no sidewalk provided from the rear of the station to the main entrance (public entrance) of the station house. ALL E911 calls are handled through the E911 headquarters dispatch at the Police Headquarters. During open house events or other special events held at the fire house and open to the public, the department shall provide temporary accessible parking in the quantity required, the Department can request that persons needing accommodation for the event pre-register with the Department..
ACCESS TO PROGRAM / SERVICES					
1	Accessible public restrooms are NOT provided in the facility.	ADA 4.22 MAAB SECT. 30	4. LOW PRIORITY	\$0.00	Public restrooms would be required only in the event of a special program, for example, a fire house open house. All training programs open to the public are held at the Fire Department Headquarters facility.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO REST ROOMS	1. Accessible public restrooms are NOT provided in the facility.	ADA 4.22 MAAB SECT. 30	4. LOW PRIORITY	\$0.00	<p>Recommendation: During open house events or other special events held at the fire house and open to the public, the department shall provide temporary accessible toilet facilities, and provide designated accessible parking in the quantity required.</p> <p>Public restrooms would be required only in the event of a special program, for example, a fire house open house. All training programs open to the public are held at the Fire Department Headquarters facility.</p> <p>Recommendation: During open house events or other special events held at the fire house and open to the public, the department shall provide temporary accessible toilet facilities, and provide designated accessible parking in the quantity required.</p>
ACCESS TO SIGNAGE + AMENITIES	REFER TO ACCESS TO FACILITY				

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 ADA SELF-EVALUATION AND TRANSITION PLAN
 (DRAFT) FEBRUARY 8, 2006

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
				\$3,200.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

FRAMINGHAM FIRE
 DEPARTMENT STATION # 7
 CATEGORY 3

FACILITY NAME: FRAMINGHAM FIRE DEPARTMENT STATION #7
FACILITY ADDRESS: 789 WATER STREET, FRAMINGHAM, MA
FACILITY ADA CONTACT: CHIEF OLLIE GADSON / 508.620.4950
FACILITY CONTACT: LT. WARD

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY	1 Call buzzer/doorbell provided at 43" AFF –OK; with no accessible signage. No ramp or sloped walkway is provided to concrete platform at main entrance.	ADA 4.2, 4.27, 4.30 MAAB SECT. 6, 39, 41	2. PRIMARY BARRIER	\$3,700.00	Recommendation: Provide accessible signage stating "press buzzer to call officer", also provide Braille. Provide ramp or sloped sidewalk at 5% slope max. (1:20) from sidewalk to concrete landing at entrance door to station.

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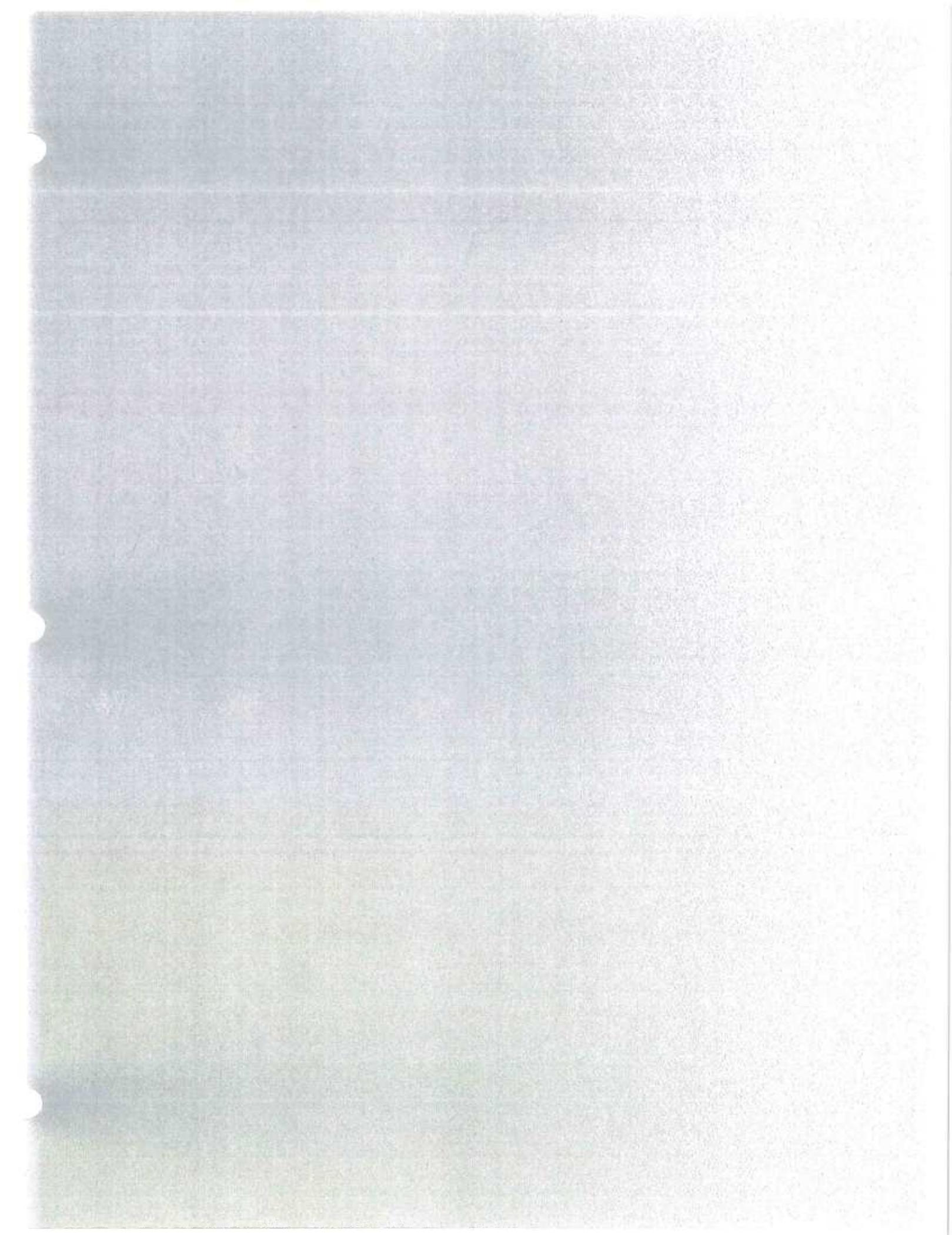
SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
2	Fire Alarm Pull Box provided at 63" AFF > 54" AFF and without adequate sidewalk access.	ADA 4.2, 4.27, 4.30 MAAB SECT. 6, 39, 41	2. PRIMARY BARRIER	\$200.00	Recommendation: Lower fire alarm pull box to accessible height at 48" AFF to controls.
3	Accessible parking not provided at facility.	ADA 4.6 MAAB SECT. 23	2. PRIMARY BARRIER	\$0.00	Recommendation: There is an inadequate parking facility for the existing fire station with officers parking off site from the station. ALL E911 calls are handled through the E911 headquarters dispatch at the Police Headquarters. During open house events or other special events held at the fire house and open to the public, the department shall provide temporary accessible parking in the quantity required, the Department can request that persons needing accommodation for the event pre-register with the Department..

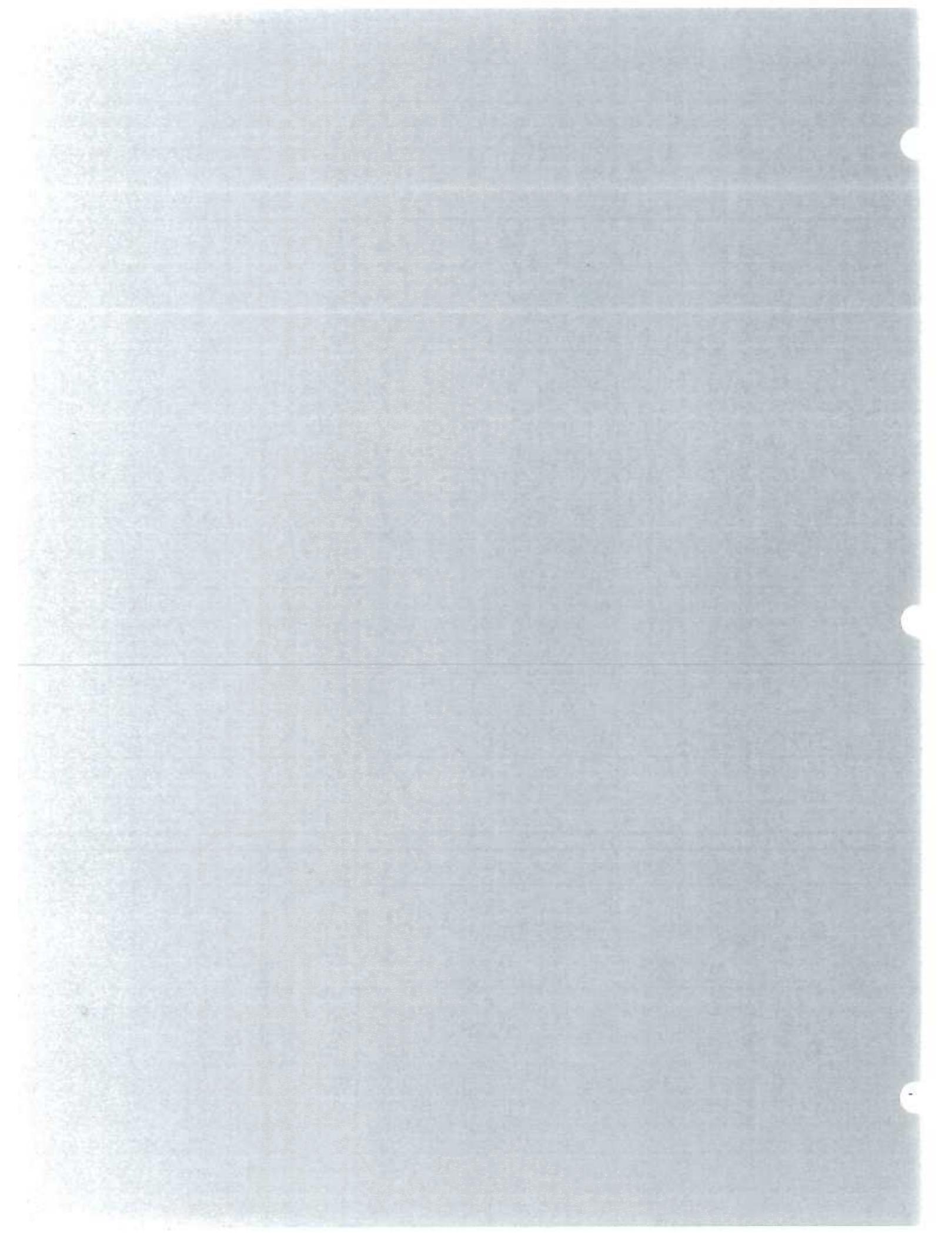
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SURVEY CATEGORY :		DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO PROGRAM / SERVICES						
1	Accessible parking not provided at facility.	ADA 4.6 MAAB SECT. 23	2. PRIMARY BARRIER	\$0.00	Recommendation: There is an inadequate parking facility for the existing fire station. ALL E911 calls are handled through the E911 headquarters dispatch at the Police Headquarters. During open house events or other special events held at the fire house and open to the public, the department shall provide temporary accessible parking in the quantity required, the Department can request that persons needing accommodation for the event pre-register with the Department..	
2	Accessible public restrooms are NOT provided in the facility.	ADA 4.22 MAAB SECT. 30	4. LOW PRIORITY	\$0.00	Public restrooms would be required only in the event of a special program, for example, a fire house open house. All training programs open to the public are held at the Fire Department Headquarters facility. Recommendation: During open house events or other special events held at the fire house and open to the public, the department shall provide temporary accessible toilet facilities, and provide designated accessible parking in the	

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ACCESS TO SIGNAGE + AMENITIES	REFER TO ACCESS TO FACILITY				





TRANSITION PLAN RECOMMENDATIONS

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1.1 INTRODUCTION AND OVERVIEW

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, access to public accommodations, transportation, and telecommunications. The ADA is companion civil rights legislation with the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. This legislation mandates that qualified disabled individuals shall not be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity. The Act also provides disabled employees with certain protections and requires employers to make reasonable accommodation for disabled applicants and employees.

The ADA is divided into five parts, covering the following areas:

Title I: EMPLOYMENT

Under this title, employers, including governmental agencies, must ensure that their practices do not discriminate against persons with disabilities in the application, hiring, advancement, training, compensation, or discharge of an employee, or in other terms, conditions, and rights of employment.

Title II: PUBLIC SERVICES

This title prohibits state and local governments from discriminating against persons with disabilities or from excluding participation in or denying benefits of programs, services, or activities to persons with disabilities. It is under this Title that a self-evaluation is prepared. The self-evaluation is intended to outline programs and services of the Town of Framingham, MA – Department of Public Schools (DPS) and to evaluate what policies and procedures must be changed or implemented to effect the non-discrimination policies described in Title II. Further, program accessibility must be provided not only to students as FAPE, but also to staff, faculty, parents, and members of the public participating in programs of the school district.

Title III: PUBLIC ACCOMMODATIONS

Title III requires places of public accommodation to be accessible to and usable by persons with disabilities. The term “public accommodation” as used in the definition is often misinterpreted as applying to public agencies, but the intent of the term is to refer to any privately funded and operated facility serving the public.

Title IV: TELECOMMUNICATIONS

This title covers regulations regarding private telephone companies and requires common carriers offering telephone services to the public to increase the availability of interstate and intrastate telecommunications relay services to individuals with hearing and speech impairments.

Title V: MISCELLANEOUS PROVISIONS

This title contains several miscellaneous regulations, including construction standards and practices, provisions for attorney's fees, and technical assistance provisions. Title II dictates that a public entity must evaluate its services, programs, policies, and practices to determine whether they are in compliance with the nondiscrimination regulations of the ADA. The regulations detailing compliance requirements were issued in July, 1991. These regulations mandate that each public entity is required to examine activities and services, identify problems or physical barriers that may limit accessibility by the disabled, and describe potential compliance solutions. The entity must then proceed to make the necessary changes resulting from the self-evaluation. The ADA further requires that a transition plan be prepared to describe any structural or physical changes required to make programs accessible. The Town of Framingham, MA Department of Public Schools ADA Transition Plan is a companion to the documents that comprise the self-evaluation portion of the report and can be reviewed in the report appendixes.

DEFINITION OF DISABILITY

In the ADA, the term "disability" means, with respect to an individual:

- 1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- 2) a record of such an impairment; or
- 3) being regarded as having such an impairment.

If an individual meets any one of these three tests, he or she is considered to be an individual with a disability for purposes of coverage under the Americans with Disabilities Act. The Final Rules of the ADA describe in greater detail the conditions included and excluded as disabilities under the ADA, and these rules should be referred to if more detailed descriptions of covered disabilities is desired.

1.2 PUBLIC PROCESS AND INPUT

The transition plan must be formally adopted by the Town of Framingham, MA Board of Selectmen. The DPS shall hold a public hearing to gather input on this transition plan, and shall make the document available to the public to allow submission of written comments. All comments must be addressed prior to adoption of the plan. Adoption of the plan commits the DPS to the barrier removal described in the transition plan, according to the schedule given. Any future changes to the plan must be considered with the same standard of public input.

1.3 RELATIONSHIP OF SELF-EVALUATION & TRANSITION PLAN

The self-evaluation describes all of the programs and services of the DPS and how they will be made accessible. Programs can be made accessible in three ways:

- 1) Minor programmatic changes, such as providing test material in alternate formats,
- 2) Moving the program to an accessible site or facility, or
- 3) Making facility upgrades, "structural modifications", to the program site.

It is rare that an entity's facilities are completely accessible, or that they have enough accessible facilities to locate all programs at accessible locations without making some modifications when viewing their programs in their entirety. The transition plan documents facility accessibility and provides a plan for making necessary changes.

1.4 TRANSITION PLAN REQUIREMENTS

The major purpose of a Transition Plan, as it relates to buildings and facilities owned and operated by a public entity, is to document the barriers to persons with disabilities that are present in the facilities, and to propose the structural and non-structural steps that will be undertaken to provide program accessibility. Many components contributed to the development of this Transition Plan including: comprehensive surveys and evaluation of the architectural barriers present at DPS owned, operated, or utilized facilities. The term "facilities" is intended to include buildings, structures, or any part of real property that involves a specific use by persons. The surveying process was conducted between September 2005 and November 2005, leading up to the drafting of this Transition Plan.

It is important to note that for the purposes of this Transition Plan, the date of each accessibility survey serves as the "datum" point, indicative of the state of the facility as included in the accessibility reports. While the FPS has been making ongoing improvements and removing barriers as possible on a continual basis, some physical improvements listed in the detailed surveys may have been begun, partially completed, or fully completed prior to the adoption of this Transition Plan.

It is likely that the FPS will continue to undertake structural modifications as part of capital improvement projects.

1.5 DESCRIPTION OF FACILITY ACCESSIBILITY

Determination that a facility, or portion thereof, is accessible is based on the standards of the Americans with Disabilities Act Accessibility Guidelines (ADAAG), and the criteria established by this document. It is not required that all facilities, or facility areas, be accessible to meet the program compliance requirement of the ADA. The ADAAG sets standards for accessibility of specific elements, and establishes "scoping" requirements for new construction and remodeling. "Scoping" determines which elements need to be accessible for a given type of work.

Where the FPS undertakes new construction or modernization of facilities not restricted to accessibility work, modifications to upgrade accessibility features may be required that are not proposed in this transition plan. Such work may also be triggered by the applicable state MAAB guidelines or local building codes and this future work is separate from the program access requirement addressed by the self-evaluation and transition plan.

1.6 TRANSITION PLAN PRIORITIES

One of the most important aspects of preparing a transition plan is assigning priorities to structural modifications necessary to achieve program access. Obviously, the highest priority items should be undertaken first, and the schedule for completion is dependent on these determinations.

1.7 MAINTENANCE OF ACCESSIBLE FEATURES

Under ADA Title II 28 CFR § 35.133(a), public school systems must maintain in working condition those features of facilities and equipment that are required to be readily accessible to and usable by persons with disabilities. Inoperable elevators or wheelchair lifts, locked accessible doors, or accessible routes that are obstructed by furniture, filing cabinets, or potted plants are neither "accessible to" nor "usable by" individuals with disabilities under 28 CFR. § 35.133 (Preamble). Section 504 regulations do not contain a comparable provision concerning the maintenance of accessible features. It should be noted that ADA requirements regarding the maintenance of accessible features do not prohibit temporary obstructions or isolated instances of mechanical failure under 28 CFR. § 35.133(b) (Preamble). Isolated or temporary interruptions in service or access due to maintenance or repairs are also not prohibited under 28 CFR. § 35.133(b). However, allowing obstructions or "out of service" equipment to persist beyond a reasonable period of time would violate this requirement, as would repeated mechanical failures due to improper or inadequate maintenance under 28 C.F.R. § 35.133 (Preamble). The Town of Framingham – Department of Public Schools should maintain a system of monitoring accessibility improvements at all school facilities to assure ongoing compliance with the ADA and ADA Accessibility Guidelines and to take all reasonable steps to provide both programmatic and physical access for persons with disabilities.

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Programmatic requirements, such as the provision of TTY's, sign language interpreters, and alternative written formats, should be monitored by the ADA Coordinator.

While physical access items should be reviewed and monitored at a general level by the ADA Coordinator and Superintendent of Schools, detailed monitoring of such items should be delegated to the District's Director of Facilities and Grounds, who would ultimately be responsible for maintenance and repairs. The Director of Facilities and Grounds should designate a supervisor to oversee accessibility related improvements at the various school sites, train personnel on how to keep systems in working order, and resolve details of potential or reported problems. Maintenance of accessible features and specific conditions that should be maintained to provide physical accessibility include, but are not necessarily limited to, the following items:

- 1) Maintain exterior pathways and repair any surface irregularities that may become greater than 1/2" due to wear or cracking, and make other repairs to keep pathways from causing hazardous conditions.
- 2) Maintain accessible parking spaces to have all appropriate signage and to keep access aisles to the spaces and to the main entrances they serve clear and usable.
- 3) Maintain and replace as required all building signage that would direct persons with disabilities to the accessible paths of travel and accessible entrances.
- 4) Maintain all doors providing primary accessibility to be fully operable and unlocked during normal hours of operation of the facility and ensure that battery operated automatic door push controls are changed and tested on a regular basis.
- 5) Maintain all door pressures required to open doors to be as low as possible, but in no case more than 15 pounds for exterior doors and 5 pounds for interior doors.
- 6) Maintain all elevators in proper working condition. Set up and monitor yearly maintenance inspections by contracted elevator maintenance companies and State Elevator Safety Unit for all elevators.
- 7) Maintain all wheelchair lifts in proper working condition, with keys prominently displayed at facility main offices. Set up and monitor yearly maintenance inspections by contracted lift maintenance companies and State Elevator Safety Unit for all lifts.
- 8) Maintain and monitor objects mounted on walls to protrude no more than 4" into paths of travel.
- 9) Maintain audible and visual fire alarms and pull stations to be fully operational.
- 10) Maintain all accessible plumbing fixtures, including toilets, urinals, lavatories, sinks, faucets, showers, and drinking fountains, to be fully operational and in compliance with accessibility codes.
- 11) Maintain all toilet accessories to be fully operational and mounted no more

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than 48" above the floor at all accessible restrooms.

2.0 SCHOOL DISTRICT RESPONSIBILITIES UNDER THE ADA

Section Summary

Title II of the ADA mandates that programs, services, and activities provided by government agencies be offered equally to people with disabilities. This is the primary section applied to the Town of Framingham, MA – Department of Public Schools, and the focus of the transition plan. Each government agency must demonstrate that its programs and activities, when viewed in their entirety, are provided equally and without discrimination.

The DPS has a variety of obligations under Title II of the ADA. Title II of the ADA is similar to Section 504 of the Rehabilitation Act of 1973, but differs in that Section 504 applies only to government agencies that receive federal financial assistance. The purpose of Section 504 is to ensure that no otherwise qualified individual with disabilities shall, solely by reason of his or her disability, be discriminated against under any program or activity receiving federal financial assistance. The DPS has been subject to and operated under the requirements of Section 504 since 1977.

The ADA specifically states intent not to apply lesser standards than are required under other federal, state, or local laws; therefore, the law which is the most stringent has precedence. This intent has particular application with respect to the District's obligations under Section 504, which in some cases, exceed ADA requirements with respect to structural and physical changes. Title II mandates that public entities, including public school districts, may not require eligibility criteria for participation in programs and activities that would screen persons with disabilities, unless it can be proven that such requirements are necessary for the mandatory provision of the service or program. A public entity must reasonably modify its policies and procedures to avoid discrimination toward individuals with disabilities. However, if the public entity can demonstrate that a modification would fundamentally alter the nature of its service, it would not be required to make that modification. Title II also discusses the use of auxiliary aids necessary to enable persons who have visual, hearing, mobility, or similar impairments to gain access to programs and activities provided by making an appropriate reasonable accommodation.

The lone exception to these requirements would be because of undue hardship. "Undue hardship" is defined in the ADA as an "action requiring significant difficulty or expense" when considering the nature and cost of the accommodation in relation to the size, resources, and structure of the specific operation. Undue hardship is determined on a case-by-case basis. The District is required to prepare a self-evaluation, as described in a separate document, to assess its programs and services to assure that discriminatory practices are identified and removed. Where it is necessary to remove architectural barriers to program accessibility, the District must also prepare a

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transition plan. "Architectural barriers" are elements of the facility structure, i.e. permanent elements of the building that make the facility or portions inaccessible. The transition plan outlines the structural modifications it will implement to make its programs and services accessible to people with disabilities.

PROGRAM ACCESSIBILITY, Section 504 and ADA Title II

Just as No Child Left Behind has its origins in Title I and federal funding, Section 504 has federal funding derivations as well.

The Framingham Public Schools is a Title I district, and receives other federal grants that require adherence to NCLB and Section 504 Title II facilities and program accessibility regulations.

We've pointed out some of the lesser known requirements for your consideration.

If you are required to provide Title I funds and other consolidated application funds to private schools¹:

1. You are the pass through agency for the funds, and therefore you are required to make sure the private schools you provide resources to based on free and reduced lunch data (or other qualified data for determining poverty for federal program eligibility) are physically handicap accessible and that all programs they provide are accessible.
2. If a review of their programs finds compliance issues, you may decline to provide Title I and other federal funds. The burden of proof for these findings is on the pass-through agency (Framingham Public Schools).

Your completed transition plan must be available to the public, a dedicated website is one way to accomplish this. Some districts have a subdirectory in an existing district website that contains all public notices and legal information that must be available to the public. The subdirectory can be password protected so that users who request information will be required to log in and the district therefore maintains control of the data.

Framingham school department must provide interpreters for parents with hearing impairments at school initiated events and conferences limited to events incident to the child's academic and/or disciplinary aspects of their child's education. (Court ruling Rothschild vs. Grottenthaler)

1. Hearing impairment: Auxiliary aids and services for individuals with hearing impairments include:
 - a. Qualified interpreters
 - b. Note takers
 - c. Transcription services

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- d. Written materials
- e. Telephone handset amplifiers
- f. Assistive listening devices and systems,
- g. Telephones compatible with hearing aids
- h. Closed caption decoders
- i. Open and closed captioning
- j. Teletypewriters (TTY's)
- k. Videotext displays or other effective methods of making aurally delivered materials available.

As part of its commitment (and legal requirement) to communities in which it has license agreements, Comcast, Inc.TM provides funding and services that may offset the costs of these accommodations. Staff training in the use of TTY's can be provided by these funds and in-kind services as well.

Framingham selectmen have rejected Comcast's bid to renew its cable license based on 22 points in 2005. Through future legal maneuverings with Comcast as the town tries to secure this license, the town may be in a unique position to negotiate. Comcast might assist in providing some of the deaf and hearing impaired TTY and other equipment needs to assist the schools in providing program accessibility.

2. Administering drugs to students: one court finding held that a school district was in violation of Section 504 of the ADA because it failed to ensure that a student with ADHD was given his Ritalin medication. However, the court also found that the district was within its rights to question the dosage before administering the medication. (Framingham's school district website has excellent public information about regulations for administering medications, but could be improved by translating this into Spanish and other identified languages.)
3. Federal renovation funds are available for districts. Public schools districts are eligible for school related repairs. Public school districts applying for a grant under this program must provide assurance that the private schools within their jurisdiction have received notice of this grant award and been given an opportunity to apply in accordance with the limitations listed below. If the successful applicant includes a private school component, the LEA is responsible for grants, contracts, payments and other administrative duties associated with both the public and private school application.

For additional information about the grant you can go here;

http://finance1.doe.mass.edu/federal/federal_letter.html

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4. Public school systems must comply with the Section 504 in all of their services, programs or activities, including those that are open to the public. For example, public schools must provide program accessibility to parents and guardians with disabilities. Appropriate auxiliary aids and services also must be provided when necessary to ensure effective communication, as long as doing so does not impose an undue burden or a fundamental alteration of the program.
5. Temporary disability: (Grimard vs. Carlson) In this particular case a student sued a college for denying him due process invoking Section 504 for a broken ankle. He was asked to repeat a college course because of time taken from class for his temporary disability. He sued saying he did not have to repeat the course. The court found for the school, saying the student was not disabled under Section 504 regulations because his disability was temporary.
6. Suspension of students with disabilities: (S-1 vs. Turlington). Expulsion of students must be preceded by determination of whether the misconduct is related to the disability, suspending educational services during the expulsion is not permitted. Expulsion is determined a change of placement under IDEA. Expulsion was found to remain a valid disciplinary tool, provided the school followed appropriate procedure. For more information on appropriate procedures:
http://rcs.rcps.k12.va.us/SpecialPlace/PDF/sped_discipline.pdf

In another case, Doe v. Koger, it was found that a school may not expel a student with a disability when the disability is found to be the cause of the disruptive behavior. However, the school is allowed to transfer the student to an appropriate more restrictive environment.

7. Catheterization is a required support service under 504. School districts that refuse to provide catheterization (in disabilities such as spina bifida) are in violation of the law. The services must be provided solely if they can be performed by a nurse or other qualified person (trained parent), not if a physician is required. Irving Independent School District vs. Tatro.
8. Students with disabilities who are carriers of serum hepatitis may not be segregated based on their infection.

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¹ HR 6 Improving America's Schools Act of 1994
SEC. 1120: PARTICIPATION OF CHILDREN ENROLLED IN PRIVATE
SCHOOLS

(a) General Requirement.—

(1) In general.--To the extent consistent with the number of eligible children identified under section 1115(b) in a local educational agency who are enrolled in private elementary and secondary schools, a local educational agency shall, after timely and meaningful consultation with appropriate private school officials, provide such children, on an equitable basis, special educational services or other benefits under this part (such as dual enrollment, educational radio and television, computer equipment and materials, other technology, and mobile educational services and equipment).

(2) Secular, neutral, non-ideological.--Such educational services or other benefits, including materials and equipment, shall be secular, neutral, and non-ideological.

(3) Equity.--Educational services and other benefits for such private school children shall be equitable in comparison to services and other benefits for public school children participating under this part.

(4) Expenditures.--Expenditures for educational services and other benefits to eligible private school children shall be equal to the proportion of funds allocated to participating school attendance areas based on the number of children from low-income families who attend private schools.

(5) Provision of services.--The local educational agency may provide such services directly or through contracts with public and private agencies, organizations, and institutions.

(b) Consultation.—

(1) In general.--To ensure timely and meaningful consultation, a local educational agency shall consult with appropriate private school officials during the design and development of such agency's programs under this part, on issues such as--

(2) how the children's needs will be identified;

- a. what services will be offered;
- b. how and where the services will be provided;
- c. how the services will be assessed; and

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d. the size and scope of the equitable services to be provided to the eligible private school children, and what is the proportion of funds allocated under subsection (a)(4) for such services.

(3) Timing.--Such consultation shall occur before the local educational agency makes any decision that affects the opportunities of eligible private school children to participate in programs under this part.

(4) Discussion.--Such consultation shall include a discussion of service delivery mechanisms a local educational agency can use to provide equitable services to eligible private school children.

(c) Public Control of Funds.—

(1) In general.--The control of funds provided under this part, and title to materials, equipment, and property purchased with such funds, shall be in a public agency, and a public agency shall administer such funds and property.

(2) Provision of services.--

(a) The provision of services under this section shall be provided--
(b) by employees of a public agency; or

(i) through contract by such public agency with an individual, association, agency, or organization.

(ii) In the provision of such services, such employee, person, association, agency, or organization shall be independent of such private school and of any religious organization, and such employment or contract shall be under the control and supervision of such public agency.

(d) Standards for a Bypass.--If a local educational agency is prohibited by law from providing for the participation on an equitable basis of eligible children enrolled in private elementary and secondary schools or if the Secretary determines that a local educational agency has substantially failed or is unwilling to provide for such participation, as required by this section, the Secretary shall—

(1) waive the requirements of this section for such local educational agency; and

(2) arrange for the provision of services to such children through arrangements that shall be subject to the requirements of this section and sections 14505 and 14506.

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(DRAFT) DECEMBER 1, 2005

(e) Capital Expenses.—

(1) In general.—

(A) From the amount appropriated for this subsection under section 1002(e) for any fiscal year, each State is eligible to receive an amount that bears the same ratio to the amount so appropriated as the number of private school children who received services under this part in the State in the most recent year for which data satisfactory to the Secretary are available bears to the number of such children in all States in that same year.

(B) The Secretary shall reallocate any amounts allocated under subparagraph (A) that are not used by a State for the purpose of this subsection to other States on the basis of their respective needs, as determined by the Secretary.

(2) Capital expenses.—

(A) A local educational agency may apply to the State educational agency for payments for capital expenses consistent with this subsection.

(B) State educational agencies shall distribute such funds under this subsection to local educational agencies based on the degree of need set forth in their respective applications for assistance under this subsection.

(3) Uses of funds.--Any funds appropriated to carry out this subsection shall be used only for capital expenses incurred to provide equitable services for private school children under this section.

(4) Definition.--For the purpose of this subsection, the term 'capital expenses' means--

(A) expenditures for non-instructional goods and services, such as the purchase, lease, or renovation of real and personal property, including mobile educational units and leasing of neutral sites or spaces

(B) insurance and maintenance costs;

(C) transportation; and

(D) other comparable goods and services.

3.0 POLICIES AND PROCEDURES

The Town of Framingham –Department of Public Schools policies and procedures were reviewed for compliance with Section 504 and ADA Title II. The following recommendations are for revisions and/or additions to existing policies, and additions of new policies to assist the Town.

REPLACEMENT POLICY SEXUAL HARASSMENT AND UNLAWFUL DISCRIMINATION

This NEW policy replaces:

GBCC (Also JFCK)
Public Notice—Protective Regulations: Sexual
Harassment and
-Unlawful Discrimination Policy;
-*Grievance Procedure and Timelines

Policy and Procedure for the Elimination of Sexual Harassment and Discrimination

It is the policy of the Town of Framingham School Department (the "School Department") to maintain a work and educational environment in the Framingham Public Schools that is free of sexual harassment and of discrimination based on race, color, age, gender, sexual orientation, religion, ethnic or national origin, ancestry, disability, veteran's status, or any other status protected by law (a "Protected Class"). Unlawful discrimination and harassment by employees or students will not be tolerated. All students and employees are encouraged to report incidences of discrimination or harassment to the School Department. Retaliation against a student or employee who complains of, reports or participates in any investigation into discrimination or harassment is illegal and will not be tolerated by the School Department.

The following provides in-depth information regarding harassment and discrimination, including where to report an act or acts of harassment or discrimination.

Sexual Harassment

Sexual harassment is a form of gender discrimination that is illegal under both federal and Massachusetts state law, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Massachusetts General Laws Chapter 151B, § 4 and Massachusetts General Laws Chapter 214, § 1C. Under these laws, unwelcome sexual advances, requests for sexual favors and other physical or verbal conduct of a sexual nature constitute sexual harassment when:

- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or a basis for employment or educational decisions affecting the individual; or
- such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work or academic performance, or participation in work or school activities and events, by creating an intimidating, hostile, humiliating or sexually offensive environment.

Under these definitions, direct or implied requests by a supervisor to a subordinate, or a staff member to a student, in exchange for actual or promised employment or educational benefit, such as favorable reviews, grades or

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recommendations, salary increases, promotions, increased benefits or continued employment, constitute sexual harassment.

The relationship between staff members and students is inherently unequal. Sexual relations between staff members and students are prohibited under any circumstances.

The legal definition of sexual harassment is broad, and in addition to the above situations, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace or educational environment that is hostile, offensive, intimidating or humiliating to male or female employees or students may also constitute sexual harassment.

While it is not possible to list all of those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which may constitute sexual harassment, depending on the totality of the circumstances:

- unwanted, prolonged and apparent staring or leering at a person;
- unwanted whistling or brushing against the body;
- obscene gestures or suggestive or insulting sounds made towards people;
- displaying sexually suggestive objects, pictures, cartoons;
- inquiries into one's sexual experiences or discussion of one's sexual activities;
- indecent exposure; or
- romantic involvement between supervisors and subordinates which is known to others in the workplace and which impacts the workplace in areas such as assignments, advancements or benefits.

Discrimination

Depending upon the circumstances, examples of discrimination could include the above-referenced examples concerning sexual harassment, as well as the following types of conduct:

- comments or innuendo, which are continued or repeated, concerning a person's race, age, gender, religion, national origin, ancestry, disability, sexual orientation, veteran's status, or other legally-protected status;

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- an open display of objects or pictures that are offensive to persons of a particular religion, race, national origin, or other legally-protected status;
- jokes, comments, use of derogatory words or innuendo regarding an individual's race, age, gender, national origin, ancestry, religion, disability, sexual orientation, or other legally-protected status;
- making decisions about an employee's employment or education based upon his or her religion, race, national origin, ancestry, age, disability, gender, sexual orientation, veteran's or other legally-protected status;
- treating an employee or student differently in terms of conditions of his or her employment or education based upon the employee's or student's race, color, age, gender, sexual orientation, religion, ethnic or national origin, ancestry, disability, veteran's status or any other legally protected status.

EMPLOYEE AND STUDENT RESPONSIBILITIES

Each employee and student of the Framingham Public School Department is personally responsible for ensuring that his or her conduct does not sexually harass or unlawfully discriminate against anyone in the work place or school environment. Each employee and student is responsible for cooperating in any investigation of alleged discrimination or sexual harassment if asked to do so by the person conducting the investigation.

NO RETALIATION FOR FILING A COMPLAINT OF SEXUAL HARASSMENT OR DISCRIMINATION

Retaliation against any individual for making a complaint of sexual harassment or discrimination or for participating in or assisting in the investigation of such a complaint is illegal and will not be tolerated. Any acts of retaliation will be subject to appropriate disciplinary action, such as (but not limited to) reprimand, change in work assignment, suspension or immediate termination.

PROCEDURES FOR ADDRESSING COMPLAINTS OF SEXUAL HARASSMENT AND UNLAWFUL DISCRIMINATION IN EMPLOYMENT

Individuals who believe that they have been sexually harassed, or that they have been a victim of discrimination on the basis of their race, color, age, gender, sexual orientation, religion, ethnic or national origin, ancestry, disability, veteran's status, or other legally protected status should follow the complaint procedures described below:

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If an individual believes that he or she has been sexually harassed or subjected to discrimination based on his or her membership in a Protected Class, and the individual feels comfortable and safe doing so, the individual can confront the harassing person, tell the person what is offensive and request that the person stop. If for any reason such an approach is not practical, acceptable or comfortable, or if the offender is the employee's supervisor or teacher, or if this process does not work, then the individual should contact his or her principal, supervisor, teacher, guidance counselor or one of the investigators identified below. Supervisors, teachers and guidance counselors are instructed to bring the matter to the attention of one of the investigators. The principal of each school is an investigator. District-wide investigators are listed at the end of this policy.

A complaint may be made orally or in writing. After a complaint has been made, the School Department will investigate the complaint in a fair and expeditious manner. The investigation will include a private interview with the person filing the complaint. One or more of the investigators will meet with the person who has been accused of improper conduct. The investigators may also meet with witnesses or others who may assist in the factual investigation.

After the investigation is completed, the investigator(s) will inform the person making the complaint and the person accused regarding the outcome of the investigation and whether the matter has been closed. In the event that the investigator finds a violation of this policy has occurred, further action will be taken, including but not limited to disciplinary action, such as but not limited to reprimand, change in work assignment, suspension or termination in accordance with all relevant laws.

CONFIDENTIALITY

All actions taken to investigate and resolve complaints through this process shall be conducted with as much privacy and discretion as possible without compromising the thoroughness and fairness of the investigation. To conduct a thorough investigation, investigators may need to discuss the complaint with witnesses and those persons involved in or affected by the complaint, as well as with those persons who are assisting with the investigation or implementing disciplinary actions.

DISTRICT-WIDE INVESTIGATORS OF COMPLAINTS OF SEXUAL HARASSMENT AND DISCRIMINATION

Along with the building principals, the following persons have been designated to investigate complaints of harassment and discrimination in the Framingham Public Schools, and may be contacted to initiate an investigation under this policy:

Dr. Christopher Martes, Superintendent of Schools	14 Vernon Street	626-9117
Walter McClennen, Assistant Superintendent	14 Vernon Street	626-9133
Nancy Sprague, Director, Curriculum & Staff Development	14 Vernon Street	626-9132
Paula Ceglowski, Interim Director, Human Resources	14 Vernon Street	626-9107
Nancy Keller, Dir. Guidance, Social Work and Psych. Services	454 Water Street	626-9128

If the complainant is dissatisfied with the determination made by the investigators, the complainant may submit an appeal to the Superintendent of Schools. The final level of appeal within the district is the Superintendent of Schools. The written determination by the Superintendent of Schools will be provided to the complainant no later than fifteen (15) working days after formal receipt of any appeal.

STATE AND FEDERAL AGENCIES

If you believe you have been subjected to sexual harassment or discrimination, you may file a formal complaint with either or both of the government agencies listed below. Using the complaint procedure described in this policy does not prohibit you from filing a complaint with one or both of these agencies. Each of these agencies has a short period for filing a claim – 300 days.

1. Equal Employment Opportunity Commission (“EEOC”)
One Congress Street
Boston, MA 02114
(617) 565-3200
2. Massachusetts Commission Against Discrimination (“MCAD”)

Boston Office One Ashburton Place Boston, MA 02108 (617) 727-3990	Springfield Office: 424 Dwight Street Springfield, MA 01103 (413) 739-2145
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**REPLACEMENT POLICY
FOR POLICIES REGARDING DISABLED CHILDREN**

New Policy replaces:

EEAD-2 Special Use of School Buses
EEAD-2-E Transportation of Physically Handicapped
Children
Medical Report For Physically Disabled Children
Transportation of Physically Disable Children (letter)
JBA Handicapped Access To Playing Fields

**CHILD FIND NOTICE: CHILDREN WITH DISABILITIES
UNDER IDEA OR SECTION 504 AND THE ADA**

It is the policy of the Framingham School Department (the "School Department") to generate public awareness of the rights of students with disabilities and to ensure that all eligible students with disabilities receive free and appropriate public education and reasonable accommodations.

The Framingham School Department provides special education, related services and accommodations to eligible children with disabilities who reside within the Town of Framingham. The School Department desires to identify, locate, and provide notice of its responsibilities to every qualified child with disabilities in its jurisdiction, including children who are homeless, who are wards of the state, and who are being home-schooled. The School Department also seeks to identify and locate children with disabilities attending private schools located within the Town of Framingham.

If you suspect that your child or any child living within the boundaries of the Town of Framingham, ages 0 through 21, is or might be a student with disabilities, please contact the Coordinator listed below.

The School Department works with you to evaluate your child, determine if he or she qualifies for special education or related services under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990, and provide a free, appropriate public education to your child to the extent he or she is eligible under these laws. Upon request, the School Department will provide you with a detailed notice of your procedural safeguards under the applicable law(s).

If you have questions, would like more information, or wish to make a referral, please contact: _____.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

In 1975, Congress enacted the law now known as the Individuals with Disabilities Education Act (IDEA). This law was reauthorized in 1977, 1997 and 2004 and provides eligible children from ages 3 to 21 who have a disability adversely impacting their educational progress, with a free and appropriate education via a special education program and related services.

The law establishes a two-prong eligibility standard. Special education and related services of IDEA are available to students who have documented disabilities and who need special assistance to benefit from education. Once a child is found eligible, a team including the child's parents and representatives of the public education system develops an individualized education program (IEP). The IEP includes the services and supports necessary to meet each child's unique needs. The Framingham School Department fully complies with this law. For more information or to initiate a referral for your child, contact: _____ . A description of parents' rights under the IDEA can be found at the Massachusetts School Department of Education or by contacting your local school to receive a hard copy.

SECTION 504 of the REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 is a non-discrimination statute barring discrimination on the basis of one's disability. As required by Section 504, it is the policy of the Framingham School Department not to discriminate on the basis of disability in its educational programs, activities or employment policies. Section 504 requires the School Department to locate, evaluate and determine if a student is a qualified individual requiring accommodations and services necessary to provide access to educational programs.

The Principals and _____ at each building are designated as the Section 504 Coordinators. They may be contacted at _____.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Parents are entitled to review their child's relevant educational records under the Family Educational Rights and Privacy Act (FERPA). Parents, guardians or students eighteen years of age or older, who disagree with the decisions reached by school personnel regarding eligibility or accommodations and services necessary for access to educational programming and/or facilities, may either request a Due Process Hearing before an impartial hearing officer, file a grievance by notifying the school principal in writing, or file a complaint with one of the agencies noted below.

AMERICANS WITH DISABILITIES ACT

In providing its' services, programs and activities, the School Department will not:

1. Deny a qualified individual with a disability the opportunity to participate in, or benefit from, a benefit, service, or activity.
2. Deny a qualified individual 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.
3. Otherwise limit a qualified individual with a disability the enjoyment of any right, privilege, advantage, or opportunity enjoyed by other qualified individuals receiving the aid, benefit, or service.

Reasonable Modification and Integrated Services Policy

All programs, services and activities will be provided in the most integrated setting appropriate to the needs of participants with disabilities.

The School Department will make reasonable modifications to programs, services and activities necessary to accommodate the needs of a person with a disability whenever an otherwise qualified person with a disability requests such modification, unless it can be demonstrated that the requested modification would impose an undue burden or fundamental alteration to the program.

Prohibitions or limitations to the eligibility of qualified individuals with disabilities to receive services or participate in programs or activities are not permitted unless such prohibitions or limitations are essential to the operation or purpose of the program or service. Eligibility requirements have been reviewed by the ADA Coordinator and program managers and updated to comply with the requirements of the Americans with Disabilities Act. Whenever programs formulate new eligibility policies or new programs are developed, policies will be reviewed by the ADA Coordinator to ensure compliance.

Safety requirements have also been reviewed to ensure that they are necessary to the safe operation of programs or activities, and that any decision to limit the participation of a person with a disability related to safety concerns will be reviewed on a case by case basis to ensure that the decision is based on facts, not myths or stereotype, and that all appropriate mitigating measures are taken to provide for maximum participation. Staff will be informed of, and trained in any changes in eligibility and /or safety requirements that may arise.

Request for Reasonable Modifications

Requests for reasonable modifications should be made to program staff or the ADA Coordinator and can be presented verbally or in writing. The ADA Coordinator will respond to requests in a timely fashion—generally not more than two working days. Final decisions regarding requests for reasonable modifications, that in the opinion the ADA Coordinator represents an undue burden or fundamental alteration, will be made by the [] within ten working days. Individuals seeking to contest a denial of a request for reasonable modification will be given the grievance procedure in the format appropriate to their needs.

Surcharges

Surcharges will not be charged to persons with disabilities, their family members, or organizations representing them for the provision of reasonable accommodations, reasonable modifications to policies and procedures, auxiliary aids and services, or any other costs related to the participation of persons with disabilities.

Significant Assistance Policy

Programs that receive significant assistance, either financial or in-kind from the Town, may not discriminate against persons with disabilities. The ADA Coordinator to inform organizations receiving assistance of their obligations under the ADA. The ADA Coordinator will investigate any situation in which discrimination towards persons with disabilities may have occurred, and take appropriate action either to correct the discriminatory situation or to recommend to the [] termination of assistance.

Transportation Services

It is the policy of the School Department that transportation services are accessible to and usable by participants in our programs regardless of disability. Individuals requiring accessible transportation should make their requests in writing or verbally to the ADA Coordinator. Requests should be made at least three days in advance. Effort will be made to respond to requests made on shorter notice. When a request cannot be met, notice will be given as soon as possible and at least one day before the date of the requested trip. The following local transportation providers equipped with accessible vehicles will be contacted when needed: _____.

Contracted Service Provider Policy

If services are provide under contracts, the School Department will set forth in the terms of the contract the obligations of the provider agency or agencies to operate in a manner consistent with the requirements of Title II of the ADA, and, furthermore, that the School Department will monitor the performance of the contractor in fulfilling this contractual obligation.

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In connection with the School Department's commitment to ensure that all eligible disabled students receive free and appropriate education, the School Department has adopted the following policies:

SPECIAL USE OF SCHOOL BUSES

Transportation of Children with Disabilities and Injured Children

The School Department will provide transportation to and from schools for Framingham pupils who would otherwise be unable to attend school because of a physical or mental disability.

If you believe your child has a physical or mental disability and requires special transportation, or if your child is subject to IDEA, Section 504 or the ADA, please contact the IDEA Coordinator, _____.

Procedure for requesting transportation of an injured child, e.g. broken leg, ankle, etc.:

1. Contact the School Health Services office and request that a referral form be sent to the child's treating physician.
2. Referral forms are sent within 3 days from the School Health Services office to the child's treating physician.
3. Upon receipt of a completed Physician Referral Form, the Supervisor of School Health Services will decide whether transportation is needed.
4. If the request is approved by the Supervisor of School Health Services, the Coordinator of Transportation will be notified by the School Health Services School Department in writing.
5. The Transportation School Department will contact the parent as to date and time of the start of service.

TRANSPORTATION OF CHILDREN WITH DISABILITIES AND INJURED CHILDREN

To the Parent

The School Department has been notified that you have requested, for medical reasons, transportation for your child who is attending the Framingham Public Schools. This letter is directed to you so that you will understand the requirements which must be met and the procedure which must be followed before such a request can be granted.

If you believe your child has a physical or mental disability and requires special transportation, or if your child is subject to IDEA, Section 504 or the ADA, please contact the IDEA Coordinator, _____.

Procedure for requesting transportation of an injured child, e.g. broken leg, ankle, etc.:

1. Contact the School Health Services office and request that a Medical Report be sent to the child's treating physician.
2. Medical Reports are sent to the child's treating physician within 3 days of the request made to the School Health Services office.
3. Upon receipt of a completed Medical Report, the Supervisor of School Health Services will decide whether transportation is needed.
4. If the request is approved by the Supervisor of School Health Services, the Coordinator of Transportation will be notified by the School Health Services School Department in writing.
5. The Transportation School Department will contact the parent as to date and time of the start of service.

Action by the School Department

After the Supervisor of School Health Services has had an opportunity to review the Medical Report, you will be notified if your request has been approved or denied. If your request is granted, arrangements to transport your child will be made as soon as possible.

Additional Considerations

Since physical and mental conditions change rapidly, no request for the transportation of physically or mentally disabled children, or an injured child, will be honored for more than one school year without re-authorization, which in the case of an injured child requires submitting a new Medical Report and approval by the Supervisor of School Health Services.

FRAMINGHAM PUBLIC SCHOOLS

MEDICAL REPORT FOR DISABLED OR INJURED CHILDREN REQUESTING
TRANSPORTATION

NAME: _____

ADDRESS: _____

SCHOOL: _____ GRADE: _____

HOME TEL. #: _____

STATION WAGON: _____ BUS: _____

Dear Doctor:

The Parent/Guardian of the above-named student has reported a disability and/or injury and is requesting special transportation. This disability or injury may also necessitate omission or modification of physical education and athletics.

1. Date of Examination: _____

2. DIAGNOSIS: _____

3. Cast: _____ Crutches: _____ Wheelchair: _____

4. Do you, as the examining physician, recommend that this pupil be provided
transportation? No _____ Yes _____ How long? _____

5. Do you advise omission of physical education or athletics?
No _____ Yes _____ If yes, for approximately how long? _____

7. Or do you advise modification of his/her physical education program?
No _____ Yes _____ If yes, please explain:

Signature: _____
Physician

Telephone: _____ Date: _____

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Marcia Buckminster, R.N.C., P.N.P.
Supervisor of School Health Services
Telephone: 626-9197

REQUEST FOR MEDICAL REPORT FOR DISABLED OR INJURED CHILD

Dear Dr. _____:

The parent/guardian of _____ has requested special transportation of their child to school because of a disability or injury. We request your help in completing the enclosed Medical Report and returning the same to us as soon as possible.

Thank you for your cooperation.

Sincerely,

Marcia Buckminster
Supervisor

ACCESS TO PLAYING FIELDS BY DISABLED PERSONS

It is the desire of the Framingham Public Schools to provide access for disabled persons to all school-sponsored activities. The Framingham Public Schools Transportation School Department will provide a readily available Handicapped Person (HP) Vehicle with an authorized operator from its present transportation pool to provide vehicular access to all playing fields used in connection with school-sponsored activities.

If you are a spectator or a guest attending a school-sponsored activity and require use of the HP Vehicle to access the playing field, please contact the ADA Coordinator at _____ at least three (3) days prior to the event you wish to attend. If a student requires use of the HP Vehicle, the request should be made to the school principal or his/her designee. It is the responsibility of the school principal or her (his) designee to arrange for HP transportation for students on an as needed basis.

SECTION 504/TITLE II GRIEVANCE PROCEDURE

The Framingham School Department has an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) or Title II of the Americans with Disabilities Act of 1990 (ADA).

Both Section 504 and Title II prohibit discrimination on the basis of disability.

Complaints should be addressed to the ADA Coordinator named. If assistance is needed to fill or pursue the complaint, such request should be made to the ADA Coordinator.

1. A complaint must be filed in writing or on audiotape, contain the name and address of the person filing it, describe the alleged discriminatory action and identify the date the action occurred and the names(s) of the person(s) believed to be responsible, as well as recommendations for the resolution.
2. A complaint must be filed within a reasonable time period, but no later than 60 days, after the complainant becomes aware of the alleged discrimination. The complainant shall informally discuss the complaint, in person, with the ADA Coordinator within 15 days of filing the complaint.
3. Unless the matter can be promptly resolved informally, an investigation will be conducted with respect to all timely filed complaints which raise issues under Section 504/Title II. The investigation shall be conducted by the ADA Coordinator or his/her designee. These rules contemplate informal but thorough and impartial investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A determination as to the conclusion of the investigation and a description of the resolution, if any, shall be issued, in writing, or if needed for effective communications, in an alternate format preferred by the Complainant, such as large print, Braille or audiotape, by the ADA Coordinator and a copy forwarded to the complainant no later than forty-five days after the ADA Coordinator receives the written complaint (unless complainant provides written permission for extension of time for said investigation.)
5. The ADA Coordinator shall maintain the files and records of the Framingham School relating to the complaints filed for three years.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made in writing within twenty days to the ADA Coordinator.
7. Upon receiving a request for reconsideration of any decision involving identification, evaluation or placement of a student who is believed to need Section 504 accommodations, special education or related services, the

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School Department will schedule an impartial hearing. The School Department will select an impartial hearing officer, and the complainant shall have an opportunity to review all relevant records, to participate in the hearing and to be represented by counsel.

8. Any party may appeal the final decision of the impartial hearing officer to a court of competent jurisdiction.
9. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 or Title II complaint with the U.S. Dept. of Education's Office for Civil Rights or the Massachusetts School Department of Education. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
10. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to ensure that Framingham School Department complies with Section 504, Title II, and their implementing regulations.
11. The ADA Coordinator may be contacted as follows:

Mr. Mark J. Purple, Asst. Town Manager and ADA Coordinator
Town of Framingham
150 Concord Street, Memorial Building
Town Hall, Room 123
Framingham, MA 01702

TEL: _____ TYY: _____

NOTICE OF PROCEDURAL SAFEGUARDS UNDER SECTION 504 AND THE ADA

The Framingham School Department does not discriminate on the basis of disability in its programs and activities.

Under Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA), an individual with a disability is someone who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. The School Department is obligated to provide a free, appropriate public education to each child eligible under these laws.

In accordance with Section 504 and the ADA, you, as the parent or guardian, are entitled to receive the following procedural safeguards in relation to your child:

- A. You have the right to receive a copy of this notice with notification of any School Department action regarding identification, evaluation or placement of a student pursuant to Section 504. This includes any time that the School Department intends to screen, evaluate or reevaluate, make changes in classification, placement or any component of the child's FAPE, or upon refusal to act on any parental request.
- B. If your child needs or is believed to need special education or related services, you have the right to an evaluation of your child (1) before the initial placement, and (2) before any subsequent significant change in placement.
- C. You have the right to an opportunity to examine all relevant records for your child.
- D. You have the right to an impartial hearing, with participation by you and representation by counsel, concerning the identification, evaluation or educational placement of your child.
- E. You have the right to appeal the final decision of the impartial hearing officer to a court of competent jurisdiction.

The following people have been designated to handle inquiries regarding the non-discrimination policies:

The Procedural Safeguards Notice will be distributed to parents or guardians as follows:

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- A. Whenever the School Department takes any action regarding identification, evaluation or placement of a student pursuant to Section 504. This includes any time that the School Department intends to screen, evaluate or reevaluate, make changes in classification, placement or any component of the child's FAPE, or upon refusal to act on any parental request.
- B. Annually, for all students who (1) have refused services and are attending private schools, home schooling programs, or regular education classes; (2) have dropped out of school; or (3) have been identified as 504 eligible.

**REPLACEMENT POLICY
NONDISCRIMINATION**

New Policy replaces: AC-1 Non-discrimination

Non-Discrimination

The Committee is committed to a policy of nondiscrimination in relation to race, color, national origin, ancestry, religion, gender, age, sexual orientation, veteran's status, disability or any other status protected by law.

In keeping with the requirements of Federal and State laws the Framingham School district does not discriminate in (i) employment, including but not limited to recruitment, hiring, benefits, wage and salary administration, disciplinary action, termination and social, educational and recreational programs; or (ii) in educational opportunities and services offered students, including but not limited to, a student's assignment to schools and classes, discipline, use of facilities, materials, and social, educational and recreational programs.

REPLACEMENT POLICY
2004-2005 Student Assignment Policy Manual
Grades 6-7-8

At page 3, Section II. Transportation, insert the following language as the final paragraph:

Children who are disabled or injured may be eligible for special transportation. If your child is disabled or injured please contact:

_____.

Vertical Transportation Equipment

With the installation of elevators and/or accessible chair lifts in the elementary schools in the district over the last several years, in addition to those elevators and lifts already installed at middle school and high school facilities, the FPS District requires a facility policy to address interruptions in elevator and chair lift service.

Elevator / Chair Lift Policy (NEW POLICY)

It is the policy of the Town of Framingham Department of Public Schools (the "School Department") to maintain vertical transportation equipment in good working order at each school within the District. Examples of vertical transportation equipment include but are not limited to the following: hydraulic electric elevators, electric accessible chair lifts, and rail style elevators and lifts.

The School Department understands that temporary interruptions in service are expected due to malfunctioning equipment, ongoing maintenance, and repairs when needed.

When interruptions in service are brought to the attention of the School Principal or designated facilities personnel, the following steps shall be taken to provide uninterrupted access to programs and services at the facility:

- 1) Informational signage indicating that the vertical transportation equipment service is temporarily interrupted due to equipment breakdown, maintenance, or servicing shall be posted at each equipment location affected. Each facility shall provide equivalent signage in Braille, mounted at a location and height per the ADAAG.
- 2) Informational signage directing users to an alternate accessible route within the facility shall be posted at each equipment location affected. Each facility shall provide equivalent signage in Braille, mounted at a location and height per the ADAAG.
- 3) In the event that a program space/room is located on a facility floor level not able to be served due to a temporary interruption in service, appropriate steps will be taken by school administration to temporarily relocate such program to an accessible level within the facility and signage informing users of the program location change and directing them to the appropriate location shall be posted as required. Each facility shall provide equivalent signage in Braille, mounted at a location and height per the ADAAG.

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When interruptions in service are brought to the attention of the School Principal or designated facilities personnel, the following steps will be taken to remedy the interruption in service:

- 1) School administration and/or facilities personnel will contact appropriate vendors informing them of the interruption in service and make a request to service and remedy the interruption in service.
- 2) As required, damaged or un-repairable equipment will be replaced within 10 days of such assessment that new equipment is warranted.
- 3) As required for ongoing maintenance, all vertical transportation equipment shall be inspected and serviced as required under State code, and as recommended by the equipment manufacturer, whichever is more preventative.

The Framingham School Department has an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) or Title II of the Americans with Disabilities Act of 1990 (ADA).

Both Section 504 and Title II prohibit discrimination on the basis of disability.

Emergency Response Plan

The DPS has in place an Emergency Response Plan for the District. The stated purpose of the ERP is "to provide a framework for responding to the various emergencies that occur within the Framingham Public Schools." The ERP dated July 15, 2005, and consisting of 15 sections: 911/Medical Emergencies; Emergency Response Teams; General medical Emergency Response; Intruder; Hazardous Materials Incidents; Bomb Threat; Civil Disturbance; Warning Codes; Chain of Command; Natural Disasters/School Closings; Fires/Earthquakes; Bus Accident; Community Phone Numbers/Public Services; Staff Roles and Responsibilities; and Evacuation/Safe Room Procedures.

Based on the review of the Emergency Response Plan, we submit the following recommendations for modifications to policies and procedures:

- 1) The current document is presented in a 16 page, multi-color paper document bound with a metal clasp. Five of the pages are printed black ink on dark green, dark purple, or dark red paper. These dark colored papers do not provide adequate contrast for readability. We recommend revising the 16 page booklet to use only light colored papers with black ink print for maximum contrast between text and background for maximum readability. We also recommend that each school and administration building have on hand one copy of the ERP in large print format. (refer to section 4.0 Effective Communications section for recommendations for alternative formats).
- 2) An Emergency Response Plan specific to the needs of students with disabilities should be formalized at each school. School administration, led by the principal and vice principal should work closely with faculty, staff, the students, and the students parents and aids to establish such policies. In case of an emergency, students with disabilities are to have any special accommodation articulated in the ERP and principals who have students with distinct needs are required to incorporate those students in the design of the Emergency Response Plan at each facility. Special consideration should be given to evacuation procedures for students with physical or emotional disabilities.

4.0 EFFECTIVE COMMUNICATIONS

4.1 REQUIREMENTS

28 CFR § 35.160 requires the DPS to take such steps as may be necessary to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.

28 CFR § 35.160 (b)(1) requires the DPS to furnish appropriate auxiliary aids and services when necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, the DPS' services, programs, or activities when viewed in their entirety. The DPS must provide an opportunity for individuals with disabilities to request the auxiliary aids and services of their choice. Under 28 CFR § 35.160(b)(2) this expressed choice shall be given primary consideration by the DPS. The DPS shall honor the requester's choice unless it can demonstrate that another effective means of communication exists, that another effective means of communication is available when the requester's first expressed choice is not, or that use of the requester's choice would not be required under 28 CFR § 35.164.

Preference to the request of the individual with a disability is desirable because of the range of disabilities, the variety of auxiliary aids and services available, and effectiveness of certain auxiliary aids and services to others in different circumstances requiring effective communication.

4.2 Telecommunication Devices for the Deaf (TDD's)

28 CFR § 35.161 requires that, where a public entity communicates with applicants and beneficiaries by telephone, TDD's or equally effective telecommunication systems be used to communicate with individuals with impaired speech or hearing.

All schools and administrative facilities are required under ADA Title II to provide TDD's at each facility. In reviewing the 16 DPS facilities it was determined that TDD (TTY's also known as text telephones) are present in the main offices of each facility for communication with students, parents, and members of the public. In situations where a school representative needs to contact a person who does not have a TDD/TTY device, ADA Title IV allows for communication through a relay service. The relay services involve a relay operator using both a standard telephone and a TDD to type the voice messages to the TDD user and read the TDD messages to the standard telephone user.

In the event that school staff, faculty, and administration require relay services, these services are available by contacting:

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Massachusetts Relay Service

custserv@massrelay.org

<http://www.massrelay.org>;

Relay Numbers:

711 Cellular; 1.800.439.2370 TTY / ASCII; 1.800.439.0183 Voice.

4.3 28 CFR § 35.162 Telephone Emergency Services

The Town of Framingham, MA provides telephone emergency services by which individuals can seek immediate assistance from police, fire, ambulance, and other emergency services. This telephone emergency service -- including "911" services -- are an important public service whose reliability can be a matter of life or death. The Framingham 911 service consoles are TTY capable.

4.4 Information and Signage

28 CFR § 35.163 (b) requires a public entity to provide signage at all inaccessible entrances of each facility that directs users to an accessible entrance or to a location with information about accessible facilities. Please refer to Section 5.5 Facility Access Summary Forms.

4.5 REQUESTS FOR AUXILIARY AIDS AND SERVICES FOR STUDENTS WITH DISABILITIES

Policies for requesting auxiliary aids and services for students with disabilities is covered under the requirements of IDEA, and as such is not covered under this Transition Plan.

4.6 EFFECTIVE COMMUNICATIONS POLICY AND REQUEST PROCEDURES

28 CFR § 35.163(a) requires the DPS to provide information to individuals with disabilities concerning accessible services, activities, and facilities.

In reviewing the District's procedures and policies for requesting auxiliary aids and services we concluded that there were no formalized policies and procedures currently in place to accommodate such requests for visitors, parents, and members of the general public. In section 4.7 New Policy and Request Form, we provide recommendations for a new policy and request forms for both interpreter services and alternative print format.

The following are primary sources for obtaining interpreter services:

MCDHH (Massachusetts Commission for the Deaf and Hard of Hearing)

Interpreter / CART Referral Service
150 Mt. Vernon Street, Fifth Floor
Boston, MA 02125
617.740.1600 V; 617.740.1700 TTY; 617.740.1880 F;

The following are primary sources for obtaining alternative formats in Braille print:

MWCIL (Metrowest Center for Independent Living)

Braille Print Services
280 Irving Street
Framingham, MA 01702
508.875.7853 V / TTY; 508.875.8359 F; 888-965-8965 x32 or 617-266-6160 x32

National Braille Press

Braille Production Services
88 St. Stephen Street
Boston, MA 02115
888.965.8965 x32 V ; 617.266.6160 x32 V; (617) 437-0456 F;

4.7 NEW POLICY AND REQUEST FORM

Policy for Requesting Auxiliary Aids and Services (NEW POLICY)

It is the policy of the Town of Framingham Department of Public Schools (the "School Department") to provide auxiliary aids and services in accordance with the requirements of ADA Title II, 28 CFR § 35.160 which "requires the public entity to take such steps as may be necessary to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others." In accordance with 28 CFR § 35.160 (b)(1) the School Department will furnish appropriate auxiliary aids and services upon request, when necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, the public entity's service, program, or activity. Persons with communications disabilities 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. The preferred means of communication will be provided unless doing so would impose an undue burden or an effective alternative means of communication is available.

Requests for auxiliary aids or services should be made in writing to the office of the ADA Coordinator using the Auxiliary Aids and Services Request Form. Unless otherwise specified, the Town urges that requests be made at least fifteen business days in advance of the occasion on which the communications support will be needed. Reasonable effort will be made to respond on shorter notice. Please note that all requests for interpreter services made to the Town of Framingham, MA are then requested through the Massachusetts Commission for the Deaf and Hard of Hearing. While the Town will make every effort to fulfill requests for interpretive services, long lead times and frequent unavailability of certified interpreters cannot guarantee that interpretive services can be provided. Please make your request for interpretive services as far in advance as possible and please select your 2nd and 3rd preferences for auxiliary aids and services or "other" to assist the Town in fulfilling your request. The person requesting the service will be notified as soon as possible if the Town is unable to meet their request. In some circumstances, an appropriate alternative will be offered. It will be the responsibility of the ADA Coordinator to train staff and oversee implementation of effective communication procedures. The Town Manager will be responsible for making final decisions related to undue burden or fundamental alteration.

All requests for auxiliary aids and services should be submitted to the office of the ADA Coordinator at:

Mr. Mark J. Purple, Acting Town Manager and ADA Coordinator
Town of Framingham
150 Concord Street, Memorial Building
Town Hall, Room 123 Framingham, MA 01702
(508) 620-4806 Voice / (508) 620-4807 Facsimile / (508) 620-4851 TTY

Note: It is recommended that this policy and Request Forms be available in alternative print formats (Braille / Large Print, available on-line, and translated into Spanish and Portuguese).

**Town of Framingham, MA
Auxiliary Aids and Services Request Form**

Please fax request form to (508) 620-4807
(incomplete forms cannot be processed)

<input type="checkbox"/> Today's Date:	
<input type="checkbox"/> Requester's Name:	
<input type="checkbox"/> Requester's Address:	
<input type="checkbox"/> Requester's Voice#:	<input type="checkbox"/> Requester's TTY#:
<input type="checkbox"/> Requester's FAX#:	
<input type="checkbox"/> Date requiring Auxiliary Aid or Interpreter Services:	
<input type="checkbox"/> Start Time: (for interpreter services)	<input type="checkbox"/> End Time: (for interpreter services)
<input type="checkbox"/> Location/Address of Event, Program or Services: (for interpreter services)	
<input type="checkbox"/> Type of Request: (for interpreter services)	(please select 2 suitable interpreter services, indicating your first preference with a "1" and your second preference with a "2". If you prefer a service not listed, please indicate in the space labeled "other" and describe service requested)

- Interpreter Services CART Reporting**
- ALD (FM Receiver)**
- Interpreter Services (ASL)**
- Interpreter Services (Signed English)**
- Interpreter Services (Signed Spanish/ Signed Portuguese)**
- OTHER: (please explain)**

**Town of Framingham, MA
Auxiliary Aids and Services (Alternative Formats)
Request Form**

**Please fax request form to (508) 620-4807
(incomplete forms cannot be processed)**

<input type="checkbox"/> Today's Date:	
<input type="checkbox"/> Requester's Name:	
<input type="checkbox"/> Requester's Address:	
<input type="checkbox"/> Requester's Voice#:	<input type="checkbox"/> Requester's TTY#:
<input type="checkbox"/> Requester's FAX#:	
<input type="checkbox"/> Date requiring Alternative Format Documents:	
<input type="checkbox"/> Document(s) being Requested in Alternative Format:	
<input type="checkbox"/> Type of Request: (for alternative format documents)	(please select the alternative format requested)

- Braille
- Large Print
- Audio Tape / CD
- Electronic Document in MS Word
(for use with screen readers)
- OTHER: (please explain)

5.0 PROGRAM AND FACILITY ACCESSIBILITY

The Facility Compliance Plan forms the backbone of the transition plan. The primary purpose of the transition plan is to document facility changes necessary to provide program access. Part 4 Program and Facility Accessibility of this transition plan establishes the facility reconstruction work necessary to achieve District-wide program access, as described in the self-evaluation. Part 4 details the process and rationale of designating each facility into one of five categories, which denote the level of accessibility to be obtained.

5.1 CATEGORIZATION OF FACILITIES

Each school or facility has been assigned a **Category: 1, 2, 3, 4, 4a, or 5**. Categories determine the level of accessibility to be present at the facility within a particular timeframe.

Category 1 schools and facilities are ones that were constructed after the effective date of the ADA, January 26, 1992 and as such were required to comply with the standards for new construction and all programs, services, and activities were to be accessible. It is intended that all identified barriers that are in compliance with applicable standards and guidelines be removed at these sites. Work required for barrier removal at these facilities will be on the earliest possible schedule, without any cost or budget restrictions. The work will include items identified on the Facility Access Summary for each applicable Category 1 facility and identified under all four Barrier Removal Priorities (refer to legend Section 1.6).

Category 1 Facilities:

HIGH SCHOOLS: (School Name - Address)

Framingham High School, 114 A Street, Framingham, MA

Framingham High School has 2073 students, 20.9% low income, 27% English is not the first language. 11.3% of students are in SPED classrooms. Framingham HS is not a Title I school.

MIDDLE SCHOOLS: (School Name - Address)

Cameron Middle School, 215 Elm Street, Framingham, MA

Cameron Middle School (6-8) has 475 students, 38.9% low-income, 20% SPED. It is a Title I school.

ELEMENTARY SCHOOLS: (School Name - Address)

McCarthy Elementary School, 8 Flag Drive, Framingham, MA

The McCarthy Elementary School (K-5) has 490 students, 23.9% are in SPED classrooms. 33.5% are low-income and it is a Title I school.

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Woodrow Wilson Elementary School, 169 Leland Street, Framingham, MA
 The Woodrow Wilson Elementary School (K-5), a Title I school, has 508 students, a 58.5% low-income population, 65.4% English is not the first language, 42.5 % Limited English Proficient.

ADMINISTRATIVE / MISC. FACILITIES: (School Name - Address)
 N/A

The overall completion dates for all work required at **Category 1** facilities are according to the following schedule:

FACILITY	PLANNED COMPLETION PERIOD	OPINION OF PROBABLE COST
FRAMINGHAM HIGH SCHOOL	A (August – December 2006)	\$6,420.00
CAMERON MIDDLE SCHOOL	A (August – December 2006)	\$3,575.00
McCARTHY ELEMENTARY SCHOOL	A (August – December 2006)	\$3,615.00
WOODROW WILSON ELEMENTARY SCHOOL	A (August – December 2006)	\$1,745.00
	CATEGORY 1 FACILITIES	= \$15,360.00

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Category 2 schools and facilities are ones that contain key programs and services that are the only one of their type, for example, only preschool in the district; only Alternative High School Campus; and the location where school board meetings are held. It is impractical to move these programs and services due either to cost constraints or program space constraints at other facilities. Program accessibility can be achieved at these facilities through structural modifications. Category 2 schools and facilities also represent facilities for which prior improvements have already been undertaken, and where reasonable modifications can be undertaken to provide program accessibility in compliance with the ADA and ADAAG.

Category 2 Facilities:

HIGH SCHOOLS: (School Name - Address)

FHS – Thayer Campus, 50 Lawrence Street, Framingham, MA

MIDDLE SCHOOLS: (School Name - Address)

N/A

ELEMENTARY SCHOOLS: (School Name - Address)

N/A

PRESCHOOLS:

BLOCKS Pre-school, King Building, 454 Water Street, Framingham, MA

Blocks Pre-school has 208 children, 38.9% of whom are in SPED classrooms. 38% first language is not English. It is not a Title I school.

ADMINISTRATIVE / MISC. FACILITIES: (School Name - Address)

George P. King Administration Building, 454 Water Street, Framingham, MA
Jonathan Maynard Building, 14 Vernon Street, Framingham, MA

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The overall completion dates for all work required at **Category 2** facilities are according to the following schedule:

FACILITY	PLANNED COMPLETION PERIOD	OPINION OF PROBABLE COST
FHS – THAYER CAMPUS		
100% COMPLETE	A (August – December 2006)	\$9,860.00
BLOCKS PRESCHOOL / KING ADMIN BLDG		
25% COMPLETE	A (August – December 2006)	\$10,446.25
50% COMPLETE	B (January – December 2007)	\$10,446.25
100% COMPLETE	C (January – December 2008)	\$20,892.50
MAYNARD BUILDING		
25% COMPLETE	A (August – December 2006)	\$12,345.00
50% COMPLETE	B (January – December 2007)	\$12,345.00
100% COMPLETE	C (January – December 2008)	\$24,690.00
	CATEGORY 2 FACILITIES	= \$101,025.00

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Category 3 is dedicated to the Fuller Middle School facility where program accessibility is required to satisfy FAPE and access to diverse special education programs, services, and activities not currently available at one of the two other District middle school facilities. Fuller is a Title I school with 686 students, 21% of whom are SPED, 34% low income, 28.4% Limited English Proficient. Removing barriers at this facility will satisfy program accessibility requirements without placing what we believe undue burden on the District by relocating programs and services to another, accessible, middle school facility (Cameron Middle School).

Category 3 Facilities:

HIGH SCHOOLS: (School Name - Address)

N/A

MIDDLE SCHOOLS: (School Name - Address)

Fuller Middle School, 31 Flagg Drive, Framingham, MA

ELEMENTARY SCHOOLS: (School Name - Address)

N/A

ADMINISTRATIVE / MISC. FACILITIES: (School Name - Address)

N/A

The overall completion dates for all work required at **Category 3** facilities are according to the following schedule:

FACILITY	PLANNED COMPLETION PERIOD	OPINION OF PROBABLE COST
FULLER MIDDLE SCHOOL		
25% COMPLETE	A (August – December 2006)	\$26,910.00
50% COMPLETE	B (January – December 2007)	\$26,910.00
100% COMPLETE	C (January – December 2008)	\$53,820.00
	CATEGORY 3 FACILITIES	= \$107,640.00

As a means to phase in accessibility improvements at this facility, first priority will be given to barriers that present a safety hazard to students and users. Primary Barriers will be the next priority to provide minimum program access to the facility and services including the Vision Center located at this facility. Over a 2 ½ year period the remaining primary / moderate and low priority items will be completed.

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Category 4 schools and facilities are those where program accessibility is required to satisfy FAPE and access to diverse special education programs, English immersion programs, services, and activities not currently available at one of the other District elementary school facilities. The three facilities in Category 4 have also been identified by the Town Clerk's office as designated polling locations for Town, State, and Federal elections. Removing barriers at this facility will satisfy program accessibility requirements without placing what we believe undue burden on the District by relocating programs and services, as well as polling locations, to another, accessible, elementary school facility (Woodrow Wilson Elementary or McCarthy Elementary).

Category 4 Facilities:

HIGH SCHOOLS: (School Name - Address)
N/A

MIDDLE SCHOOLS: (School Name - Address)
N/A

ELEMENTARY SCHOOLS: (School Name - Address)

Hemenway Elementary School, 729 Water Street, Framingham, MA
Hemenway Elementary (K-5) has 520 students, with a 23.7% SPED population. Hemenway is not a Title I school.

Brophy Elementary School, 575 Pleasant Street, Framingham, MA
Brophy Elementary (K-5) has 464 students, 29% are Limited English Proficient, 32% low income and 17.2% SPED. It is a Title I school with 36.6% Hispanic.

Potter Road Elementary School, 492 Potter Road, Framingham, MA
Potter Road (K-5) has 412 students, 40% first language is not English, 19% low income, with 6.3% in SPED classrooms. Potter Road is not a Title I school.

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The overall completion dates for all work required at **Category 4** facilities are according to the following schedule:

FACILITY	PLANNED COMPLETION PERIOD	OPINION OF PROBABLE COST
HEMENWAY ELEMENTARY		
25% COMPLETE	A (August – December 2006)	\$7,278.75
50% COMPLETE	B (January – December 2007)	\$7,278.75
100% COMPLETE	C (January – December 2008)	\$14,557.50
BROPHY ELEMENTARY		
25% COMPLETE	A (August – December 2006)	\$10,408.75
50% COMPLETE	B (January – December 2007)	\$10,408.75
100% COMPLETE	C (January – December 2008)	\$20,817.50
POTTER ROAD ELEMENTARY		
25% COMPLETE	A (August – December 2006)	\$6,547.50
50% COMPLETE	B (January – December 2007)	\$6,547.50
100% COMPLETE	C (January – December 2008)	\$13,095.00
CATEGORY 4 FACILITIES		= \$96,670.00

As a means to phase in accessibility improvements at this facility, first priority will be given to barriers that present a safety hazard to students and users. Primary Barriers will be the next priority to provide minimum program access to the facility and services as all three facilities are designated as polling locations.

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Category 4A schools and facilities include those facilities owned by the Department of Public Schools or the Town of Framingham and which are leased to private entities covered under ADA Title III Public Accommodations. A Title II entity is required to provide accessible facilities to other entities leasing their facilities.

Category 4a Facilities:

HIGH SCHOOLS: (School Name - Address)

N/A

MIDDLE SCHOOLS: (School Name - Address)

N/A

ELEMENTARY SCHOOLS: (School Name - Address)

N/A

ADMINISTRATIVE / MISC. FACILITIES: (School Name - Address)

Juniper Hill Building (former elementary school facility)

29 Upper Joclyn Avenue, Framingham, MA

The overall completion dates for all work required at **Category 4A** facilities are according to the following schedule:

FACILITY	PLANNED COMPLETION PERIOD	OPINION OF PROBABLE COST
JUNIPER HILL BUILDING		
50% COMPLETE	D <i>(January – December 2009)</i>	\$20,790.00
100% COMPLETE	E <i>(January – December 2010)</i>	\$20,790.00
	CATEGORY 4A FACILITIES	= \$41,580.00

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Category 5 schools and facilities are those where program accessibility is NOT required to satisfy FAPE and access to diverse special education programs, English immersion programs, services, and activities as these diverse special education programs, English immersion programs, services, and activities are currently available at one of the other District elementary or middle school facilities. While the District may desire to bring all of its facilities into architectural compliance as capital funding allows, all programs and services offered at Category 5 schools and facilities are available at other facilities in the District.

Category 5 Facilities:

HIGH SCHOOLS: (School Name - Address)

N/A

MIDDLE SCHOOLS: (School Name - Address)

Walsh Middle School, 301 Brook Street, Framingham, MA

Walsh Middle School (6-8) has 649 students, 24.3% are in SPED classrooms. 25% are low-income and 26.5% first language is not English. It is not a Title I school.

ELEMENTARY SCHOOLS: (School Name - Address)

Barbieri Elementary School, 100 Dudley Road, Framingham, MA

Barbieri Elementary School (K-5), has 633 students, 44.5% English is not the first language, 45.5% low income, and 32.1% Limited English Proficient. Barbieri is a Title I school.

Dunning Elementary School, 48 Frost Street, Framingham, MA

Dunning Elementary School (K-5) has 492 students, 39.6% English is not the first language, and a 7.1% SPED population. It is not a Title I school.

Stapleton Elementary School, 25 Elm Street, Framingham, MA

Stapleton Elementary School (K-5) has 455 students, 20% in SPED classrooms. It is not a Title I school, has 10% whose first language is not English, and 16.3% low-income.

ADMINISTRATIVE / MISC. FACILITIES: (School Name - Address)

N/A

A recommended schedule for removing architectural barriers at **Category 5** facilities is according to the following schedule:

E January –December 2010 = 50%

F January –December 2011 = 100%

5.2 CRITERIA FOR CATEGORIZATION

Facilities were assigned to categories based on a number of criteria. The goal is to provide a schedule for facility access to support the programs being offered by the District at a reasonable number of locations when program accessibility is viewed in its entirety for the District.

Criteria, in the order of importance:

- 1) **Nature of unique programs or services:** Facilities with programs and services that are exclusive to one site, or only a few sites, or considered a magnet school.
- 2) **Facilities already in compliance with program accessibility:** Facilities constructed as new construction or major renovations after the effective date of the ADA, January 26, 1992.
- 3) **Ability to relocate programs from one facility to another accessible facility:** With the District offering a school choice policy, consideration was reviewed as it related to compliance with special programs and services, Section 504, IDEA, ADA Title II and NCLB when viewed in terms of their offerings and distribution when viewed in their entirety.
- 4) **Polling Locations:** Identifying schools that are also designated polling locations for Town, State, and Federal elections.
- 5) **Community / Staff input:** Input from the community and members of the disability community as an important part of the transition plan process. Meetings were held with representatives of the Metrowest Center for Independent Living on August 11, 2005, and a public forum was held October 19, 2005 to gather community input regarding current accessibility concerns and priorities Town wide including the public schools. Interviews were also conducted with most school principals to identify how programs and services are provided within each school.
- 6) **Current State of Accessibility:** The current condition of each school facility in terms of barriers already removed, or planned to be removed as identified by DPS administration.

5.3 USING THE "FACILITY ACCESS SUMMARY" FORMS

For each of the (16) DPS schools and facilities a Facility Access Summary has been compiled and presents clearly all recommendations for barrier removal work to be undertaken by the DPS, and the priority for barrier removal.

Survey Categories:

There are five specific Survey Categories, Access to Facility, Access to Programs and Services, Access to Public Restrooms, Access to Amenities, and Access to Signage.

ADAAG and 521 CMR References:

Why do I see references to both ADAAG and 521 CMR MAAB on the Facility Access Summary Sheets and detailed facility surveys?

Although this Transition Plan is focused on compliance with ADA Title II, the DPS also has obligations under State accessibility and building codes. Therefore we have provided the corresponding 521 CMR MAAB section for use by the DPS and as a quick reference between the two requirements.

DATA INTERPRETATION

The facility data used in this transition plan is intended to provide a baseline for planning purposes. The required work generated from the data should be used to determine scope of work and budgets when planning barrier removal projects. It is understood that each project to remove access barriers, as well as general modernization projects, will review current conditions at the site and in specific areas of work to verify the conditions and work necessary. Recommended facility modifications form the basis for cost estimates. These modifications generally represent the best standard design solution to eliminate the identified barrier. In some cases, the solution or cost may be based on specific knowledge of the site conditions, in other cases it is based on a standard approach and/or average cost for that type of work.

**5.4 PRIORITIZATION OF FACILITY ELEMENTS –
 BARRIER REMOVAL LEGEND / PLANNED COMPLETION DATES**

The following tables present the Barrier Removal Priority Legend and Planned Completion Legend. For detailed explanation on the development of these legends please refer to Self-Evaluation Section III Transition Plan Development.

BARRIER REMOVAL PRIORITY LEGEND	
PRIORITY	DESCRIPTION
1	<i>SAFETY HAZARD</i> Highest priority - Access most urgently needed, this is typically related to a safety, life safety issue or an identified individual need.
2	<i>PRIMARY BARRIER</i> High priority - barrier severely impedes or completely blocks access to a program, service, and/or activity.
3	<i>MODERATE BARRIER</i> Moderate priority - a barrier exists with some access but complete access does not exist for all programs, activities, and/or services.
4	<i>LOW PRIORITY</i> Low priority - brings minor deviations up to accessibility standards or code.

PLANNED COMPLETION DATES

Planned completion dates were established with the following classifications and recommendations are distributed over a four-year implementation period:

PLANNED COMPLETION LEGEND	
Classification	Projected Completion Period
A	<i>August – December 2006</i>
B	<i>January – December 2007</i>
C	<i>January – December 2008</i>
D	<i>January – December 2009</i>
E	<i>January – December 2010</i>
F	<i>January – December 2011</i>

5.5 FACILITY ACCESS SUMMARY forms

FACILITY ACCESS SUMMARY

FRAMINGHAM HIGH SCHOOL CATEGORY 1

FACILITY NAME: FRAMINGHAM HIGH SCHOOL FACILITY
FACILITY ADDRESS: 115 A STREET, FRAMINGHAM, MA
FACILITY ADA CONTACT: WALTER McCLENNEN, ASSIST. SUPERINTENDENT OF SCHOOLS
 508.626.9133
FACILITY CONTACT: MICHAEL WELCH, PRINCIPAL, 508.620.4963

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY			1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		
ACCESS TO PROGRAM / SERVICES	1. FACILITY IS UNDERGOING COMPREHENSIVE RENOVATIONS AND REQUIRED TO COMPLY WITH STANDARDS FOR NEW CONSTRUCTION		HIGH PRIORITY	\$0.00	Recommendation: Provide set of construction documents for project for review by LIEBSTUDIOS; architecture to identify any areas that may present barriers.
	1. H/G WING - EXPANSION JOINT FROM A WING CORRIDOR IS A TRIPPING HAZARD	ADA 4.5 MAAB SECT.22, 29	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$100.00	Safety hazard requires immediate attention and repair.
	2. H/G WING - TERRAZZO TRANSITION FROM A WING	ADA 4.5 MAAB	1. SAFETY HAZARD	\$150.00	Safety hazard requires immediate attention and repair.

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	CORRIDOR IS A TRIPPING HAZARD	SECT.22, 29	2. PRIMARY BARRIER		
3	LEVEL 1, A102F/A102G LIBRARY - INTERIOR RAMP HAS SMALL AREA WHERE THE SLOPE OF 9.1-10% > 8.3% MAX. REQUIRED.	ADA 4.8 MAAB SECT.24	4. LOW PRIORITY	\$200.00	The ramp was measured with a very sensitive smart level tool. The smart level can detect very minor areas where concrete has heaved or where carpet has raised due to adhesive failing - area should be reviewed by facilities. If required, grind down raised area of sub-surface material and replace carpet.
4	LEVEL 1 A/D WING ELEVATOR - DOOR JAMB MARKING MISSING FROM 1 SIDE	ADA 4.10 MAAB SECT.28	4. LOW PRIORITY	\$50.00	Install new door jamb marking as required.
5	J/K WING ELEVATOR J112- CALL BUTTON KEY CONTROL WAS OBSERVED TO BE DAMAGED	ADA 4.10 MAAB SECT.28	2. PRIMARY BARRIER	\$225.00	Replace call button control as required to ensure working order.
6	LEVEL 1 MAIN OFFICE - CFS AT PULL SIDE OF DOOR (INTERIOR OF OFFICE) AT 7" < 18" MIN. REQUIRED. CFS IS OBSTRUCTED BY COLUMN.	ADA 4.13 MAAB SECT.26	2. PRIMARY BARRIER	\$125.00	Structural column cannot be relocated. Recommendation: provide accessible signage directing users to accessible door entry adjacent learning center (used primarily for staff).
7	LEVEL 1 MAIN ENTRANCE DOORS AT VESTIBULE (INTERIOR DOORS) HAVE DOOR OPENING FORCE OF 8-10LBS > 5LBS MAX. REQUIRED	ADA 4.13 MAAB SECT.26	2. PRIMARY BARRIER	\$30.00	Adjust door hardware as required to provide door opening force of 5lbs max. Replace door hardware if required to achieve compliance.
8	LEVEL 1, A107B/A107C ACADEMIC DEVELOPMENT CENTER - CFS AT PULL SIDE OF DOOR IS 2" < 18" MIN. REQUIRED (CAUSED BY FURNITURE)	ADA 4.13 MAAB SECT.26	2. PRIMARY BARRIER	\$60.00	Re-arrange furniture layout to remove barrier

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	OBSTRUCTION).				
9	CLASSROOMS AT A,B,C AND D WINGS, BOTH LEVELS HAVE CFS AT PULL SIDE OF DOORS AT 16" < 18" MIN. REQUIRED	ADA 4.13 MAAB SECT.26	4. LOW PRIORITY	\$0.00	Structural modifications would be required to correct this issue. Administration may need to consider moving classes as required if student cannot access room independently.
10	H100 STUDIO/Drama – ENTRY DOOR TO ROOM STICKS REQUIRING 35LBS OF OPENING FORCE > 5LBS MAX. REQUIRED.	ADA 4.13 MAAB SECT.26	1. SAFETY HAZARD 2. PRIMARY BARRIER	PUNCHLIST	Recommend immediate replacement or correction of doors to ensure removal of barrier and removal of safety hazard as door is a primary egress from the room.
11	LEVEL 1, A102F / A102G LIBRARY – MAIN DOORS TO LIBRARY HAVE A DOOR OPENING FORCE OF 9-11LBS > 5LBS MAX. REQUIRED	ADA 4.13 MAAB SECT.26	2. PRIMARY BARRIER	\$30.00	Adjust door hardware as required to provide door opening force of 5lbs max. Replace door hardware if required to achieve compliance.
12	LEVEL 1, MAIN OFFICE – TRANSACTION COUNTER AT RECEPTION AREA IS 40" AFF, AND 40.5" AFF AT THE CORRIDOR WINDOW, WITH NO LOWERED PORTION AT 36" AFF	ADA 4.32 MAAB SECT.35	2. PRIMARY BARRIER	\$500.00	Provide lowered portion at both reception desk and transaction counter at corridor at 36" AFF max. And 36" wide per guidelines.
13	GWING / CAFETERIA – FOOD LINE COUNTER, OPPOSITE DELL, AT 38" AFF W/ 14" REACH TO CONDIMENTS > 34" MAX. REQUIRED	ADA 4.32 MAAB SECT.35	2. PRIMARY BARRIER	\$0.00	Lower food service counter to 34" AFF max. Or ensure that students can purchase same meals at other food service lines that are compliant. Relocate condiments to accessible location.
14	H100 STUDIO / Drama – CONTROL DESK AT 36.5" AFF > 34" MAX. REQUIRED	ADA 4.32 MAAB SECT.35	3. MODERATE BARRIER	PUNCHLIST	Control desk appears not to be completed – and new construction should be installed per guidelines
15	K015 PHOTO LAB – TABLES ARE INSTALLED AT 36.5" AFF > 34" MAX.	ADA 4.32 MAAB	2. PRIMARY BARRIER	\$450.00	Provide desks at 34" AFF or with adjustable legs. Provide lowered counters

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	REQUIRED, DARK ROOM ENLARGING AND DEVELOPING STATION COUNTERS AT 36" AFF > 34" MAX. REQUIRED.	SECT.35			at 34" AFF for enlarging and developing stations.
16	LOWER LEVEL K WING - K019 ELECTRONICS LAB LAB COUNTERS AT 36.5" AFF > 34" AFF MAX. REQUIRED.	ADA 4.32 MAAB SECT.35	3. MODERATE BARRIER	\$450.00	Provide desks at 34" AFF or with adjustable legs.
17	LOWER LEVEL K WING - K006 BUSINESS DEPARTMENT DESKS AT 36/37" AFF > 34" AFF MAX. REQUIRED.	ADA 4.32 MAAB SECT.35	3. MODERATE BARRIER	\$450.00	Provide desks at 34" AFF or with adjustable legs.
18	NOT USED				
19	NOT USED				
20	LEVEL 1, D102 GUIDANCE TRANSACTION COUNTER AT RECEPTION AREA IS 43.5" AFF, WITH NO LOWERED PORTION AT 36" AFF	ADA 4.32 MAAB SECT.35	2. PRIMARY BARRIER	\$550.00	Provide lowered portion at reception desk at 36" AFF x 36" wide per guidelines.
21	LEVEL 1, A107B/A107C ACADEMIC DEVELOPMENT CENTER - COMPUTER ROOM DESKS AT 26"-26.5" AFF KNEE CLEARANCE < 27" MIN. REQUIRED.	ADA 4.32 MAAB SECT.35	2. PRIMARY BARRIER	\$450.00	Provide computer desks with min. Knee clearance at 27" AFF
22	LEVEL 1, A102F/A102G LIBRARY - DESKS HAVE INADEQUATE KNEE CLEARANCE DUE TO A BUILT IN SHELF	ADA 4.32 MAAB SECT.35	2. PRIMARY BARRIER	\$325.00	Provide desks with min. Knee clearance at 27" AFF
23	LEVEL 2, C204 CLASSROOM (HOME)	ADA 4.24	2. PRIMARY BARRIER	\$65.00	Provide protective pipe wraps at home

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	ECON.) REQUIRES PIPE WRAPS AT ACCESSIBLE SINK	MAAB SECT.32			econ. Kitchen sink.
24	K WING - BUSINESS DEPARTMENT K006 - TABLES/COUNTERS AT 36"-37" AFF > 34" AFF MAX. REQUIRED	ADA 4.32 MAAB SECT.35	2. PRIMARY BARRIER	\$350.00	Provide desks at 34" AFF or with adjustable legs. Provide desks with min. Knee clearance at 27" AFF
ACCESS TO PUBLIC REST ROOMS					
1	LEVEL 1, A WING BOY'S TOILET A112 - URINAL MOUNTED AT 19" AFF > 17" AFF MAX. REQUIRED	ADA 4.22 MAAB SECT.30	2. PRIMARY BARRIER	PUNCHLIST	Lower urinal to accessible height
2	LEVEL 1, C WING BOY'S TOILET - DOOR OPENING FORCE 7-10LBS > 5LBS MAX. REQUIRED; 1 SINK ONLY HAS PIPE WRAPS	ADA 4.22 MAAB SECT.30	2. PRIMARY BARRIER	\$95.00	Adjust door hardware to achieve 5lbs opening force; install protective pipe wraps at all sinks.
3	LEVEL 2, C WING BOY'S TOILET (ADJ. C2112A) - DOOR OPENING FORCE 12LBS > 5LBS MAX. REQUIRED; 1 SINK ONLY HAS PIPE WRAPS	ADA 4.22 MAAB SECT.30	2. PRIMARY BARRIER	\$95.00	Adjust door hardware to achieve 5lbs opening force; install protective pipe wraps at all sinks.
4	LEVEL 2, D WING BOY'S TOILET (AT D205A) - DOOR OPENING FORCE 12LBS > 5LBS MAX. REQUIRED; 1 SINK ONLY HAS PIPE WRAPS	ADA 4.22 MAAB SECT.30	2. PRIMARY BARRIER	\$95.00	Adjust door hardware to achieve 5lbs opening force; install protective pipe wraps at all sinks.
5	LEVEL 2, MEN'S TOILET (AT N-14 STAIR) - DOOR OPENING FORCE 12LBS > 5LBS MAX. REQUIRED; 1	ADA 4.22 MAAB SECT.30	2. PRIMARY BARRIER	\$95.00	Adjust door hardware to achieve 5lbs opening force; install protective pipe wraps at all sinks.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	SINK ONLY HAS PIPE WRAPS				
6	K WING, BOY'S TOILET -1 SINK ONLY HAS PIPE WRAPS; PAPER TOWEL DISPENSER AT 56" AFF > 48"-54" AFF MAX. REQUIRED	ADA 4.22 MAAB SECT.30	2. PRIMARY BARRIER	\$225.00	Install protective pipe wraps at all sinks; lower paper towel dispenser to accessible height per guidelines.
7	J WING, J106 BOY'S PHYSICAL ED ROOM - SINK PIPE WRAPS REQUIRED AT ALL SINKS; WOMEN'S/ GIRL'S TOILET FACILITIES	ADA 4.35 MAAB SECT.33	2. PRIMARY BARRIER	\$200.00	Install protective pipe wraps at all sinks;
8		ADA 4.22 MAAB SECT.30	2. PRIMARY BARRIER	UNDETERMINED	Women's and girl's common (group) toilet rooms were not surveyed as classes were in session. Facilities should review same issues observed in men's / boy's toilet rooms and correct as required.
ACCESS TO AMENITIES					
1	FIRE EXTINGUISHER AT CORRIDOR DOORS (OOPOSITE LIBRARY) IS OBSTRUCTED BY OPENED CORRIDOR DOOR.	ADA 4.3 MAAB SECT.20 + 22	2. PRIMARY BARRIER	\$550.00	Relocate fire extinguisher as required to provide unobstructed CFS and accessible route to device
2	DRINKING FOUNTAIN ACROSS FROM LIBRARY PROTRUDES INTO THE ACCESSIBLE ROUTE 18.5" WITH THE LEADING EDGE AT 27.5" AFF > 27" MAX. REQUIRED	ADA 4.15 MAAB SECT.36	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$100.00	Lower drinking fountain so leading edge is at 27" AFF.
3	FIRE EXTINGUISHER AT D102 AND CAFETERIA, HAS A ROUND, KNOB TYPE PULL - U-SHAPED PULL REQUIRED.	ADA 4.28 MAAB SECT.40	2. PRIMARY BARRIER	\$35.00	Replace hardware to recessed extinguisher cabinet with u-pull type hardware per guidelines

FACILITY ACCESS SUMMARY

CAMERON MIDDLE SCHOOL CATEGORY 1

FACILITY NAME: CAMERON MIDDLE SCHOOL
FACILITY ADDRESS: 215 ELM STREET, FRAMINGHAM, MA
FACILITY ADA CONTACT: WALTER MCCLENNEN / 508.626.9133
FACILITY CONTACT: JUDITH KELLY, PRINCIPAL
 BRIAN - FACILITIES CONTACT

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY	1. NO VAN ACCESSIBLE PARKING SPACES PROVIDED - NEW CONSTRUCTION	ADA 4.6 MAAB SECT. 23	1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	\$275.00	Provide striping and signage for (1) van accessible parking space.
	2. CURB CUTS HAVE GRASS/WEEDS GROWING AT JOINTS IN SIDEWALK CONCRETE	ADA 4.3 + 4.5; MAAB SECT. 20 + 22	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$175.00	Maintenance and grounds issue relative to facilities upkeep and maintaining accessible routes and components from obstructions

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO PROGRAM / SERVICES					
1.	DOOR CFS AT TOILET ROOMS (MEN'S / WOMEN'S) ADJACENT CAFETERIA	ADA 4.13 MAAB SECT. 26	3. MODERATE BARRIER	\$0.00	Facility was new construction in 2000 and required to meet standards for new construction under ADA and MAAB. The only solution to this issue is major structural modifications to the facility.
2.	PROTRUDING OBJECT - UNDERSIDE OF DESCENDING STAIRS AT STAIR 3 AND 5	ADA 4.4 MAAB SECT. 20	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$1,350.00	Facility was new construction in 2000 and required to meet standards for new construction under ADA and MAAB. Knee wall construction required to eliminate hazard.
3	RAMP TO AUDITORIUM STAGE EXCEEDS 8.3% MAX. SLOPE IN SEVERAL AREAS (7.5 - 8.9%)	ADA 4.8 MAAB SECT. 24	2. PRIMARY BARRIER	\$275.00	Facility was new construction in 2000 and required to meet standards for new construction under ADA and MAAB. Ramp should be measured with precise instrumentation and corrective measures taken to correct ramp slope.
4	RAMP AT CORRIDOR ADJACENT STAGE REAR ENTRY EXCEEDS 8.3% MAX. SLOPE (9.6%) AT TOP PART OF RAMP	ADA 4.8 MAAB SECT. 24	2. PRIMARY BARRIER	\$275.00	Facility was new construction in 2000 and required to meet standards for new construction under ADA and MAAB. Ramp should be measured with precise instrumentation and corrective measures taken to correct ramp slope.
5	TRANSACTION COUNTERS AT A2 MAIN OFFICE AND A3 GUIDANCE DO NOT PROVIDE LOWERED COUNTER AT 36" AFF, 36" W.	ADA 32 MAAB SECT. 35	2. PRIMARY BARRIER	\$1,225.00	Facility was new construction in 2000 and required to meet standards for new construction under ADA and MAAB. Modify existing millwork counter to provide lowered transaction counter at 36" AFF and min. 36" wide.

FACILITY ACCESS SUMMARY

MC CARTHY ELEMENTARY SCHOOL CATEGORY 1

FACILITY NAME: Mc CARTHY ELEMENTARY SCHOOL FACILITY
FACILITY ADDRESS: 8 FLAGG DRIVE, FRAMINGHAM, MA
FACILITY ADA CONTACT: WALTER MC CLENNEN / 508.626.9133
FACILITY CONTACT: JOAN VODOKLYS, PRINCIPAL

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY					
1.	(1) additional accessible parking space required.	ADA 4.6 MAAB SECT. 23	3. MODERATE BARRIER	\$275.00	Facility was new construction in 1995 and required to meet standards for new construction under ADA and MAAB. Provide (1) additional accessible parking stall, striped access aisle and signage.
2.	Curb cuts and accessible routes have deteriorated surface materials in several locations (refer to survey)	ADA 4.3 + 4.5; MAAB SECT. 20 + 22	3. SAFETY HAZARD 4. PRIMARY BARRIER	\$1,500.00	Maintenance and grounds issue relative to facilities upkeep and maintaining accessible routes and components from obstructions. Hazardous areas in the surface materials should be removed and replaced as necessary to eliminate barriers.

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
3.	Door 18 (egress door) exits from facility with no landing. Door opens with a step at the door opening.	ADA 4.13 MAAB SECT. 26	1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	\$800.00	Maintenance and grounds issue relative to facilities upkeep a 60" x 60" Asphalt or concrete landing should be installed to provide transition between interior vestibule and exterior ground surfaces.
ACCESS TO PROGRAMS / SERVICES					
1.	Drinking fountains project into accessible routes at levels 1 and 2 creating a hazard.	ADA 4.4 MAAB SECT. 20	1. SAFETY HAZARD	\$700.00	Facility was new construction in 1995 and required to meet standards for new construction under ADA and MAAB. Angled "wing" walls or low partitions should be installed to create an alcove for the drinking fountains.
2.	Ramp slopes at interior ramps exceeded max. Allowed slopes in spot areas on ramps (refer to survey).	ADA 4.8 MAAB SECT. 24	4. LOW PRIORITY	\$0.00	Facility was new construction in 1995 and required to meet standards for new construction under ADA and MAAB. Facilities should occasionally check the carpet material and sub-base padding / adhesive to verify if carpet adhesive has failed and inconsistencies in the floor surface are present – take corrective measures as required.
3	Door to library has an opening force between 7-10lbs > 5lbs max. Required.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$35.00	Facilities personnel should monitor closer and hinge performance and make adjustments to "tighten" the amount of force required to open door at Library.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO PUBLIC REST ROOMS					
1	C22 Men's / C23 Women's Toilet Rooms CFS at push side 7" < 12" min. required; pull side 16" < 18" min. required.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$75.00	Facility was new construction in 1995 and required to meet standards for new construction under ADA and MAAB. While the guidelines have not been met the toilet rooms are usable. Structural modifications would be required to correct this issue. Signage directing users to a more accessible toilet facility could be provided in place of signage designating rooms as "accessible".
2	B24 Boy's / B27 Girl's Toilet Rooms have inadequate aisle width at accessible toilet stalls.	ADA 4.22 MAAB SECT. 30	3. MODERATE BARRIER	\$75.00	Facility was new construction in 1995 and required to meet standards for new construction under ADA and MAAB. While the guidelines have not been met the toilet rooms are usable. Structural modifications would be required to correct this issue. Signage directing users to a more accessible toilet facility could be provided in place of signage designating rooms as "accessible".
3	B24 Boy's Toilet - coat hook is broken off the wall.	ADA 4.22 MAAB SECT. 30	3. MODERATE BARRIER	\$45.00	Replace coat hook at accessible height.
4	C33 / E9 Boy's Toilet / C2 Girl's Toilet / C1 Boy's Toilet - coat hooks are missing from accessible	ADA 4.22 MAAB SECT. 30	3. MODERATE BARRIER	\$45.00	Replace coat hook at accessible height.

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	toilet stalls.				
5	E9 Boy's Toilet – door hardware lock is missing from accessible stall.	ADA 4.22 MAAB SECT. 30	3. MODERATE BARRIER	\$65.00	Replace door hardware at stall.
ACCESS TO AMENITIES	N/A				
ACCESS TO SIGNAGE	N/A				
				\$3,615.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

WOODROW WILSON ELEMENTARY SCHOOL CATEGORY 1

FACILITY NAME: WOODROW WILSON ELEMENTARY SCHOOL
FACILITY ADDRESS: 169 LELAND STREET, FRAMINGHAM, MA
FACILITY ADA CONTACT: WALTER MCCLENNEN / 508.626.9133
FACILITY CONTACT: ROBIN WELCH, PRINCIPAL

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY					
1.	NO DIRECTIONAL SIGNAGE FROM ACCESSIBLE PARKING TO BUILDING ENTRANCE	ADA 4.30 MAAB SECT. 41	2. PRIMARY BARRIER	\$275.00	Facility was new construction in 1998 and required to meet standards for new construction under ADA and MAAB. Provide directional signage in close proximity to accessible parking designating the accessible building entrance.
ACCESS TO PROGRAM / SERVICES					
1.	DOOR OPENING FORCE AT MAIN OFFICE AT 10LBS > 5LBS MAX. REQUIRED;	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$225.00	Adjust / replace door closer as necessary to bring opening force into compliance. Facility was new construction in 1998 and

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	DOOR OPENING FORCE AT BOY'S TOILET 1031 AT 12LBS > 5LBS MAX. REQUIRED.				required to meet standards fro new construction under ADA and MAAB.
2.	PROTRUDING OBJECT – UNDERSIDE OF DESCENDING STAIRS AT STAIR 6 AND GRAND STAIR TO LEVEL 2 FROM LOBBY	ADA 4.4 MAAB SECT. 20	3. SAFETY HAZARD 4. PRIMARY BARRIER	\$275.00	Facility was new construction in 1998 and required to meet standards fro new construction under ADA and MAAB. Knee wall or other permanent barrier required to eliminate hazards.
3	LOWER RAMP RUN TO AUDITORIUM STAGE EXCEEDS 8.3% MAX. SLOPE IN SEVERAL AREAS (8.7 – 8.9%)	ADA 4.8 MAAB SECT. 24	2. PRIMARY BARRIER	\$400.00	Facility was new construction in 1998 and required to meet standards fro new construction under ADA and MAAB. Ramp should be measured with precise instrumentation and corrective measures taken to correct ramp slope.
4	RAMP RUN TO GYMNASIUM EXCEEDS 8.3% MAX. SLOPE IN SEVERAL AREAS (8.7 – 8.9%)	ADA 4.8 MAAB SECT. 24	2. PRIMARY BARRIER	\$0.00	Facility was new construction in 1998 and required to meet standards fro new construction under ADA and MAAB. Ramp should be measured with precise instrumentation and corrective measures taken to correct ramp slope.
5	LIBRARY PROVIDES FURNITURE WITH KNEE CLEARANCE < 27" MIN.	ADA 4.32 MAAB SECT. 35	3. MODERATE BARRIER	\$475.00	Facility was new construction in 1998 and required to meet standards fro new construction under ADA and MAAB. Provide furniture either with adjustable legs, or at accessible heights and knee clearance.
ACCESS TO PUBLIC REST ROOMS					

FACILITY ACCESS SUMMARY

THAYER CAMPUS - HIGH SCHOOL FACILITY CATEGORY 2

FACILITY NAME: THAYER CAMPUS -- HIGH SCHOOL FACILITY
 FACILITY ADDRESS: 50 LAWRENCE STREET, FRAMINGHAM, MA
 FACILITY ADA CONTACT: WALTER MCCLENNEN / 508.626.9133
 FACILITY CONTACT: ANN LAMB, COORDINATOR 508.626.9191

SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY	1. SURFACE CONDITIONS AT REAR PARKING LOT ARE BADLY DETERIORATED AND PRESENT TRIP HAZARDS TO ALL USERS.	ADA 4.3 + 4.5 MAAB SECT. 20 + 22	1. SAFETY HAZARD	\$8,500.00	Rear entrance (designated accessible entrance) surface conditions are hazardous to all facility users and make the building inaccessible. Resurfacing program should be undertaken to ensure access to accessible parking and facility elevator.
ACCESS TO PROGRAM/ SERVICES					

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	1. DOOR HARDWARE AT MAIN OFFICE - LEVER HANDLES REQUIRED	ADA 4.13 MAAB SECT. 28	2. PRIMARY BARRIER	\$95.00	Replace door hardware with lever-type hardware.
	2. ELEVATOR PROVIDING ACCESSIBLE ACCESS TO THE FACILITY WAS NOT IN WORKING ORDER THE DAY OF THE SURVEY. AS THIS IS THE ONLY ACCESSIBLE ENTRY INTO THE FACILITY - A POLICY SHOULD BE IN PLACE TO ADDRESS ELEVATOR SERVICE DISRUPTIONS	ADA 4.10 MAAB SECT. 28	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$125.00	Maintenance elevator to repair non-working / functioning components. Establish policy for disruption of elevator service.
ACCESS TO PUBLIC REST ROOMS					
	1. ACCESSIBLE TOILET ROOM ON LEVEL 2 REQUIRES: ACCESSIBLE DOOR HARDWARE (LEVERS); COAT HOOK AT ACCESSIBLE HEIGHT; (2) 42" GRAB BARS AT ACCESSIBLE HEIGHT; PIPE WRAPS AT SINK; LOWERED MIRROR TO 40" AFF.	ADA 4.17 MAAB SECT. 31	2. PRIMARY BARRIER	\$490.00	Provide accessible components at designated accessible toilet facility.
ACCESS TO AMENITIES	N/A				

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ACCESS TO SIGNAGE					
1	ACCESSIBLE SIGNAGE NOT PROVIDED THROUGHOUT THE FACILITY TO PROGRAM SPACES	ADA 4.30 MAAB SECT. 41	2.PRIMARY BARRIER	\$650.00	Provide accessible signage at all rooms / spaces designated as program accessible.
				\$9,860.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

**JONATHAN MAYNARD
 ADMINISTRATION BUILDING
 CATEGORY 2**

FACILITY NAME:

MAYNARD BUILDING

FACILITY ADDRESS:

14 VERNON STREET, FRAMINGHAM, MA

FACILITY ADA CONTACT:

JIM EGAN / 508.620.4815

FACILITY CONTACT:

**WALTER McCLENNEN
 508.626.9133**

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY			1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		
1.	Main Entrance door at Level 1 - door has knob hardware - not compliant, lever hardware required. No auto doors provided. 10lbs door opening force > 5lbs max. required. Slippery floor surface (polished marble tile) at lobby covered with carpet mats that present trip hazards.	ADA 4.3, 4.13, 4.5 MAAB SECT. 20, 23, 25, 29	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$575.00	1. Provide lever door hardware at Main Entrance. 2. Install permanent non-slip surface along accessible route at interior lobby of the facility.
2.	Curb cut at accessible parking area - curb cut slope exceeds 8.3% max. slope.	ADA 4.7 MAAB SECT. 21	1. SAFETY HAZARD	\$750.00	Remove and replace existing curb cut with compliant curb cut.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	fiared sides exceed 10% max. slope. There is a change in surface greater than 1/2" where the curb cut meets the parking lot asphalt.		1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY 2. PRIMARY BARRIER		
3	Accessible parking spaces. Only (2) accessible parking spaces provided-no "van" accessible, (4) accessible spaces required. (2) new accessible parking spaces required with (1) "van" accessible.	ADA 4.6 MAAB SECT. 23	2. PRIMARY BARRIER	\$850.00	Provide (2) new accessible parking spaces with (1) designated as "van" accessible with shared 8' wide striped access aisle. Provide compliant signage for both new parking spaces, and "van" accessible signage at van accessible stall. Provide striped crossing as required to access curb cut and sidewalk at lower level entrance.
4	Surface conditions at exterior accessible parking access aisle are deteriorated and hazardous.	ADA 4.3, 4.13, 4.5 MAAB SECT. 20, 23, 25, 29	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$1,200.00	Repair and replace existing surface materials as required to remove barriers and hazards.
5	Vernon Street Entrance is not accessible. Signage directing users to the lower level (rear building) accessible entrance is not provided.	ADA 4.14, 4.30 MAAB SECT. 25, 41	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$150.00	Provide directional signage directing users to lower level (rear building) accessible entrance and parking.
6	Exterior stairs from Vernon Street to lower level parking and designated accessible entrance are not accessible and are in deteriorated condition.	ADA 4.9 MAAB SECT. 27	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$16,000.00 (to repair)	Exterior stairs should be repaired and compliant handrails installed or if remaining unused – temporary barriers should be placed to prevent use. Temporary signage should also be installed directing users to the accessible lower level entrance.

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ACCESS TO PROGRAM / SERVICES					
1.	REFER TO ACCESS TO FACILITY FOR ACCESS TO AND INTO THE EXISTING FACILITY. Levels 1,2, and 3 – carpeted hallways have deteriorating carpet in many locations presenting hazardous tripping areas throughout the facility.	ADA 4.5 MAAB SECT. 22,29	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$0.00 \$17,500.00	INFORMATION Replace existing carpet with new on all building levels.
2.	Elevator – Call buttons provided at each floor level with no Braille. Raised and Braille floor designations are located at 42" AFF < 60" required. Hall lanterns not present. Inside rail of cab at rear of cab only.	ADA 4.10 MAAB SECT. 28	3. MODERATE BARRIER	\$510.00	1. Add Braille at all floor call buttons indicating "up" or "down". 2. Raise Braille floor designations to 60" AFF to the centerline of designations. 3. Install floor lanterns if renovating elevator lobbies at each floor or replacing existing elevator cab. 4. Add inside rails at sides of cab.
4	Suite 104 FPS – Business Operations, Accounting, Payroll, Health and Physical Education, Partners in Education – door clear width – OK. door opening force 7lbs > 5lbs max. required. CFS – OK. No signage present directing persons to RM. 204 Superintendent's Offices.	ADA 4.10 MAAB SECT. 28	2. PRIMARY BARRIER	\$200.00	1. Adjust door closer as required to provide 5lbs max. door opening force. 2. Provide compliant signage directing users to level 2, RM. 204 Superintendent's offices.

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5	RM 108/106	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$130.00	Provide lever door hardware.
6	RM 210 FPS Human Resources	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$130.00	1. Provide lever door hardware. 2. Provide door closure.
7	Doors to leased offices have "knob" type door hardware.	ADA 4.13 MAAB SECT. 26	4. LOW PRIORITY		Provide lever door hardware at leased tenant offices as requested or as required per lease agreements.
8	RM 204 FPS Offices of the Assist. Superintendent. Door opening force > 5lbs; CFS at pull side of door 2" < 18" min. required.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$235.00	1. Adjust door closure as required. 2. Change hinge side of door to obtain 18" pull side CFS.
9	RM 210 FPS Human Resources – no accessible desk provided to complete employment applications.	ADA 4.32 MAAB SECT. 35	2. PRIMARY BARRIER	\$150.00	Provide location for applicants to complete employment applications or table at 34" AFF with min. 27" knee clearance.
ACCESS TO PUBLIC REST ROOMS					
1.	Level 1 Men's Toilet Room – door opening force 14lbs > 5lbs max. required; door saddle does not have beveled edge, trip hazard; sink – no pipe wraps; mirror mounted at 43" AFF > 40" max.; urinal mounted at 26" AFF > 17" max.; paper towel dispenser at 51" AFF (side reach OK); soap dispenser	ADA 4.32 MAAB SECT. 35	2. PRIMARY BARRIER	\$1,500.00	The following renovations/repair work should be undertaken at the Level 1 Men's Toilet Room: 1. adjust door opening force, replace door closure if required max. required; 2. Replace door saddle as required with compliant saddle with beveled edges. 3. Provide protective pipe wraps at

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	<p>mounted at 44" AFF with 17" reach - OK. Toilet stall - compliant door hardware required, stall door swings in-should swing outwards, coat hook mounted > 54" AFF max., grab bars mounted at 30" AFF and 35" AFF - grab bars should be mounted at same height between 33" - 36" AFF.</p> <p>Level 1 Women's toilet was not surveyed due to it being occupied - please review same items / issues at women's toilet room.</p>				<p>4. Relocate mirror to compliant height of 40" max. AFF to bottom of mirror; 5. Relocate urinal to be 17" max. AFF; 6. Toilet stall - install compliant door hardware with lever, swing stall door outwards with self-closing hinges; 7. Relocate coat hook to 48" AFF. 8. Relocate grab bars to uniform height between 33" - 36" AFF.</p>
2.	<p>Level 3 Men's Toilet Room</p> <p>- door does not open 90 degrees / sticks at tile floor (32" clear width possible even with door not open fully); threshold -deteriorated tile saddle is a trip hazard; Urinal at 24" AFF > 17" AFF max.; sinks at vanity at 32" AFF - no pipe wraps; mirror mounted at 42 1/2" AFF > 40" max. required. Toilet stall - door hardware not accessible, grab bars at 30" AFF < 33"-36" AFF required; toilet seat at 15" AFF < 17"-19" AFF; toilet paper dispenser mounted 7" beyond front of toilet; coat hook at 66" AFF > 48"-54" AFF max.; paper towel dispenser at 49"</p>	ADA 4.32 MAAB SECT. 35	2. PRIMARY BARRIER	\$1,500.00	<p>The following renovations/repair work should be undertaken at the Level 1 Men's Toilet Room:</p> <ol style="list-style-type: none"> 1. Door does not open 90 degrees / sticks at tile floor (32" clear width possible even with door not open fully), replace HM door as required to allow for inconsistencies in bathroom tile floor 2. The door saddle is deteriorated - replace with like material with beveled edges. 3. Relocate urinal to be 17" max. AFF. 4. Provide protective pipe wraps at sinks; 5. Relocate mirror to compliant height of 40" max. AFF to bottom of mirror;

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	side approach-OK.		1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		6. Toilet stall – install compliant door hardware with lever, swing stall door outwards with self-closing hinges; 7. Relocate coat hook to 48" AFF. 8. Relocate grab bars to uniform height between 33" – 36" AFF. 9. Toilet seat height needs to be raised to 17"-19" AFF 10. Relocate toilet paper dispenser to be adjacent to toilet user when seated;
3	Level 3 Women's Toilet Room – door does not open 90 degrees / sticks at tile floor (32" clear width possible even with door not open fully); threshold –OK; sinks at vanity at 32" AFF – no pipe wraps; mirror mounted at 42 ½" AFF > 40" max. required. Toilet stall – door hardware not accessible, grab bars at 30" AFF < 33"-36" AFF required; toilet seat at 15" AFF < 17"-19" AFF; toilet paper dispenser mounted 7" beyond front of toilet; coat hook at 66" AFF > 48"-54" AFF max.; paper towel dispenser at 49" side approach-OK. Sanitary Napkin disposal-OK.	ADA 4.32 MAAB SECT. 35	2. PRIMARY BARRIER	\$1,500.00	The following renovations/repair work should be undertaken at the Level 1 Men's Toilet Room: 1. Door does not open 90 degrees / sticks at tile floor (32" clear width possible even with door not open fully), replace HM door as required to allow for inconsistencies in bathroom tile floor 2. Provide protective pipe wraps at sinks; 3. Relocate mirror to compliant height of 40" max. AFF to bottom of mirror; 4. Toilet stall – install compliant door hardware with lever, swing stall door outwards with self-closing hinges; 5. Relocate coat hook to 48" AFF. 6. Relocate grab bars to uniform height between 33" – 36" AFF. 7. Toilet seat height needs to be raised to 17"-19" AFF 8. Relocate toilet paper dispenser

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					to be adjacent to toilet user when seated;
ACCESS TO SIGNAGE + AMENITIES					
1.	Accessible room signage with raised lettering and Braille is NOT provided throughout facility.	ADA 4.30 MAAB SECT. 41	2. PRIMARY BARRIER	\$5000.00 (allowance)	Provide compliant signage with raised lettering and Braille indicating room names/room numbers at all program spaces and offices. Provide compliant signage with raised lettering and Braille indicating room names/room numbers at all leased spaces and offices as required under lease agreements.
2.	Building directory in Level 1 Lobby is not provided with raised type or Braille. Directional signage not present.	ADA 4.30 MAAB SECT. 41	2. PRIMARY BARRIER	\$1,500.00	Provide building directory with compliant raised lettering and Braille indicating room names/room numbers at all program spaces and offices.
				\$49,380.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

KING ADMINISTRATION
 BUILDING /
 B.L.O.C.K.S PRE-SCHOOL
 CATEGORY 2

FACILITY NAME: KING ADMINISTRATION BUILDING AND BLOCKS PRE-SCHOOL
 FACILITY ADDRESS: 454 WATER STREET, FRAMINGHAM, MA
 FACILITY ADA CONTACT: WALTER MCCLENNEN / 508.626.9133
 FACILITY CONTACT: WALTER MCCLENNEN / 508.626.9133

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY	1. Access route from accessible parking contains tripping hazards at change in surface materials. Hazardous tripping condition at Main Entrance landing and ramped surface.	ADA 4.3,4.5 MAAB SECT. 20,22,29	1. SAFETY HAZARD	\$1,200.00	Repair and replace sections of deteriorated asphalt and/or concrete surfaces as required to maintain the accessible route barrier free.
	2. Slope at Main entry "plaza" measured 5.3-6.2% with a smart level > 5% (1:20) and as such is considered a "ramp".	ADA 4.3,4.5 MAAB SECT. 20,22,29	2. PRIMARY BARRIER	\$6,200.00	Provide landing area where accessible route from parking area meets Main entry plaza, then a 48" wide (MAAB) ramp up to level landing area in front of entrance doors. Define 48" wide ramp with compliant handrails per ADA and MAAB each side.

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3	Door 24 "Accessible". Emergency Egress from Desmaris Room has automatic door with pushbutton controls. Door kept locked for security purposes except on meeting / event nights. Ramp handrail at exterior on 1 side only at 19" AFF. Ramp slope = OK. Ramp surface has areas of deteriorating concrete creating tripping hazards and ground surface hazards. Accessible route to (2) designated accessible parking spaces (no "Van" designation) and has tripping hazards at concrete control/expansion joints.	ADA 4.14, 4.8, MAAB SECT. 25, 24	1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	\$1,500.00 \$4,000.00	1. Repair and replace sections of deteriorated asphalt and/or concrete surfaces as required to maintain the accessible route barrier free. 2. Remove existing noncompliant handrail. Provide new ramp handrails per ADA and MAAB specifications on both sides of existing ramp.
4	Main accessible / secured entrance. (2) accessible parking spaces located in close proximity to the Main, designated accessible, entrance and (2) located at lower level entrance at Desmaris Room. No "Van" accessible parking space provided.	ADA 4.6 MAAB SECT. 23	2. PRIMARY BARRIER	\$500.00	Provide new designated "van" accessible parking stall and signage at existing parking within close proximity to designated accessible Main Entrance.
5	Sidewalk conditions at bus drop off are hazardous; Curb cut needed for access from school to Water Street.	ADA 4.3, 4.5, 4.6 MAAB SECT. 20, 22, 23, 29	1. SAFETY HAZARD	\$650.00	Repair and replace sections of deteriorated asphalt and/or concrete surfaces as required to maintain the accessible route barrier free.
6	Accessible route from lower parking to upper accessible route has a small stairway / steps with no handrails.	ADA 4.3, 4.9 MAAB SECT. 20, 22, 27	3. MODERATE BARRIER	\$1,200.00	Provide compliant handrails each side of stair per ADA (and MAAB).

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
7	Exterior site signage inadequate to direct users to accessible entrances	ADA 4.30 MAAB SECT. 41	1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	\$125.00	Provide directional signage at main entry drive and drive to Desmaris Room entrance directing users to accessible entrances for school, and for public programs at the Desmaris Room.
8	Parking signage is mounted below 48" and may not be visible to all users.	ADA 4.30, 4.6 MAAB SECT. 23, 41	2. PRIMARY BARRIER	\$350.00	Relocate parking stall signage so that signage is not obstructed by a vehicle parked in the accessible parking stall.
ACCESS TO PROGRAM / SERVICES					
1.	Door to main office at visitor desk requires lever door hardware.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$75.00	Provide new lever door hardware.
2.	Radiator in corridor on third level, North side projects 6" at 33" AFF.	ADA 4.4 MAAB SECT. 20,	1. SAFETY HAZARD	\$350.00	Provide furred out wall or metal screening below radiator so that leading edge is at or below 27" AFF and detectable within the cane detection area.
3	Auto defibrillator on third level outside nurse's office mounted at 61" AFF at 6" deep.	ADA 4.4 MAAB SECT. 20,	1. SAFETY HAZARD	\$85.00	Relocate auto defibrillator to location not in a direct accessible route and mounted within allowable reach ranges, recess device in an alcove mounted within allowable reach ranges, or relocate to height with leading edge at 27" AFF max.
4	RM 112 Parent Waiting Room / Conference Room - door requires lever hardware; door CFS inadequate, door should remain open as policy.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$75.00	Provide new lever door hardware. As required the facility should adopt a policy maintaining the door in the open position unless doing so would not comply with applicable building/fire codes.
5	Main Entry Automatic Door - door "sticks" when opening; tables and chairs in entryway present barriers to users.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$750.00	Repair / Replace existing exterior aluminum doors as required to consistent door operation. Remove furniture from entryway to

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					maintain required accessible routes.
6	Corridor to RM 112 doors have door opening force > 5lbs max. Doors are heavy, steel, with fire glass.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$750.00	Adjust door opening force as required. If necessary replace closer or closer and door.
7	RM 100 door – requires lever hardware; door CFS inadequate, door should remain open as policy.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$75.00	Provide new lever door hardware. As required the facility should adopt a policy maintaining the door in the open position unless doing so would not comply with applicable building/fire codes.
8	Classroom Doors – require lever hardware	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$1,500.00 (ALLOWANCE)	Facility should retrofit existing doors with lever hardware as required for program spaces.
9	RM 104 Psychology Services Conference Room / RM 105 Special Education Office – requires lever door hardware.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$75.00	Provide new lever door hardware.
10	RM 201 ABC Blocks Program Office – requires lever door hardware.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$75.00	Provide new lever door hardware.
11	Testing Room – CFS inadequate, Accommodation can be made by relocating program/service to RM 112 Conference Room.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$0.00	Program access can be accommodated by relocating testing services to RM 112 Conference Room as required.
12	Corridor door at lower level, Desmaris Room to designated accessible toilet room 27.5" width < 32" width min.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$850.00	Renovate existing door opening to include the following: 1. enlarge door frame width and door to provide 32" clear width min. and 12" push side and 18" pull side CFS. New door to have lever hardware with push button privacy lockset; closer; max. opening force to be 5lbs.
13	Gymnasium (lower-lever-North Side – door opening	ADA 4.13 MAAB SECT.			Adjust door opening force as required. If necessary replace closer or closer and

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	force at 13lbs > 5lbs max.	26	2. PRIMARY BARRIER		door.
14	Desk at Main Entry front desk is 26" AFF with inadequate knee clearance.	ADA 4.32 MAAB SECT. 35	2. PRIMARY BARRIER	\$250.00	Provide a new, unobstructed desk at the Main Office reception window at 34" AFF with min. knee clearance of 27" AFF.
15	Transaction counter at Bus Pass and Kindergarten Payments > 36" AFF with no lowered portion at 36" AFF and 36" wide.	ADA 4.32 MAAB SECT. 35	2. PRIMARY BARRIER	\$250.00	Provide a lowered counter at 36" AFF at 36" width at the existing transaction counter, or provide equivalent facilitation in close proximity to the transaction counter where a user can sign/fill-out documents and transact business.
ACCESS TO PUBLIC REST ROOMS					
1.	Nurse's Suite does not have an accessible toilet room. Students need to use group toilet facilities.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$0.00	BLOCKS program has in place a policy that all students are escorted to the toilet room facilities. Toilet room facilities will be accessible after door clear widths increased. Nurse should have policy in place addressing procedure for use of adjacent group toilet facilities in the event of student illness.
2.	Student only toilet rooms serving the BLOCKS program - door widths < 32" clear required.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$1,250.00	Renovate existing toilet room doors and frames to include the following: 1. enlarge door frame width and door to provide 32" clear width min. and 12" push side and 18" pull side CFS. New door to have lever hardware with push button privacy lockset; closer; max. opening force to be 5lbs.
3	No accessible unisex toilet room provided on Main Office level of the facility	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$12,000.00	Provide unisex / companion toilet on Main Office level - location TBD. If possible, renovate men's toilet to be men's / unisex

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	(men's/women's toilets on that floor not accessible). Designated Unisex 4 Accessible toilet room serving the lower level Desmaris Room is not accessible in current condition. Door width < 32" clear; door lock not accessible; door opening force > 5lbs; dispenser mounted > 48" AFF side reach only possible over sink/obstruction; toilet paper dispenser not mounted within accessible height range.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$3,000.00	/ accessible. Renovate the existing designated accessible toilet room to include the following: 1. enlarge door frame width and door to provide 32" clear width min. and 12" push side and 18" pull side CFS. New door to have lever hardware with push button privacy lockset; closer; max. opening force to be 5lbs. 2. Provide (2) 42" wide grab bars mounted at 33"-36" AFF. 3. Provide wall infill and required structural support for installation. Install dispensers at accessible locations and within allowable reach ranges. We recommend mounting dispensers at 48" max. AFF to controls.
ACCESS TO AMENITIES					
1.	Fire alarm pull box at RM 112 is obstructed by the copier.	ADA 4.28 MAAB SECT. 40	1. SAFETY HAZARD	\$0.00	Relocate copier to provide ready access to the fire alarm pull box.
2.	Room identification signage not present at program spaces in the facility, for example, signage indicating room name/number and Braille/raised lettering.		2. PRIMARY BARRIER	\$1,500.00 (allowance)	Provide room name / room number compliant signage with raised type and Braille at all program rooms and spaces, administrative offices open to or receiving members of the public.

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	3 No public telephones observed in the facility.		4. LOW PRIORITY	\$0.00	The DPS shall provide a TTY public telephone at such time as a new public telephone is installed within the facility.
	4 Assisted Listening Devices are not installed in the Desmaris Room (room is used for School Board meetings). Standard AV system of microphones and room speakers is provided.		2. PRIMARY BARRIER	\$3,000.00	Installation of a permanent FM receiver ALD in Desmaris Hall is recommended.
ACCESS TO SIGNAGE					
1.	Signage at men's and women's toilet rooms on Main Entrance level indicate the toilet rooms are accessible- both toilet rooms are not accessible.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$150.00	Remove existing signage and replace with signage that does not designate either toilet room as being accessible. Further, compliant signage shall be provided that directs users to the nearest accessible toilet room.
				\$41,785.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

FULLER MIDDLE SCHOOL FACILITY CATEGORY 3

FACILITY NAME: FULLER MIDDLE SCHOOL FACILITY
FACILITY ADDRESS: 31 FLAGG DRIVE, FRAMINGHAM, MA
FACILITY ADA CONTACT: WALTER MCCLENNEN / 508.626.9133
FACILITY CONTACT: JUAN RODRIGUEZ, PRINCIPAL
 JOANNE LEWIS, VICE PRINCIPAL, 508-620-4957

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY			1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		
1.	Accessible parking is located on accessible routes. Accessible route to side of building parking lot has deteriorated surface conditions.	ADA 4.3, MAAB SECT. 20,22	1. SAFETY HAZARD	\$2000.00	Repair surface conditions as required to remove safety hazards.
2.	Designated accessible entrance - ramp slope were measured between 9.7%-9.9% > 8.3% max. Continuous handrails not provided per ADA or MAAB	ADA 4.3, 4.8 MAAB SECT. 20,22,24	2. PRIMARY BARRIER	\$15,000.00	Renovation of the ramp is critical to providing accessibility from designated parking areas. Town sidewalks, and side building parking, as well as, student bus drop off areas at the front of the building. Replace or modify existing ramp to be max. 8.3% slope, with compliant handrails each side per ADA and MAAB. The

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			1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		existing ramp rise is 35" that will require either a switch back ramp or ramp with intermediate landing. Renovated / new ramp will be required to be 48" wide per MAAB. Replace existing thresholds with new compliant thresholds with beveled edges.
3	Main entrance doors (not designated accessible – thresholds present tripping hazards.	ADA 4.3, MAAB SECT. 20,22	1. SAFETY HAZARD	\$1000.00	
4	Curb cuts provided at Flagg drive have a change in level > 1/2" where they meet street asphalt.	ADA 4.3, MAAB SECT. 20,22	1. SAFETY HAZARD 2.PRIMARY BARRIER	\$500.00	Infill and feather asphalt at these locations to remove barrier.
5	There is neither accessible route nor accessible parking at building side (left when facing front of school) to Vision Center and Facilities / Grounds offices. Ramp exceeds 8.3% slope and no handrails present, door to Vision Center at exterior Door 4 is 26" and unusable for a person with a disability. Signage directing users to an accessible entrance not provided.	ADA 4.3, 4.8, 4.13 MAAB SECT. 20,22, 24,	2.PRIMARY BARRIER	\$500.00 (allowance)	The Vision Center is a primary program space open to students, staff, and Town residents – accessibility to this program and service is required. While providing accessibility at Door 4 would work best functionally for the vision center, the cost of replacing the ramp and widening and replacing Door 4 would represent significant expense. We recommend providing signage at the bottom of the non-compliant ramp at Door 4 directing users to accessible parking and accessible entrance at the front of the facility. Further upon entering the facility, directional signage should be provided as needed to direct users to the Vision Center area.
6	Accessible parking : (6) accessible spaces are provided, (4) at the building Main entry parking lot (only one space has 60" wide access aisle) and (2) at the side parking lot (shared with	ADA 4.6 MAAB SECT. 23	1. SAFETY HAZARD 2.PRIMARY BARRIER	\$2,000.00	Provide the following improvements for barrier removal: 1. re-stripe Main entry parking area to provide (4) accessible parking spaces. (2) spaces shall share 60" wide striped access aisle; (2) spaces shall share 96"

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	the community college), No Van accessible spaces provided.		1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		2. striped access aisle with left space of shared aisle designated as "van" accessible. remaining spaces shall be repaired under Item#1 this section). Provide signage at (2) spaces at building side directing them to the Main accessible entrance.
7	Stair at Main accessible entrance does not have compliant handrails per ADA / MAAB	ADA 4.9 MAAB SECT. 27	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$2,700.00	Remove existing stair handrails - replace with compliant handrails per ADA/MAAB.
8	Main entrance door (designated accessible entrance) threshold is a trip hazard. Door clear width 29" < 32" clear min. required.	ADA 4.13 MAAB SECT. 26	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$175.00	1. Replace existing threshold with compliant threshold with beveled edges. 2. At such time as the entrance doors to the facility are modernized, replace existing designated accessible entry door with new compliant 36" wide door.
ACCESS TO PROGRAM / SERVICES					
1.	Auditorium - The Fuller Middle School auditorium is not accessible for the following: 1. access to stage provided off side corridor-door exceeds 5lbs	ADA 4.8, 4.13, 4.33 MAAB SECT. 14, 24, 26	2. PRIMARY BARRIER		The DPS has two options to address program accessibility to the auditorium. 1. practices, performances, programs and services offered at the facility can be relocated to an accessible performance hall (for example, FHS, or Cameron Middle School.

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	<p>opening force. RM 23A toilet room off staging area not accessible.</p> <p>2. no access to control room</p> <p>3. no accessible seating and companion seating dispersed in facility (not possible)</p> <p>4. inadequate CFS at push side of doors exiting auditorium to "Broadway" corridor.</p> <p>5. NO ALD present</p>			<p>\$750.00</p> <p>\$7500.00 (allowance)</p> <p>\$5000.00 (allowance)</p> <p>\$225.00</p> <p>\$4000.00</p>	<p>2. Remove barriers at the auditorium by undertaking the following:</p> <p>a) provide adequate push side CFS at doors exiting auditorium onto "Broadway" corridor by removing seats adjacent to push side of door.</p> <p>b) provide 6 accessible aisle seating locations clustered at front row of auditorium (as sight lines exceed 5%) with (1) companion seat per required accessible seating location and (5) accessible aisle spaces.</p> <p>c) provide permanently installed ALD system with existing PA system.</p> <p>d) adjust door opening force at access door to stage, replace closure if required.</p> <p>e) RM 23A – renovate to be accessible.</p>
2.	<p>B9 Science Lab – fire extinguisher mounted at 64" AFF > 48"-54" max.; lab counters at 36" AFF with 20" reach to gas/water controls, with no lowered table or adjustable table provided;</p>	<p>ADA 4.2, 4.4, MAAB SECT. 6, 20</p>	<p>2. PRIMARY BARRIER</p>	<p>\$3,000.00</p>	<p>The science lab is required to be program accessible. The following modifications should be undertaken to remove barriers:</p> <p>1. provide one lowered lab counter at 34" AFF with gas control within accessible reach ranges. Provide min. 27" knee</p>

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	lever door hardware required; inadequate CFS at pull side of door.				<ol style="list-style-type: none"> clearance. provide lever door hardware at door to classroom. in lieu of structural modifications to the classroom door entrance, establish policy by which classroom door is open for student access at beginning, breaks, and end of class and closed remaining time if required by fire code.
3	A12 Art Room -- sink at 36" AFF > 34" AFF max. required; tables at 36" AFF > 34" AFF max. required.	ADA 4.2 MAAB SECT. 6	2.PRIMARY BARRIER	\$3,500.00	<p>The art room is required to be program accessible. The following modifications should be undertaken to remove barriers:</p> <ol style="list-style-type: none"> provide adjustable table capable of being lowered to height of 34" AFF with 27" min. knee clearance. lower existing sink and counter to 34" AFF.
4	Display cabinet at D34A projects 6" > 4" with the leading edge 34" AFF > 27" AFF. Display cabinet at C19 Auditorium in Corridors projects 19.5" > 4" with the leading edge 31" AFF > 27" AFF. Display cabinet at B9 in Corridor projects 18.5" > 4" with the leading edge 36" AFF > 27" AFF.	ADA 4.4 MAAB SECT. 20	1. SAFETY HAZARD 2.PRIMARY BARRIER	\$3000.00 (allowance)	<p>Display cabinets at D34A, C19 and B9 are protruding objects and are hazardous. Provide an enclosed base at all protruding display cabinets in similar material from underside of cabinets to finish floor.</p>
5	Auto defibrillator across from Main office, surface mounted, projects 6" > 4" with the leading edge 63" AFF > 27" AFF.	ADA 4.8, 4.13, 4.33 MAAB SECT. 14, 24, 26	1. SAFETY HAZARD 2.PRIMARY BARRIER	\$175.00	Relocate existing defibrillator to location off accessible route lowering it to 48" AFF to controls, recess equipment, or provide detectable base and lower equipment to 48" AFF.

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6	C20 Band Room – existing ramp exceeds 8.3% slope, compliant handrails not provided.	ADA 4.8, MAAB SECT. 24,	1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	\$5000.00	Replace existing ramp with ramp at 8.3% slope max. with compliant handrails per ADA / MAAB.
7	C13 Music Room has slope that greatly exceeds 8.3% max.	ADA 4.8, MAAB SECT. 24,	2.PRIMARY BARRIER	\$8000.00	Sufficient floor area does not exist to provide compliant ramp at this location. We recommend either relocating Music Room to accessible location or install a compliant chair lift, with adjacent steps and compliant handrails.
8	Classroom Program Spaces – knob type door hardware provided at all classroom doors.	ADA 4.13, MAAB SECT. 26	2.PRIMARY BARRIER	\$750.00 (allowance)	Replace existing door hardware to program spaces as required or requested.
9	Main Office – door hardware not compliant.	ADA 4.13, MAAB SECT. 26	2.PRIMARY BARRIER	\$150.00	Replace existing door hardware to program space – both entrances.
10	Lever door hardware required - RM D37A – Literacy Center East; RM D34A Literacy Center West; A27 Computer Room; A7A Computer Lab; A7 Wood Shop; D37 Home Ec Lab; Guidance Office	ADA 4.13, MAAB SECT. 26	2.PRIMARY BARRIER	\$525.00	Replace existing door hardware to program spaces (7) rooms.
11	Door opening force at: Corridor doors at B31; Doors from kitchen/café to corridor;	ADA 4.13 MAAB SECT. 26	2.PRIMARY BARRIER	\$25.00	Adjust door opening force as required to achieve 5lbs max. opening force. Replace closures if required.
12	A7 Wood Shop; RM D34A Literacy Center West – CFS at push side of door < 12" min. required.	ADA 4.13 MAAB SECT. 26	2.PRIMARY BARRIER	\$0.00	In lieu of structural modifications to the classroom door entrance, establish policy by which classroom door is open for student access at beginning, breaks, and end of class and closed remaining time if required by fire code.

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13	A27 / A7A Computer Room – furniture not accessible.	ADA 4.32 MAAB SECT. 35	1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	\$350.00 (allowance)	Designate one of the two computers labs as "program accessible". Provide accessible computer stations and furniture as required based on student needs in the program accessible lab. Tables shall be max. 34" AFF with min. 27" knee clearance.
14	Corridor doors at A20 – clear width 27" < 32" clear min. required. Door opening force > 5lbs.	ADA 4.13 MAAB SECT. 26	2.PRIMARY BARRIER	\$500.00	Increase door clear width at this location unless alternate accessible route can be provided to program spaces. Adjust door opening force as required.
15	Egress corridor doors at Vision Center and grounds office installed at 30" wide (27" clear) < 32" clear width min. required. Exterior egress door at Vision Center corridor at Door 4 is 26" < 32" clear min. required.	ADA 4.13 MAAB SECT. 26	2.PRIMARY BARRIER	\$1,700.00	Doors installed are new construction and do not comply with ADA / MAAB. If required to accommodate egress from facility, a single egress door should be installed min. 36" wide (32" clear) or wider depending on egress load. Increase egress door at existing Door 4 location as required to maintain egress capacity to exterior of building. Signage should also be installed at Door 4 indicating that exterior ramp is not accessible-an area of refuge can be provided if required.
16	Main Office Transaction Counter is at 38.5" AFF with no lowered counter at 36" AFF and 36" width.	ADA 4.32 MAAB SECT. 35	2.PRIMARY BARRIER	\$3,500.00	Provide lowered portion of counter at 36" AFF and 36" wide.
17	Home Economics Lab D37 – counters at 36" AFF > 34" AFF max. required.	ADA 4.32 MAAB SECT. 35	2.PRIMARY BARRIER	\$7,500.00	Provide accessible lab counter / station with accessible counter at 34" AFF and accessible sink also at 34" AFF. If appliances are provided, provide appliances at accessible heights and reach ranges for use per ADA / MAAB.
18	Library – transaction counter at 39" AFF with no lowered portion at 36" AFF max.; furniture – all furniture does	ADA 4.32 MAAB SECT. 35	2.PRIMARY BARRIER	\$5,000.00 (allowance)	Provide lowered portion of counter at 36" AFF and 36" wide. Provide adjustable height furniture at 34" AFF with min. 27" knee clearance.

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	not provide min. knee clearance;				
19	Nurses / Health Room – door from Gym no CFS and non-compliant door hardware. Door opening force 10lbs > 5lbs max. required.	ADA 4.13 MAAB SECT. 26	2.PRIMARY BARRIER	\$50.00	In lieu of structural modifications to the Health room door entrance, establish policy by which door is open for student access during office hours. Install lever type door hardware and adjust / replace closure as required.
20	Nurses / Health Room – (2) toilet rooms provided – neither toilet room has accessible features.	ADA 4.22 MAAB SECT. 30	2.PRIMARY BARRIER	\$5000.00 (allowance)	Renovate (1) toilet room to provide compliant features: for example, grab bars, toilet/sink heights, accessories and dispensers within accessible reach ranges. Change swing of existing doors to swing "out" to acquire maneuvering space within toilet room.
ACCESS TO REST ROOMS					
1.	D27 Women's Toilet (staff) – NOT accessible – used for public functions. Door opening force 20lbs > 5lbs max. required, door sticks. Adequate space does exist to convert existing toilet room to unisex / companion toilet room for public functions.	ADA 4.22 MAAB SECT. 30	2.PRIMARY BARRIER	\$75.00	Toilet room have non-compliant components. Provide signage directing users to Women's toilet C17.
2.	Boy's Toilet D35 – toilet stall – door hardware not accessible; flush valve on wrong side; (2) 42" grab bars required; grab bars at 32" < 33"-36" required. Urinal at 22"	ADA 4.22 MAAB SECT. 30	2.PRIMARY BARRIER	\$75.00	Toilet rooms have non-compliant components. Provide signage directing users to Men's toilet C18.

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	AFF > 17" AFF max. required; sink allows side approach only at 31" AFF; paper towel dispenser at 57" AFF to controls > 48"-54" max. required; door opening force at 20lbs > 5lbs max. required; room signage at 64" AFF > 60" max.				
3	Girl's Toilet D33 – stall – CFS at push side < 12" min. required, toilet stall – door hardware not accessible; flush valve on wrong side; (2) 42" grab bars required; grab bars at 32" < 33"-36" required; sink allows side approach only at 31" AFF; paper towel dispenser at 57" AFF to controls > 48"-54" max. required; door opening force at 20lbs > 5lbs max. required; room signage at 64" AFF > 60" max.	ADA 4.22 MAAB SECT. 30	2.PRIMARY BARRIER	\$75.00	Toilet rooms have non-compliant components. Provide signage directing users to Women's toilet C17.
4	Men's Toilet C18 – urinal at 22" AFF > 17" AFF max.; coat hooks > 48" AFF; sink, no pipe wraps; toilet stall – grab bars are mounted at 30" AFF < 33"-36" min /max, stall dimensions 67"D x 51" W.	ADA 4.22 MAAB SECT. 30	2.PRIMARY BARRIER	\$500.00	Remove barriers as follows to bring toilet room into compliance for use by students, staff, faculty, and visitors to the facility serving the East side of the facility: 1. lower urinal to accessible height of 17" AFF 2. lower coat hooks to 48" AFF 3. install protective pipe wraps at sink 4. raise grab bars to accessible height of 34" AFF for both grab bars-typical. 5. ensure that stall door swings out

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					with self closing door hinges and provide accessible door hardware. 6. provide lever door hardware at entry door to toilet room 7. Provide new compliant room signage identifying room as accessible.
5	Women's Toilet C17 – toilet stall – door hardware; toilet paper in inaccessible location, grab bars mounted at 30" AFF < 33"-36" max. Sink – pipe wraps; door hardware into toilet room.	ADA 4.22 MAAB SECT. 30	2.PRIMARY BARRIER	\$500.00	Remove barriers as follows to bring toilet room into compliance for use by students, staff, faculty, and visitors to the facility serving the East side of the facility: 1. install accessible door hardware at toilet stall 2. relocate toilet paper dispenser to accessible location 3. install protective pipe wraps at sink 4. raise grab bars to accessible height of 34" AFF for both grab bars-typical. 5. provide lever door hardware at entry door to toilet room 6. Provide new compliant room signage identifying room as accessible.
6	Girl's Toilet C7 – toilet stall – no CFS at push side, door hardware; Sink – pipe wraps.	ADA 4.22 MAAB SECT. 30	2.PRIMARY BARRIER	\$75.00	Toilet rooms have non-compliant components. Provide signage directing users to Women's toilet C17.
7	Boy's Toilet C5 – toilet stall – 60"W x 57"D; door hardware at stall; grab bars mounted at 30" AFF < 33"-36" max.; toilet paper greater than 12" beyond front edge on toilet seat. Sinks, side approach only and no pipe wraps; urinal at 22" AFF > 17" max.;	ADA 4.22 MAAB SECT. 30	2.PRIMARY BARRIER	\$75.00	Toilet rooms have non-compliant components. Provide signage directing users to Men's toilet C18.

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	door opening force at 12lbs > 5lbs max. required; signage at 64" AFF.				
8	B13 Toilet Room – toilet room is not accessible. Boy's toilet / Girl's Toilet B3 – toilet room is not accessible.	ADA 4.22 MAAB SECT. 30	2.PRIMARY BARRIER	\$5,000.00 (allowance)	Renovate one of these three existing non-compliant toilet rooms to be accessible unisex / companion toilet room facility serving the West side of the facility. Provide accessible components as required by ADA / MAAB. Provide new compliant room signage identifying room as accessible. Provide signage at remaining toilet rooms at west side directing users to accessible unisex / companion toilet room.
9	Girl's Locker Room – toilet room - stall has (2) 36" grab bars < (2) 42" grab bars required; toilet is 16" from wall to centerline < 18" required; no coat hook provided; door hardware not accessible. Sinks – NO, side approach only and no pipe wraps.	ADA 4.22 MAAB SECT. 30	2.PRIMARY BARRIER	\$600.00	Remove barriers as follows to bring toilet room into compliance for program use by students: 1. install accessible door hardware at toilet stall 2. replace 36" grab bars with (2) 42" grab bars per MAAB mounted between 33" -36" AFF 3. sink use by side approach only- OK 4. Provide new compliant room signage identifying toilet room as accessible.
10	Girl's Locker Room – Entry door hardware. Door clear width 27.5" < 32" clear min. required. Door opening force at 13lbs > 5lbs max. required. Door stop provided at floor – trip hazard. No accessible benches provided. Lockers could be modified to provide lower shelf and clothes hooks.	ADA 4.22 MAAB SECT. 30	2.PRIMARY BARRIER	\$2,145.00	Remove barriers as follows to bring toilet room into compliance for program use by students: 1. increase door width to 36" (32" clear min.) via structural modification at door entry from corridor and door entry into gymnasium. 2. provide new door, lever door hardware, and closure adjusted for 5lbs max. door opening

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					force. 3. remove door stop at floor 4. retrofit lockers as required with lower height shelves and coat hooks-designate as accessible. 5. provide accessible bench adjacent to designated accessible lockers. 6. Provide new compliant room signage identifying locker room as accessible at both new doors. 7. replace door threshold (steel plate) at door to gym with beveled edge
11	Boy's Locker Room – toilet room - grab bars at 37" AFF > 33"-36" max. required; no coat hook provided; door hardware not accessible. Sinks – NO, side approach only and no pipe wraps. Urinal at 23" AFF > 17" AFF max. required. Soap dispenser @ 55" AFF to control > 48"-54" AFF max. required.	ADA 4.22 MAAB SECT. 30	2.PRIMARY BARRIER	\$600.00	Remove barriers as follows to bring toilet room into compliance for program use by students: 1. install accessible door hardware at toilet stall 2. replace 36" grab bars with (2) 42" grab bars per MAAB mounted between 33" -36" AFF 3. sink use by side approach only- OK 4. install coat hook at 48" AFF 5. lower urinal to 17" AFF 6. relocate soap dispenser to 48" AFF 7. Provide new compliant room signage identifying toilet room as accessible.
12	Boy's Locker Room – Entry door hardware. Door clear width 27.5" < 32" clear min. required. Door CFS 10" at pull side < 18" min. required. Door opening force at 13lbs > 5lbs max. required. No	ADA 4.22 MAAB SECT. 30	2.PRIMARY BARRIER	\$2,145.00	Remove barriers as follows to bring toilet room into compliance for program use by students: 1. increase door width to 36" (32" clear min.) via structural modification at door entry from corridor and door entry into

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	accessible benches provided. Lockers could be modified to provide lower shelf and clothes hooks.				<ol style="list-style-type: none"> 2. gymnasium. provide new door, lever door hardware, and closure adjusted for 5lbs max. door opening force. 3. retrofit lockers as required with lower height shelves and coat hooks-designate as accessible. 4. provide accessible bench adjacent to designated accessible lockers. 5. Provide new compliant room signage identifying locker room as accessible at both new doors. 6. replace door threshold (steel plate) at door to gym with beveled edge
ACCESS TO SIGNAGE + AMENITIES					
1.	DRINKING FOUNTAINS – 1. Drinking fountains in the locker rooms are not accessible with the leading edge at 28" AFF >27" AFF max. required and a projection of 8". 2. Drinking fountain across from library protrudes into the accessible route 18.5" with the leading edge > 27"max. 3. Drinking fountain at C25 is not accessible with the	ADA 4.4.4.15 MAAB SECT. 20,36	1. SAFETY HAZARD 2.PRIMARY BARRIER	\$300.00 \$450.00	1. Drinking fountains located at: across from the library; and at the kitchen/café should be lowered so the leading edge is at 27" AFF. 2. The remaining drinking fountains are not easily lowered without considerable expense. A cost effective solution would be to construct a metal infill piece below the drinking fountain to extend the leading edge at or below 27" max.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	<p>leading edge at 30" AFF >27" AFF max. required and a projection of 8".</p> <p>4. Drinking fountain at kitchen / café - (1) drinking fountain projects 18.5" with the leading edge > 27" AFF max. required.</p> <p>5. Drinking fountain at D4 is not accessible with the leading edge >27" AFF max. required and a projection > 4" max.</p>				
2.	<p>Fire extinguisher at main corridor, surface mounted, projects > 4" with the leading edge > 27" AFF. Controls/handle at 60" AFF > 48"-54" AFF max. required.</p>	<p>ADA 4.4.4.27, 4.28 MAAB SECT. 20,39, 40</p>	<p>1. SAFETY HAZARD 2.PRIMARY BARRIER</p>	\$50.00	<p>Lower fire extinguisher so that leading edge is at or below 27" and the extinguisher handle is mounted at a height within the accessible reach range of 15" - 48" AFF.</p>
3	<p>Auto defibrillator across from main office, surface mounted, projects 6" > 4" with the leading edge 63" AFF > 27" AFF.</p>	<p>ADA 4.4.4.27, 4.28 MAAB SECT. 20,39, 40</p>	<p>1. SAFETY HAZARD 2.PRIMARY BARRIER</p>	\$150.00	<p>Auto defibrillator is mounted adjacent to a structural column that projects from the corridor wall surface. Relocate equipment so that controls are at an accessible height 48" AFF. Provide a furred out base below the equipment with the leading edge at or below 27" AFF.</p>
4	<p>Alarm pull boxes in facility are mounted at 60" AFF > 48"-54" AFF max. required.</p>	<p>ADA 4.4.4.27, 4.28 MAAB SECT. 20,39, 40</p>	<p>3. MODERATE BARRIER</p>	\$2,000.00 (allowance)	<p>Relocate alarm pull boxes with controls located within accessible height range of 48"-54" AFF.</p>
5	<p>Accessible room signage with raised/Braille identifying room names/room numbers of program spaces are not provided in the facility.</p>	<p>ADA 4.30 MAAB SECT. 41</p>	<p>2.PRIMARY BARRIER</p>	\$3,750.00 (allowance)	<p>Provide identification signage at all program spaces in the facility. Signage shall be compliant, identify room name / room number in raised type and Braille and be mounted per ADA / MAAB.</p>

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
					Signage need not be white letters with blue background; signage can be what ever colors DPS selects so long as signage is contrasting per ADA / MAAB.
				\$107,640.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

HEMENWAY ELEMENTARY SCHOOL FACILITY CATEGORY 4

FACILITY NAME: HEMENWAY ELEMENTARY SCHOOL
FACILITY ADDRESS: 729 WATER STREET
FACILITY ADA CONTACT: WALTER MCCLENNEN / 508.626.9133
FACILITY CONTACT: CAROLYN BURKE Ed.D, 508-626-9149

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
1.	Curb cut at main vehicular drive and bus drop off area has steep flared sides > 10% slope. Surface conditions where differing surface materials meet is hazardous with changes in level > 1/2" max.	ADA 4.3, 4.5, 4.7 MAAB SECT. 20, 21, 22, 29	1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	\$750.00	Remove and replace curb cut with compliant curb cut per ADA/MAAB.
2.	Curb cuts are present at Water Street and school driveway. However, surface conditions are deteriorated and hazardous. There is no accessible sidewalk provided from Water Street onto school grounds and the	ADA 4.3, 4.5, 4.7 MAAB SECT. 20, 21, 22, 29	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$3,000.00 (allowance)	Repair curb cuts at Water Street as required, provide accessible sidewalk from Water Street onto school grounds. Provide accessible curb cuts as required.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	accessible main entrance.				
3	<p>Modular Classrooms (at exterior). Routes from new modular classroom additions have the following barriers:</p> <ol style="list-style-type: none"> ground surfaces from doors M9, M10, Door 9, M6, M5, M4, Door 6, Door 4, M1, and M2 all have surface conditions that are irregular, exceed cross slopes of 2" max. , exceed surface slope of 5% max. in areas, and are hazardous to students, staff, and faculty in the event of an emergency. Door concrete platforms vary in height at M6 and M5 from 6" riser to 10.5" riser. No handrails present in accordance with 780 CMR 1014.7. Stair handrails at door M9 are damaged/broken. 	<p>ADA 4.3, 4.5, 4.7, 4.9 MAAB SECT. 20, 21, 22, 27, 29</p>	<ol style="list-style-type: none"> SAFETY HAZARD PRIMARY BARRIER 	\$8,000.00 (allowance)	<p>Emergency egress from the facility is critical to student safety and support of Emergency Response Planning. Ground surfaces at the new modular classroom additions are required to comply with ADAAG and MAAB standards for new construction. As such, surface conditions, site grading, new asphalt surface must all comply with ADA and MAAB.</p>
4	<p>Total Parking count at 104 spaces w/ (4) accessible spaces provided, with no "Van" designated parking. (5) total spaces with (1) of the</p>	<p>ADA 4.6 MAAB SECT. 23</p>	<ol style="list-style-type: none"> PRIMARY BARRIER 	\$300.00	<p>Provide (1) new parking space with 96" aisle on right side of stall, designate as Van accessible, provide compliant signage indicating "van" accessible.</p>

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
5	<p>five designated Van accessible required. (2) accessible spaces are provided across the main vehicular drive and bus drop-off. Users have to pass behind other designated accessible parking spaces to access accessible route, designated by a striped crossing. (2) other accessible spaces are provided at the building side entrance but the curb cut and ramp provided at that location do not comply. (REFER TO 4.5 AND 4.3 THIS SECTION). Principal Burke stated (2) additional spaces were slated to be striped – we advised that (1) additional space required and it should be designated "Van accessible".</p>	ADA 4.8 MAAB SECT. 24	2. PRIMARY BARRIER	\$2,500.00	<p>Ramp egress from building should comply with standards for new construction at the modular classroom additions. The following barriers must be removed:</p> <ol style="list-style-type: none"> 1. Provide 60"x60" concrete / asphalt landing at door with required CFS at pull side of door. 2. Provide ramp slope of 8.3% max. 3. Provide handrails compliant with ADA and MAAB, handrails shall be continuous.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
6	Ramp at modular classroom egress door M1 measured 6.1% slope. Non-continuous, non-compliant handrails are provided, a level 60" x 60" level landing space at the door is not provided.	ADA 4.8 MAAB SECT. 24	2. PRIMARY BARRIER	\$2,500.00	Ramp egress from building should comply with standards for new construction as part of the modular classroom additions. The following barriers must be removed: 1. Provide 60"x60" concrete / asphalt landing at door with required CFS at pull side of door. 2. Provide ramp slope of 8.3% max. 3. Provide handrails compliant with ADA and MAAB. handrails shall be continuous.
ACCESS TO PROGRAM / SERVICES					
1.	Auto defibrillator at Health Room 42 projects > 4" above 27" AFF. Equipment is mounted at 62" AFF.	ADA 4.2, 4.4 MAAB SECT. 6, 20,	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$65.00	Lower equipment so that leading edge is mounted at 27" AFF.
2.	Unused food service counter protrudes > 4" into accessible route above 27" AFF.	ADA 4.4 MAAB SECT. 20,	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$300.00	Remove existing food service counter (unused).
3	Computer Lab 21 (used after school by students – wireless laptops used throughout the school during the day and after school via wireless) – door hardware; floor surface hazardous at carpet (alligator texture); CFS and turning space provided in room; desk with 27" min. knee space provided.	ADA 4.5, 4.13 MAAB SECT. 22, 26, 29	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$555.00	1. Provide lever door hardware. 2. Replace floor carpet in room.

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
4	West / East sides Doors from corridor to interior courtyard – door hardware; door clear width 29" < 32" clear required; threshold has 1" lip; sloped brick walkway at 7.9-9.7% slope > 8.3% slope – considered a ramp. No handrails provided at ramp nor 60" x 60" level landing.	ADA 4.8 MAAB SECT. 24	4. LOW PRIORITY	\$6,000.00* (allowance) *not included in total	Courtyard barriers to be removed: 1. Provide accessible ramp with handrails one side of courtyard (designate as accessible). 2. Provide directional signage at inaccessible entry to courtyard directing users to accessible entrance. 3. Replace access door, enlarge to 36" wide door if allowed under building code for egress widths. Provide accessible lever door hardware and closure.
5	Corridor adjacent women's toilet room – tripping hazard at expansion joint cover plate.	ADA 4.5, MAAB SECT. 22, 29	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$200.00	Remove and replace expansion joint cover plate.
6	RM 4 Gymnasium – inadequate handrails at stair down into gymnasium; inaccessible door hardware present	ADA 4.3, 4.5, 4.7 MAAB SECT. 20, 21, 22, 29	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$500.00	1. Install new continuous compliant handrails at both sides of stair. 2. Install new lever type door hardware.
7	Library – knob type door hardware provided.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$150.00	Install new lever door hardware, both doors to library.
8	Cafeterium Doors at 6-7lbs opening force typical in facility > 5lbs max.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$75.00	Adjust / replace door closures as required.
9	Corridor Doors at 9lbs opening force > 5lbs max.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$75.00	Adjust / replace door closures as required.
10	Doorway to accessible chair lift at cafeteria stage temporarily obstructed by	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$0.00	Keep doorway clear and free of obstructions to equipment.

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	filing cabinets.				
11	Door hardware – knob type door hardware provided at classroom program spaces. Inadequate CFS at pull side of doors typical throughout facility.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$75.00	1. Provide and install new lever door hardware at classroom program spaces as required. 2. Establish policy by which classroom doors at program spaces are opened at start, break, and ending of class period for easy access in and out of the classroom.
12	Doors to modular classrooms (doors #1 and #2) CFS at push side is obstructed by furniture.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$0.00	1. Remove furniture obstructions at doors.
13	RM 35 (Ms. Ross) Speech/Language Pathologist – knob type door hardware present; CFS at door inadequate; desk height.	ADA 4.13, 4.32 MAAB SECT. 26	2. PRIMARY BARRIER	\$425.00	1. Provide and install new lever door hardware at program space. 2. Provide new desk at 34" max. AFF with min 27" knee clearance.
14	RM 15 Reading Recovery / Special Ed and Conference Room- barriers include: inaccessible door hardware (knob); inadequate table knee clearance; CFS at door pull side < 18" min.	ADA 4.13, 4.32 MAAB SECT. 26	2. PRIMARY BARRIER	\$525.00	1. Provide and install new lever door hardware at program space. 2. Provide new conference table at 34" max. AFF with min 27" knee clearance. 3. Reconfigure furniture to allow additional CFS at pull side of door.
14	Guidance Room – inaccessible door hardware present.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$75.00	Provide and install new lever door hardware at program space.
15	Corridor doors adjacent RM 20 – 26" clear width < 32"	ADA 4.13 MAAB SECT.		\$1000.00	Remove and replace corridor doors with new 36" wide doors with compliant door

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	clear width required. Door opening force at 7lbs > 5lbs max.	26	2. PRIMARY BARRIER		hardware, closures, and door opening force, if allowed under occupancy load and required egress width. Install new single 44" or 48" wide corridor door w/ closure, push plate/push bar, and U-shaped pull.
ACCESS TO PUBLIC REST ROOMS					
1.	Boy's Toilet Room (West wing) – door clear width at 29.5" < 32" clear required. Door is kept open at all times as a matter of policy. Urinal height –OK. Sink < 34" and no pipe wraps. 60" x 60" stall provided: 2 nd grab bar is 36" wide < 42" wide required; grab bars are mounted 30" AFF < 33"-36" AFF required; toilet paper dispenser at 45" AFF at 12" from the front edge of the toilet. No accessible signage provided.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$355.00	Remove barriers as follows to bring toilet room into compliance for use by male students, staff, faculty, and visitors to the facility serving the West side of the facility: 1. relocate toilet paper dispenser to accessible location 2. install protective pipe wraps at sink 3. raise grab bars to accessible height of 33" AFF for both grab bars-typical. Ensure (2) 42" gab bars installed per MAAB. 4. Provide new compliant room signage identifying room as accessible.
2.	Girl's Toilet Room (West wing) – door clear width at 29.5" < 32" clear required. Door is kept open at all times as a matter of policy. Sink < 34" and no pipe wraps. 60" x 60" stall provided: OK.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$110.00	Remove barriers as follows to bring toilet room into compliance for use by female students, staff, faculty, and visitors to the facility serving the West side of the facility: 1. install protective pipe wraps at sink 2. Provide new compliant room signage identifying room as accessible.
3	Boy's Toilet Room (East wing) – door clear width at 29.5" < 32" clear required.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$35.00	Remove barriers as follows to bring toilet room into compliance for use by male students, staff, faculty, and visitors to the

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	Door is kept open at all times as a matter of policy. Urinal height -OK. Sink < 34" and no pipe wraps. 60" x 60" stall provided. Accessible signage provided.				facility serving the East side of the facility: 1. install protective pipe wraps at sink
4	Girl's Toilet Room (East wing) - door clear width at 29.5" < 32" clear required. Door is kept open at all times as a matter of policy. Sink < 34" and no pipe wraps. 60" x 60" stall provided. Accessible signage provided.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$35.00	Remove barriers as follows to bring toilet room into compliance for use by female students, staff, faculty, and visitors to the facility serving the East side of the facility: 1. install protective pipe wraps at sink
5	Public Toilet Men's - CFS at door (3" pull side < 18" required); clear width at door 29.5" < 32" clear required. Maneuvering clearance at masonry wall adjacent sinks. Sink - no pipe wraps; stall-OK. (recommendation: remove masonry wing wall, change hinge side of door.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$835.00	Remove barriers as follows to bring toilet room into compliance for use by students, staff, faculty, and visitors to the facility serving the Main entrance, offices, and cafeteria of the facility: 1. Designate the toilet room as unisex / companion toilet room. 2. Change hinge side of door, with door still swinging into toilet room. provide new closure, lever door hardware with pushbutton privacy lockset. 3. Remove masonry wing wall - provide toilet partition screen if needed, but allow for CFS at fixtures and entrance door. 4. Provide new compliant room signage identifying room as accessible.
6	Public Toilet Women's - NOT accessible.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$75.00	Provide signage at toilet room directing users to nearest accessible toilet room (unisex / companion - formerly men's toilet).

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	7 Nurse's Room - no accessible toilet room provided.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$75.00	Provide signage at toilet room directing users to nearest accessible toilet room (unisex / companion - formerly men's toilet).
ACCESS TO SIGNAGE + AMENITIES					
1.	Drinking fountain at cafeterium protrudes into accessible route > 12" above 27" AFF.	ADA 4.4 MAAB SECT. 20	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$150.00	Lower drinking fountain so leading edge at 27" AFF and max. 36" to spout.
2.	Drinking fountains at gymnasium protrudes into accessible route. The drinking fountain is not in use but presents a hazard to all users.	ADA 4.4 MAAB SECT. 20	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$400.00	Demolish and remove unused fixture. Infill masonry wall as required.
3	Accessible room signage with raised/Braille identifying room names/room numbers of program spaces are not provided in the facility.	ADA 4.30 MAAB SECT. 41	2. PRIMARY BARRIER	\$2,000.00 (allowance)	Provide identification signage at all program spaces in the facility. Signage shall be compliant, identify room name / room number in raised type and Braille and be mounted per ADA / MAAB. Signage need not be white letters with blue background; signage can be what ever colors DPS selects so long as signage is contrasting per ADA / MAAB. [Signage could be different colors for different areas of the facility, differing grade levels, etc.]
4	ALD's not present in facility.	ADA 4.33 MAAB SECT. 14	2. PRIMARY BARRIER	\$4,000.00 (allowance)	Provide new ALD system (FM receiver w/ infrared or alternate) that is tied into existing PA system in facility.

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				\$29,115.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

BROPHY ELEMENTARY SCHOOL FACILITY CATEGORY 4

FACILITY NAME: BROPHY ELEMENTARY SCHOOL
 FACILITY ADDRESS: 575 PLEASANT STREET, FRAMINGHAM, MA
 FACILITY ADA CONTACT: WALTER MCCLENNEN / 508.626.9133
 FACILITY CONTACT: MARGARET M. DOYLE / 508-626-9158

SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY			1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		
1.	Accessible parking is located adjacent to entry sidewalk, accessed via a curb cut w/ surface deterioration, and a ramp slope that exceeds 8.3% to access the facility.	ADA 4.3, 4.5, 4.6, 4.7 MAAB SECT. 20,21, 22,29	1. SAFETY HAZARD 2. PRIMARY BARRIER	Included in plaza re-grading	Remove and re-install curb cut at main entrance and bus drop off. This work should be undertaken as part of the plaza re-grading and designed to achieve the least possible curb ramp slope. Max. slope 8.3% with 10% slope at flared sides.
2.	Accessible route not provided to exterior playground area.	ADA 4.3, 4.5 MAAB SECT. 20,22,29	2. PRIMARY BARRIER	\$800.00	Provide hard surface accessible route to exterior play area. Accessible route shall have max. 5% slope with max. 2% cross slope.
4	Ramp to Main Entrance measures 9.7% slope > 8.3% max. (6" RISE AT STEP - 9.5' RUN with 4% walkway slope). The ramp has non-	ADA 4.3, 4.5, 4.6, 4.8 MAAB SECT. 20,22,23, 2429	2. PRIMARY BARRIER	\$4,000.00	Remove and re-install entry ramp to be max. 8.3%. Take into account falling grade away from building. New ramp shall be 48" wide per MAAB. Provide new continuous handrails each side per ADA and MAAB.

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	compliant, non-continuous handrails.		1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		
5	Stair (adjacent ramp) at Main Entrance does not have handrails.	ADA 4.3, 4.5, 4.6, 4.8 MAAB SECT. 20,22,23, 24,29	2. PRIMARY BARRIER	\$850.00	Provide handrail at steps per 780 CMR 1014.7 and per ADA and MAAB.
6	Grade slope at entry sidewalk transitions from 4% slope to 9% slope in some areas. Slopes exceeding 5% are considered ramps and shall comply with the required guidelines.	ADA 4.3, 4.9 MAAB SECT. 20,27	2. PRIMARY BARRIER	\$5,000.00 (allowance)	Re-grade entrance plaza/sidewalk to ensure grades are 5% or less.
7	Accessible route from Pleasant Street curb cuts is abruptly stopped as a user approaches the school due to NO curb cut provided at drive. Surface conditions along route from Pleasant Street are hazardous.	ADA 4.3, 4.5, 4.6, 4.7 MAAB SECT. 20,21, 22,29	2. PRIMARY BARRIER	\$5,000.00 (allowance)	1. Provide new accessible curb cuts each side of existing driveway adjacent hydrant – provide striped crossing. 2. Repair surface conditions at sidewalk from Pleasant Street onto school grounds and to Main accessible entrance.
8	Modular Classrooms accessed from Lower Level – Door at M1-egress at grade onto landing/ramp w/ no edge protection. Accessible route away from building has hazardous surface conditions. Door M4 egress at grade-OK.	ADA 4.3, 4.13 MAAB SECT. 20,26	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$3,500.00 (allowance)	Repair hazardous surface conditions with max. slope of 5% and max. cross slope of 2%. Provide 2" edge protection at landing.
9	Total Parking count at 82 spaces w/ (4) accessible spaces provided that require "walking" adjacent to the vehicular route. (1) "van"	ADA 4.3, 4.6, 4.30 MAAB SECT. 20,23, 41	2. PRIMARY BARRIER	\$200.00	Relocate "van" accessible signage to left hand stall so van opens onto 96" aisle provided.

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	accessible space provided – signage needs to be relocated to correct Van space.		1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		
10	Door #2 threshold is tripping hazard – no beveled edge at threshold.	ADA 4.3, 4.5, 4.13, MAAB SECT. 20,22,29	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$125.00	Replace or retrofit threshold as required.
11	Exterior site signage directing users to accessible entrances not present on-site.	ADA 4.30 MAAB SECT. 41	2. PRIMARY BARRIER	\$75.00	Provide accessible signage at Door#2 directing users to Main accessible entrance.
ACCESS TO PROGRAM / SERVICES					
1.	Underside of descending stairs at stairwell North/South sides at Lower Level protrudes starting at 45" AFF < 80" AFF. This condition is very hazardous to users with vision impairments and persons with depth perception impairments. We recommend the construction of a knee wall to increase the lowest height of the ascending stairway to 80" AFF.	ADA 4.4 MAAB SECT. 20	2. PRIMARY BARRIER	\$2,000.00	Construct knee wall at underside of both stairwells to eliminate protruding object hazard.
2.	Cafetorium – sink / counter protrudes 14" from 28"-36" AFF.	ADA 4.4 MAAB SECT. 20	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$400.00	Demolish and remove unused existing sink at cafetorium.

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3	RM 1 (Lower Level) + RM 200 New elevator being installed in the facility at time of survey-elevator will open into student classrooms.	ADA 4.30 MAAB SECT. 41		\$0.00	INFORMATION ONLY
4	Main office – inaccessible knob hardware provided.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$75.00	Provide new lever door hardware.
5	Gymnasium – door clear width at 30.5" due to older panic hardware; door opening force at 10lbs > 5lbs max.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$425.00	1. Install new, low profile panic bar hardware (hardware can be kept in closed (open) position to allow max. clear width. 2. Adjust / replace door closure as required.
6	Classrooms (program spaces) – Inaccessible knob door hardware; CFS inadequate-structural modifications would be required.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$1,300.00 (allowance)	1. Provide lever type door hardware at program spaces as needed. 2. In lieu of structural modifications to the classroom door entrance, establish policy by which classroom door is open for student access at beginning, breaks, and end of class and closed remaining time if required by fire code.
7	Library – inaccessible knob door hardware; CFS obstructed at pull side due to furniture obstruction.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$75.00	1. Provide lever type door hardware at program spaces as needed. 2. Relocate / reconfigure furniture to remove barrier.
8	Corridor Doors – door opening force exceeds 5lbs typical throughout facility.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$500.00 (allowance)	Adjust / replace door closures as required to reduce door opening force at corridor doors.
9	Door #6 threshold has vertical lip greater than 1/4" presenting a tripping hazard.	ADA 4.13 MAAB SECT. 26	1. SAFETY HAZARD	\$125.00	Retrofit or replace threshold at door.

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	Door #6 is primary access to exterior playground.		1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY 2. PRIMARY BARRIER		
10	Corridor doors adjacent library – door opening force 26lbs > 5lbs max. Doors appear to be water damaged and stick due to increased humidity conditions.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$250.00	Repair doors and closures as required to allow easy door opening operation.
11	Modular classrooms – classroom door CFS obstructed by furniture at push side.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$50.00	Remove furniture obstructions.
12	Learning Center – inaccessible "knob" hardware provided. CFS at pull side of door obstructed by furniture.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$125.00	1. Provide lever type door hardware. 2. Remove furniture barriers / reconfigure furniture.
13	Main office transaction counter at 43" AFF > 36" AFF. No lowered counter area at 36" AFF provided.	ADA 4.32 MAAB SECT. 35	2. PRIMARY BARRIER	\$1,500.00	Provide lowered transaction counter in Main office at 36" AFF and 36" wide.
14	Library transaction counter at 39" AFF > 36" AFF. No lowered counter area at 36" AFF provided. Library seating at tables – 25" knee space provided < 27" min. required.	ADA 4.32 MAAB SECT. 35	2. PRIMARY BARRIER	\$3,000.00 (allowance)	1. Provide lowered transaction counter at library at 36" AFF and 36" wide. 2. Provide library tables at max. 34" AFF and that allow min. 27" knee clearance.
15	Cafeteria seating is fixed and does not allow for diverse users.	ADA 4.32 MAAB SECT. 35	2. PRIMARY BARRIER	\$1,500.00 (allowance)	Provide new rectangular tables dispersed through existing that allow for diverse users. Do not segregate students at one table in only one location of the cafeteria.

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ACCESS TO REST ROOMS			1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		
1.	Level 1 Girl's Room – NOT accessible.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$75.00	Provide new compliant room signage directing users to nearest accessible toilet room.
2.	Upper Level Staff Toilets at teacher's room – Not accessible, structural modifications would be necessary.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$75.00	Provide new compliant room signage directing users to nearest accessible toilet room.
3	Upper Level Toilets – toilet rooms were locked the morning of the review and not surveyed (toilets on upper level not accessible at Potter Road facility).	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$75.00	Provide new compliant room signage directing users to nearest accessible toilet room.
4	Lower Level Boy's Room – stall-OK; toilet at 16" AFF < 17"-19" AFF; urinal at 18" > 17" max.; sinks not accessible – no pipe wraps provided. Door CFS at pull side 9" < 18" max. required, doors are kept open during day as policy. Accessible signage provided, however, inaccessible components in toilet room present.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$385.00	Remove barriers as follows to bring toilet room into compliance for use by male students, staff, faculty, and visitors to the facility serving the lower level of the facility: 1. Provide booster-type seat or new toilet fixture mounted at accessible height 17"-19" AFF. 2. Provide at least one sink mounted at an accessible height with required knee clearance and install protective pipe wraps.
5	Lower Level Girl's Room – toilet flush valve on wrong side; sinks not accessible – no pipe wraps provided. Door CFS at pull side 9" < 18" max.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$750.00	Remove barriers as follows to bring toilet room into compliance for use by female students, staff, faculty, and visitors to the facility serving the West side of the facility: 1. Provide new flush valve at toilet

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	required, doors are kept open during day as policy. Accessible signage provided, however, inaccessible component in toilet room present.		1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		<ol style="list-style-type: none"> facing correct user side. Provide at least one sink mounted at an accessible height with required knee clearance and install protective pipe wraps.
6	Boy's Toilet Room (West wing) – door clear width at 29.5" < 32" clear required. Door is kept open at all times as a matter of policy. Urinal height –OK. Sink < 34" and no pipe wraps. 60" x 60" stall provided: 2 nd grab bar is 36" wide < 42" wide required; grab bars are mounted 30" AFF < 33"-36" AFF required; toilet paper dispenser at 45" AFF at 12" from the front edge of the toilet. No accessible signage provided	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$475.00	<p>Remove barriers as follows to bring toilet room into compliance for use by male students, staff, faculty, and visitors to the facility serving the West side of the facility:</p> <ol style="list-style-type: none"> install protective pipe wraps at sink raise grab bars to accessible height of 33" AFF for both grab bars-typical. Ensure (2) 42" gab bars installed per MAAB. relocate toilet paper dispenser to accessible location and useable height adjacent to toilet. Provide new compliant room signage identifying room as accessible.
7	Upper Level Toilets – toilet rooms were locked the morning of the review and not surveyed (toilets on upper level not accessible at Potter Road facility).	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$0.00	Main level and Lower Levels satisfy requirements for program access. Ensure that all programs and services are accommodated on these two levels of the facility.
8	Level 1 Boy's / Unisex Designated Accessible toilet room – toilet stall has two 36" grab bars, 2-42" grab bars required at 33"-36" AFF mounting height. seat > 17"-19"; paper towel dispenser > 48"-54" AFF based on reach / approach; sinks-pipes not wrapped; door – CFS at pull	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$2,925.00	<p>Remove barriers as follows to bring toilet room into compliance for use by ALL students, staff, faculty, and visitors to the facility serving the cafeteria / main office / gymnasium / and Nurse's suite of the facility:</p> <ol style="list-style-type: none"> Designate toilet room as Unisex / companion remove toilet stall partitions lower toilet seat height to

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	side at 3-4" < 18" min. required. Door is kept open as students are escorted and observed while using toileting facilities. Due to door CFS toilet room is not usable by individual needing to lock door to use room--otherwise a scenario could find a child using the sink to wash while an adult M/F is using the toilet stall.				4. accessible range 17"-19" AFF Install grab bars to accessible height of 33" AFF for both grab bars-typical. Ensure (2) 42" gab bars are installed per MAAB. 5. relocate dispensers to accessible height - 48" AFF to controls recommended. 6. Provide protective pipe wrappings at sink 7. provide automatic door opener and push plate / push buttons at push side and pull sides of door. Install lever type door hardware with push button privacy lockset. 8. Provide new compliant room signage identifying room as unisex / companion accessible.
ACCESS TO AMENITIES					
1.	ACCESSIBLE ROOM SIGNAGE WITH RAISED / BRAILLE IDENTIFYING ROOM NAMES/NUMBERS NOT PRESENT IN THE FACILITY.	ADA 4.30 MAAB SECT. 41	2. PRIMARY BARRIER	\$2000.00 (allowance)	Provide identification signage at all program spaces in the facility. Signage shall be compliant, identify room name / room number in raised type and Braille and be mounted per ADA / MAAB. Signage need not be white letters with blue background; signage can be what ever colors DPS selects so long as signage is contrasting per ADA / MAAB. [Signage could be different colors for different areas of the facility, differing grade levels, etc.] Provide new ALD system (FM receiver w/ infrared or alternate) that is tied into existing PA system in facility.
2.	ALD's not present in Auditorium	ADA 4.33 MAAB SECT. 14	2. PRIMARY BARRIER	\$4000.00 (allowance)	

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
			1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		
				\$41,635.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

POTTER ROAD ELEMENTARY SCHOOL FACILITY CATEGORY 4

FACILITY NAME: POTTER ROAD ELEMENTARY SCHOOL
FACILITY ADDRESS: 492 POTTER ROAD, FRAMINGHAM, MA
FACILITY ADA CONTACT: WALTER MCCLENNEN / 508.626.9133
FACILITY CONTACT: MARIA IGLESIAS / 508.626.9110

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY			1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		
1.	Accessible parking is located adjacent to entry sidewalk, accessed via a steep curb cut w/ surface deterioration, and a ramp slope that exceeds 8.3% to access the facility.	ADA 4.3, 4.5, 4.6, 4.7 MAAB SECT. 20, 23, 22, 29	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$800.00	Remove and re-install curb cut at main entrance and bus drop off. This work should be undertaken to achieve the least possible curb ramp slope. Max. slope 8.3% with 10% slope at flared sides.
2.	Accessible route not provided to exterior playground area.	ADA 4.3, 4.5 MAAB SECT. 20, 22, 29	2. PRIMARY BARRIER	\$800.00	Provide hard surface accessible route to exterior play area. Accessible route shall have max. 5% slope with max. 2% cross slope.
3	Curb cut at accessible parking - flared sides exceed 10% (1:10) max. Surface conditions where differing materials meet is hazardous.	ADA 4.3, 4.5, 4.6, 4.7 MAAB SECT. 20, 22, 29	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$800.00	Remove and re-install curb cut. Curb ramp slope. Max. slope 8.3% with 10% slope at flared sides.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
			1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		
4	Ramp to Main Entrance measures 9.3-11.5% slope > 8.3% max. The ramp has non-compliant, non-continuous handrails.	ADA 4.3, 4.5, 4.6, 4.8 MAAB SECT. 20,22,23, 24,29	2. PRIMARY BARRIER	\$4,000.00	Remove and re-install entry ramp to be max. 8.3%. Take into account falling grade away from building. New ramp shall be 48" wide per MAAB. Provide new continuous handrails each side per ADA and MAAB.
5	Stair (adjacent ramp) at Main Entrance does not have handrails.	ADA 4.3, 4.5, 4.6, 4.8 MAAB SECT. 20,22,23, 24,29	2. PRIMARY BARRIER	\$850.00	Provide handrail at steps per 780 CMR 1014.7 and per ADA and MAAB.
6	Main Entrance door – threshold is a tripping hazard and does not have required beveled edge.	ADA 4.3, 4.13 MAAB SECT. 20, 26	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$125.00	Retrofit existing threshold to add beveled threshold or replace threshold with new compliant threshold with beveled edge.
7	Total Parking count at 57 spaces w/ three accessible spaces provided that require "walking" adjacent to the vehicular route. No "van" accessible spaces provided. Under ADA (3) parking spaces required for 51-75 total spaces, w/ (1) designated "Van" accessible.	ADA 4.6, MAAB SECT. 23,	2. PRIMARY BARRIER	\$200.00	Provide new "van" accessible parking space with 96" striped access aisle. Provide compliant signage designating parking space as "van" accessible. Provide striped crossing from new "van" accessible parking space to new curb cut at designated accessible entrance.
8	Door #2 Ramp – at exterior ramp slope is 11.5-12.1% > 8.3% max. Adequate room exists to extend ramp to correct length and slope. Handrails as installed do not comply with MAAB. No edge protection or handrails provided at door landing.	ADA 4.3, 4.8, 4.13 MAAB SECT. 20, 24, 26	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$3,500.00	Remove and re-install entry ramp to be max. 8.3%. Take into account falling grade away from building. New ramp shall be 48" wide per MAAB. Provide new continuous handrails each side per ADA and MAAB. Provide guardrail at platform or compliant handrails and edge protection per ADA and MAAB.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	Door #2 - threshold is a tripping hazard and does not have required beveled edge.				
9	EXTERIOR SITE SIGNAGE THAT DIRECTS USERS TO ACCESSIBLE ENTRANCES IS NOT PRESENT ON-SITE.	ADA 4.30 MAAB SECT. 41	2. PRIMARY BARRIER	\$75.00	Provide accessible signage at Door#2 directing users to Main accessible entrance.
ACCESS TO PROGRAM / SERVICES					
1.	Level 1 - Auto defibrillator at 62" AFF > 48"-54" AFF - cabinet located in area that does not protrude, but obstructed by furniture. Principal stated device is used only by trained personnel-Principal was asked if all trained personnel can access the cabinet.	ADA 4.4 MAAB SECT. 20	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$65	Lower equipment to accessible height with leading edge at 27" AFF.
2.	Underside of descending stairs at stairwell North/South sides at Lower Level protrudes starting at 47" AFF < 80" AFF. This condition is very hazardous to users with vision impairments and persons with depth perception impairments. We recommend the construction of a knee wall to increase the lowest height of the ascending stairway to 80" AFF.	ADA 4.4 MAAB SECT. 20	2. PRIMARY BARRIER	\$2,000.00	Construct knee wall at underside of both stairwells to eliminate protruding object hazard.

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
			1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		
3	RM 1 (Lower Level) + RM 21 New elevator being installed in the facility at time of survey-elevator will open into student classrooms.	ADA 4.10 MAAB SECT. 28	2. PRIMARY BARRIER	\$0.00	New elevator will make the Lower Level and upper levels program accessible.
4	Gymnasium – door opening force at 7lbs > 5lbs max. Door clearance 29.5" < 32" clear required (do to panic bar hardware – new compact panic hardware would increase clear width).	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$425.00	3. Install new, low profile panic bar hardware (hardware can be kept in closed (open) position to allow max. clear width. 4. Adjust / replace door closure as required.
5	Classrooms (program spaces) – inaccessible knob door hardware; CFS inadequate-structural modifications would be required.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$1,300.00 (allowance)	3. Provide lever type door hardware at program spaces as needed. 4. In lieu of structural modifications to the classroom door entrance, establish policy by which classroom door is open for student access at beginning, breaks, and end of class and closed remaining time if required by fire code .
6	Library – inaccessible knob door hardware; CFS obstructed at pull side due to furniture obstruction.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$75.00	3. Provide lever type door hardware at program spaces as needed. 4. Relocate / reconfigure furniture to remove barrier.
7	Main office – inaccessible knob hardware provided.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$75.00	Provide new lever door hardware.
8	Main office transaction counter at 43 1/2 " AFF > 36"	ADA 4.32 MAAB SECT.	2. PRIMARY BARRIER	\$1,500.00	Provide lowered transaction counter in Main office at 36" AFF and 36" wide.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	AFF. No lowered counter area at 36" AFF provided.	35	1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY 2. PRIMARY BARRIER		
9	Computer Lab – tables low for children's use / knee space < 27" AFF min.	ADA 4.32 MAAB SECT. 35	2. PRIMARY BARRIER	\$450.00	Provide tables at 34" AFF with knee clearance at 27" AFF min.
ACCESS TO PUBLIC REST ROOMS					
1.	Level 1 Staff Toilets – Not accessible, structural modifications would be necessary.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$75.00	Provide new compliant room signage directing users to nearest accessible toilet room.
2.	Level 1 Girl's Room – NOT accessible.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$75.00	Provide new compliant room signage directing users to nearest accessible toilet room.
3	Level 1 Boy's / Unisex Designated Accessible toilet room – toilet stall missing grab bar; seat mounted at 20.5" AFF > 17"-19"; grab bar height at 28" AFF < 34"-36" AFF; sinks-pipes not wrapped; door – CFS at pull side at 3-4" < 18" min. required. Door is kept open as students are escorted and observed while using toileting facilities. Due to door CFS toilet room is not usable by individual needing to lock door to use room-otherwise a	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$2,925.00	Remove barriers as follows to bring toilet room into compliance for use by ALL students, staff, faculty, and visitors to the facility serving the cafeteria / main office / gymnasium of the facility: 1. Designate toilet room as Unisex / companion 2. remove toilet stall partitions 3. install baby change counter 4. Install grab bars to accessible height of 33" AFF for both grab bars-typical. Ensure (2) 42" gab bars are installed per MAAB. 5. relocate dispensers to accessible height – 48" AFF to controls recommended.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	scenario could find a child using the sink to wash while an adult M/F is using the toilet stall.				6. Provide protective pipe wrappings at sink 7. provide automatic door opener and push plate / push buttons at push side and pull sides of door. Install lever type door hardware with push button privacy lockset. 8. Provide new compliant room signage identifying room as unisex / companion accessible.
4	Upper Level Toilets – NOT accessible.	ADA 4.22 MAAB SECT. 30	3. MODERATE BARRIER	\$75.00	Provide new compliant room signage directing users to nearest accessible toilet room.
ACCESS TO SIGNAGE + AMENITIES					
1.	ACCESSIBLE ROOM SIGNAGE WITH RAISED / BRAILLE IDENTIFYING ROOM NAMES/NUMBERS NOT PRESENT IN THE FACILITY.	ADA 4.30 MAAB SECT. 41	2. PRIMARY BARRIER	\$2,000.00 (allowance)	Provide identification signage at all program spaces in the facility. Signage shall be compliant, identify room name / room number in raised type and Braille and be mounted per ADA / MAAB. Signage need not be white letters with blue background; signage can be what ever colors DPS selects so long as signage is contrasting per ADA / MAAB. (Signage could be different colors for different areas of the facility, differing grade levels, etc.)
2.	ALD's not present in Auditorium	ADA 4.33 MAAB SECT. 14	2. PRIMARY BARRIER	\$4,000.00 (allowance)	Provide new ALD system (FM receiver w/ infrared or alternate) that is tied into existing PA system in facility.
3.	Public telephone provided on Lower Level mounted > 54" AFF to controls, no adjustable volume control	ADA 4.33 MAAB SECT. 14	3. MODERATE BARRIER	\$0.00 (part of Town contract with	if school facility is going to keep public telephone, then such phone shall comply with ADA and MAAB and be accessible and provide TTY. New phone with TTY

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	provided.		1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	carrier)	can be leased from Town's telephone carrier.
				\$26,190.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

JUNIPER HILL ELEMENTARY SCHOOL FACILITY CATEGORY 4A

FACILITY NAME: JUNIPER HILL ELEMENTARY SCHOOL FACILITY

FACILITY ADDRESS: 29 UPPER JOCLYN AVENUE

FACILITY ADA CONTACT: WALTER MCCLENNEN / 508.626.9133

FACILITY CONTACT: WALTER MCCLENNEN / 508.626.9133

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY	<p>1. Access route from accessible parking contains tripping hazards at change in surface materials, no curb cut, and no signage directing a user to the accessible entrance for the MWJDS. Slope at Main entry "plaza" measured at 6.2% with a smart level > 5% (1:20) and as such is considered a "ramp". Hazardous tripping condition at ramped surface due to deteriorating surface conditions.</p>	ADA 4.3, 4.5, MAAB SECT. 20, 22, 29	<p>1. SAFETY HAZARD</p> <p>2. PRIMARY BARRIER</p> <p>3. MODERATE BARRIER</p> <p>4. LOW PRIORITY</p>	<p>\$8,000.00</p> <p>\$4,000.00</p> <p>\$500.00</p>	<p>1. Undertake comprehensive re-paving program at the main entrance and accessible routes / sidewalks from designated accessible parking locations to entrance of building.</p> <p>2. Main entrance to facility has steep slope considered a ramp. Provide ADA / MAAB compliant handrails each side of ramped entrance to facility. Provide 60" wide landing / apron at entrance doors.</p> <p>3. Repair deteriorated areas of asphalt at ramped surface.</p>

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
2.	Accessible route to Door 5 – Leased tenant space has bollards that obstruct the path of travel and reduce the clear width to < 32" clear.	ADA 4.3, 4.5, 4.6, MAAB SECT. 20, 22,29	1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	\$800.00	Enlarge opening between bollards to 32" min. clear width to provide access to tenant space.
3	Door 15 has ramp adjacent the accessible parking spaces. The ramp slope far exceeds 8.3% and is the loading ramp existing to the facility. The ramp does not contain compliant handrails.	ADA 4.3, 4.8 MAAB SECT. 20,24	2. PRIMARY BARRIER	\$275.00	Provide compliant signage directing users to the main entrance (designated accessible). Remove any signage indicating the Door #15 entrance is accessible.
4	Exterior door thresholds throughout the facility (specific Door 12, 15, 8, 5, contain lips that range from 3/4" to 1" in height with no transition bevel. These conditions present tripping hazards and make the doors inaccessible for wheelchair users.	ADA 4.3, 4.5, 4.13 MAAB SECT. 20,22, 26, 29	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$800.00	Provide threshold transitions at doors required for accessible egress out of the facility. If at such time the facility is brought back on line as an operating elementary facility, all doors shall be made usable for egress.
5	Primary "Accessible" entrance to the MWJDS provides an automatic door with pushbutton controls. The exterior pushbutton control did not operate this day. At the interior the CFS to the push button control was obstructed by furniture.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$50.00	1. Remove furniture obstructions to maintain free and clear use of the doors. 2. Provide continued maintenance of all automatic door devices, change out batteries on a regular maintenance plan.
6	Total Parking spaces were NOT counted at the facility as the current facility is leased to several different tenants and	ADA 4.3, 4.5, 4.6, 4.7 MAAB SECT. 20,21, 22,29	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$3,300.00	1. Undertake comprehensive re-paving program at the main entrance and accessible routes / sidewalks from designated

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	tenant uses, for example, a day school, back office space, and a transportation company. (4) accessible spaces are located near door 15, however, access to door 15 is not accessible and the door is kept locked at all times for security purposes. Signage directing a user to the main accessible entrance is not provided. Curb cuts and a hazard free accessible route are not provided. At such time as the facility is designated to re-open as an elementary school, parking counts, accessible parking, accessible routes and directional signage should be provided per ADA and MAAB. No "van" accessible parking space is identified with signage.			INCLUDED IN ITEM 1 \$75.00	<ol style="list-style-type: none"> 2. accessible parking locations to entrance of building. Provide compliant signage directing users to the main entrance (designated accessible) from both pairs of parking spaces. Remove any signage indicating the Door #15 entrance is accessible. 3. Provide signage designating one parking space as "van" accessible with a 96" access aisle that is located on the right of the designated parking space.
7	Accessible parking provided at entrance to Library at C Wing - ramp slope > 8%. Exit access ramp at the library measured 8.6-9.7% in areas on the ramp > 8.3% max. required. Handrails were-OK.	ADA 4.6, 4.8 MAAB SECT. 23, 24	3. MODERATE BARRIER	\$0.00	Check ramp surface with surveying instruments to establish areas in the concrete that may have heaved during curing. Grind down concrete surface as required.
8	Exterior egress doors require extensive upper body strength to open and operate unassisted.	ADA 4.13 MAAB SECT. 26	3. MODERATE BARRIER	\$3,000.00 (allowance)	Monitor door use and upgrade doors and door hardware. If at such time the facility is brought back on line as an operating elementary facility, all doors shall be made usable for egress.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO PROGRAM / SERVICES					
1.	Interior ramp to C Wing measured 5.9 – 6.1% slope with a Smart Level > 5%. The interior ramp is defined as a "ramp" under the guidelines and shall conform to all requirements of ADA 4.8. The ramp is the width of the corridor at 8'.	ADA 4.6, 4.8 MAAB SECT. 24	3. MODERATE BARRIER	\$100.00	Inspect carpet for inconsistencies with adhesive, etc. Re-adhere, grind floor surfaces, or re-install carpet as required to comply with ADA and MAAB.
2.	Interior ramp at corridor to Gymnasium. Ramp is existing, no handrails present, furniture obstructs ramp at top, current condition is hazardous especially to users with vision impairments. Ramp should be replaced immediately.	ADA 4.8 MAAB SECT. 24	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$7,900.00	Existing ramp should be removed immediately. Provide new chair lift to provide program access to gymnasium floor level.
3	Door to Main Office requires lever hardware if students, parents, or public is using this access door.	ADA 4.13 MAAB SECT. 26	3. MODERATE BARRIER	\$75.00	Provide lever door hardware.
4	Corridor doors all wings / corridors are 29.5" clear < 32" clear required. Door weight 10 lbs (typical throughout facility for corridor doors > 5lbs opening force.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$1000.00 (allowance)	Adjust / replace door closures as required to ensure doors are usable and do not exceed 5lbs opening force.
5	Doors to auditorium are 29.5" clear < 32" clear. Door weight > 5lbs opening force.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$150.00	Adjust / replace door closures as required to ensure doors are usable and do not exceed 5lbs opening force.

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
			1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY		
6	Conference Room used by staff only – otherwise accessible hardware required.	ADA 4.13 MAAB SECT. 26	4. LOW PRIORITY	\$75.00	Provide lever door hardware if designated a program space.
7	Classrooms – ALL classroom doors require level hardware. Inadequate CFS at pull side of doors 12" < 18". Structural modifications would be required to increase CFS at doors.	ADA 4.13 MAAB SECT. 26	3. MODERATE BARRIER	\$75.00	1. Provide lever type door hardware at program spaces as needed, AND AT ANY BUSINESSES VISITED BY THE PUBLIC. 2. In lieu of structural modifications to the classroom door entrance, establish policy by which classroom door is open for student access at beginning, breaks, and end of class and closed remaining time if required by fire code .
ACCESS TO PUBLIC REST ROOMS					
1.	Men's/Boy's Lavatory adjacent Main Entryway is NOT accessible. Urinal is mounted in close proximity to toilet; CFS at toilet, no grab bars present; signage mounted on door designating "accessible".	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$3,280.00	Remove barriers as follows to bring toilet room into compliance for use by ALL students, staff, faculty, and visitors to the facility serving the cafeteria / main office / gymnasium of the facility: 1. Designate toilet room as Unisex / companion 2. widen entry door to be 32" clear. Provide new door, with closure, lever handles, and pushbutton privacy lockset. 3. remove toilet stall partitions 4. remove urinal

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
					5. install new toilet with toilet seat mounted 17-19" AFF 6. install new wall mounted sink with controls that can be operated with a closed fist, provide protective pipe wrappings. 7. install baby change counter (optional) 8. install grab bars to accessible height of 33" AFF for both grab bars-typical. Ensure (2) 42" gab bars are installed per MAAB. 9. relocate dispensers to accessible heights - 48" AFF to controls recommended. 10. Provide new compliant room signage identifying room as unisex / companion accessible.
2.	Women's/Girl's Lavatory adjacent Main Entryway is NOT accessible. Toilet stall has the following inaccessible elements: toilet seat at 16" AFF, door lock/hardware not useable, coat hook mounted > 48" AFF, no accessible sink nor pipe wraps. Door to toilet room 29.75" clear < 32" clear.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$75.00	Provide new compliant room signage directing users to accessible unisex /companion toilet room.
3	Student only toilets (boys / girls) - sinks- no accessible sinks, pipe wrappings required; counter projects > 4" between 28" and 80" AFF and is a protruding object; toilet stalls - coat hook and door hardware. Urinals > 17" AFF.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$75.00	Provide new compliant room signage directing users to accessible unisex /companion toilet room. At such time as the elementary school is brought back on line, we recommend removing the following barriers to bring toilet rooms into compliance for use by male / female students:

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
					<ol style="list-style-type: none"> 1. Provide minimum (1) accessible sink with protective pipe wraps each bathroom. 2. Both toilet rooms have accessible toilet stalls-OK. Ensure that stall door hardware is compliant. 3. Lower (1) urinal in boy's toilet room to 17" AFF. 4. relocate dispensers to accessible heights – 48" AFF to controls recommended as required. 5. Provide new compliant room signage identifying room as accessible.
4	Student only toilets O Wing - sinks- no accessible sinks, pipe wrappings required; counter projects > 4" between 28" and 80" AFF and is a protruding object; toilet stalls – coat hook and door hardware. Urinals > 17" AFF.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$75.00	<p>Provide new compliant room signage directing users to accessible unisex /companion toilet room.</p> <p>At such time as the elementary school is brought back on line, we recommend removing the following barriers to bring toilet rooms into compliance for use by male / female students:</p> <ol style="list-style-type: none"> 1. Provide minimum (1) accessible sink with protective pipe wraps each bathroom. 2. Both toilet rooms have accessible toilet stalls-OK. Ensure that stall door hardware is compliant. 3. Lower (1) urinal in boy's toilet room to 17" AFF. 4. relocate dispensers to accessible heights – 48" AFF to controls recommended as required. 5. Provide new compliant room

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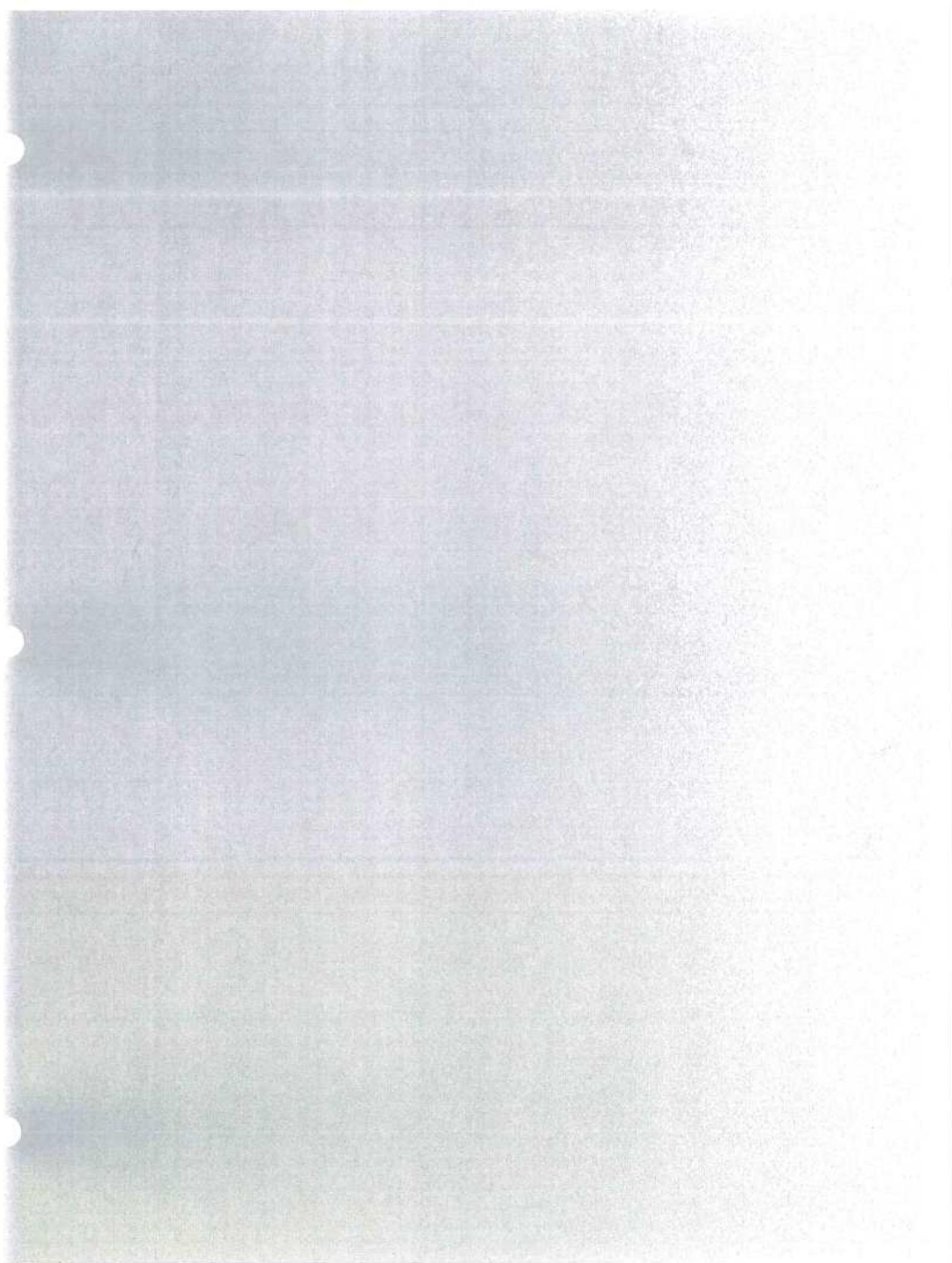
SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO SIGNAGE + AMENITIES					signage identifying room as accessible.
1.	ACCESSIBLE ROOM SIGNAGE WITH RAISED / BRAILLE IDENTIFYING ROOM NAMES/NUMBERS NOT PRESENT IN THE FACILITY.	ADA 4.30 MAAB SECT. 41	2. PRIMARY BARRIER	\$3,900.00 (allowance)	Provide identification signage at all program spaces in the facility. Signage shall be compliant, identify room name / room number in raised type and Braille and be mounted per ADA / MAAB. Signage need not be white letters with blue background; signage can be what ever colors DPS selects so long as signage is contrasting per ADA / MAAB. [Signage could be different colors for different areas of the facility, differing grade levels, etc.]
2.	ALD's not present in Auditorium	ADA 4.33 MAAB SECT. 14	2. PRIMARY BARRIER	\$4,000.00 (allowance)	Provide new ALD system (FM receiver w/ infrared or alternate) that is tied into existing PA system in facility.
3	Public telephone controls > 48"-54" AFF.	ADA 4.31 MAAB SECT. 37	4. LOW PRIORITY	\$0.00	If facility is going to keep public telephone, then such phone shall comply with ADA and MAAB and be accessible and provide TTY. New phone with TTY can be leased from Town's telephone carrier.
				\$41,580.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

CATEGORY 5

Refer to SELF-EVALUATION APPENDIX C for identification of existing barriers at category 5 facilities. Facility access summaries have not been undertaken for these facilities as they are not required to be accessible when viewing the Department of Public Schools' programs and services in their entirety. Programs and services offered at these school facilities are also offered at other facilities within the district. All of these facilities have undertaken improvements over the last 15 years to improve access the facilities. The district may elect to undertake removal of additional barriers identified in the facility surveys as needed to increase accessibility at these facilities:

DUNNING ELEMENTARY SCHOOL FACILITY
BARBIERI SCHOOL FACILITY
STAPLETON ELEMENTARY SCHOOL
WALSH MIDDLE SCHOOL



TRANSITION PLAN RECOMMENDATIONS

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1.1 INTRODUCTION AND OVERVIEW

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, access to public accommodations, transportation, and telecommunications. The ADA is companion civil rights legislation with the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. This legislation mandates that qualified disabled individuals shall not be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity. The Act also provides disabled employees with certain protections and requires employers to make reasonable accommodation for disabled applicants and employees.

The ADA is divided into five parts, covering the following areas:

Title I: EMPLOYMENT

Under this title, employers, including governmental agencies, must ensure that their practices do not discriminate against persons with disabilities in the application, hiring, advancement, training, compensation, or discharge of an employee, or in other terms, conditions, and rights of employment.

Title II: PUBLIC SERVICES

This title prohibits state and local governments from discriminating against persons with disabilities or from excluding participation in or denying benefits of programs, services, or activities to persons with disabilities. It is under this Title that a self-evaluation is prepared. The self-evaluation is intended to outline programs and services of the Town of Framingham, MA and to evaluate what policies and procedures must be changed or implemented to effect the non-discrimination policies described in Title II. Further, program accessibility must be provided not only to members of the public but also to staff participating in programs of the Town.

Title III: PUBLIC ACCOMMODATIONS

Title III requires places of public accommodation to be accessible to and usable by persons with disabilities. The term "public accommodation" as used in the definition is often misinterpreted as applying to public agencies, but the intent of the term is to refer to any privately funded and operated facility serving the public.

Title IV: TELECOMMUNICATIONS

This title covers regulations regarding private telephone companies and requires common carriers offering telephone services to the public to increase the availability of interstate and intrastate telecommunications relay services to individuals with hearing and speech impairments.

Title V: MISCELLANEOUS PROVISIONS

This title contains several miscellaneous regulations, including construction standards and practices, provisions for attorney's fees, and technical assistance provisions. Title II dictates that a public entity must evaluate its services, programs, policies, and practices to determine whether they are in compliance with the nondiscrimination regulations of the ADA. The regulations detailing compliance requirements were issued in July, 1991. These regulations mandate that each public entity is required to examine activities and services, identify problems or physical barriers that may limit accessibility by the disabled, and describe potential compliance solutions. The entity must then proceed to make the necessary changes resulting from the self-evaluation. The ADA further requires that a transition plan be prepared to describe any structural or physical changes required to make programs accessible. The Town of Framingham, MA ADA Transition Plan is a companion to the documents that comprise the self-evaluation portion of the report and can be reviewed in the report appendixes.

DEFINITION OF DISABILITY

In the ADA, the term "disability" means, with respect to an individual:

- 1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- 2) a record of such an impairment; or
- 3) being regarded as having such an impairment.

If an individual meets any one of these three tests, he or she is considered to be an individual with a disability for purposes of coverage under the Americans with Disabilities Act. The Final Rules of the ADA describe in greater detail the conditions included and excluded as disabilities under the ADA, and these rules should be referred to if more detailed descriptions of covered disabilities is desired.

1.2 PUBLIC PROCESS AND INPUT

The transition plan must be formally adopted by the Town of Framingham, MA Board of Selectmen. The Town shall hold a public hearing to gather input on this transition plan, and shall make the document available to the public to allow submission of written comments. All comments must be addressed prior to adoption of the plan. Adoption of the plan commits the Town to the barrier removal described in the transition plan, according to the schedule given. Any future changes to the plan must be considered with the same standard of public input.

1.3 RELATIONSHIP OF SELF-EVALUATION & TRANSITION PLAN

The self-evaluation describes all of the programs and services of the Town and how they will be made accessible. Programs can be made accessible in three ways:

- 1) Minor programmatic changes, such as providing test material in alternate formats,
- 2) Moving the program to an accessible site or facility, or
- 3) Making facility upgrades, “structural modifications”, to the program site.

It is rare that an entity’s facilities are completely accessible, or that they have enough accessible facilities to locate all programs at accessible locations without making some modifications when viewing their programs in their entirety. The transition plan documents facility accessibility and provides a plan for making necessary changes.

1.4 TRANSITION PLAN REQUIREMENTS

The major purpose of a Transition Plan, as it relates to buildings and facilities owned and operated by a public entity, is to document the barriers to persons with disabilities that are present in the facilities, and to propose the structural and non-structural steps that will be undertaken to provide program accessibility. Many components contributed to the development of this Transition Plan including: comprehensive surveys and evaluation of the architectural barriers present at Town owned, operated, or utilized facilities. The term “facilities” is intended to include buildings, structures, or any part of real property that involves a specific use by persons. The surveying process was conducted in **February 2006**, leading up to the drafting of this Transition Plan.

It is important to note that for the purposes of this Transition Plan, the date of each accessibility survey serves as the “datum” point, indicative of the state of the facility as included in the accessibility reports. While the Town has been making ongoing improvements and removing barriers as possible on a continual basis, some physical improvements listed in the detailed surveys may have been begun, partially completed, or fully completed prior to the adoption of this Transition Plan.

It is likely that the Town will continue to undertake structural modifications as part of capital improvement projects.

1.5 DESCRIPTION OF FACILITY ACCESSIBILITY

Determination that a facility, or portion thereof, is accessible is based on the standards of the Americans with Disabilities Act Accessibility Guidelines (ADAAG), and the criteria established by this document. It is not required that all facilities, or facility areas, be accessible to meet the program compliance requirement of the ADA. The ADAAG sets standards for accessibility of specific elements, and establishes “scoping” requirements for new construction and remodeling. “Scoping” determines which elements need to be accessible for a given type of work.

Where the Town undertakes new construction or modernization of facilities not restricted to accessibility work, modifications to upgrade accessibility features may be required that are not proposed in this transition plan. Such work may also be triggered by the applicable state MAAB guidelines or local building codes and this future work is separate from the program access requirement addressed by the self-evaluation and transition plan.

1.6 TRANSITION PLAN PRIORITIES

One of the most important aspects of preparing a transition plan is assigning priorities to structural modifications necessary to achieve program access. Obviously, the highest priority items should be undertaken first, and the schedule for completion is dependent on these determinations.

1.7 MAINTENANCE OF ACCESSIBLE FEATURES

Under ADA Title II 28 CFR § 35.133(a), Towns must maintain in working condition those features of facilities and equipment that are required to be readily accessible to and usable by persons with disabilities. Inoperable elevators or wheelchair lifts, locked accessible doors, or accessible routes that are obstructed by furniture, filing cabinets, or potted plants are neither “accessible to” nor “usable by” individuals with disabilities under 28 CFR. § 35.133 (Preamble). Section 504 regulations do not contain a comparable provision concerning the maintenance of accessible features. It should be noted that ADA requirements regarding the maintenance of accessible features do not prohibit temporary obstructions or isolated instances of mechanical failure under 28 CFR. § 35.133(b) (Preamble). Isolated or temporary interruptions in service or access due to maintenance or repairs are also not prohibited under 28 CFR. § 35.133(b). However, allowing obstructions or “out of service” equipment to persist beyond a reasonable period of time would violate this requirement, as would repeated mechanical failures due to improper or inadequate maintenance under 28 C.F.R. § 35.133 (Preamble). The Town of Framingham should maintain a system of monitoring accessibility improvements at all Town facilities to assure ongoing compliance with the ADA and ADA Accessibility Guidelines and to take all reasonable steps to provide both programmatic and physical access for persons with disabilities. Programmatic requirements, such as the provision of

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ADA SELF-EVALUATION AND TRANSITION PLAN
(DRAFT) MARCH 15, 2006**

TTY's, sign language interpreters, and alternative written formats, should be monitored by the ADA Coordinator.

While physical access items should be reviewed and monitored at a general level by the ADA Coordinator, detailed monitoring of such items should be delegated to the Town's Directors of Facilities and Grounds or Building Services, who would ultimately be responsible for maintenance and repairs. The Director of Facilities and Grounds or Building Services should designate a supervisor to oversee accessibility related improvements at the various Town sites, train personnel on how to keep systems in working order, and resolve details of potential or reported problems. Maintenance of accessible features and specific conditions that should be maintained to provide physical accessibility include, but are not necessarily limited to, the following items:

- 1) Maintain exterior pathways and repair any surface irregularities that may become greater than 1/2" due to wear or cracking, and make other repairs to keep pathways from causing hazardous conditions.
- 2) Maintain accessible parking spaces to have all appropriate signage and to keep access aisles to the spaces and to the main entrances they serve clear and usable.
- 3) Maintain and replace as required all building signage that would direct persons with disabilities to the accessible paths of travel and accessible entrances.
- 4) Maintain all doors providing primary accessibility to be fully operable and unlocked during normal hours of operation of the facility and ensure that battery operated automatic door push controls are changed and tested on a regular basis.
- 5) Maintain all door pressures required to open doors to be as low as possible, but in no case more than 15 pounds for exterior doors and 5 pounds for interior doors.
- 6) Maintain all elevators in proper working condition. Set up and monitor yearly maintenance inspections by contracted elevator maintenance companies and State Elevator Safety Unit for all elevators.
- 7) Maintain all wheelchair lifts in proper working condition, with keys prominently displayed at facility main offices. Set up and monitor yearly maintenance inspections by contracted lift maintenance companies and State Elevator Safety Unit for all lifts.
- 8) Maintain and monitor objects mounted on walls to protrude no more than 4" into paths of travel.
- 9) Maintain audible and visual fire alarms and pull stations to be fully operational.
- 10) Maintain all accessible plumbing fixtures, including toilets, urinals, lavatories, sinks, faucets, showers, and drinking fountains, to be fully operational and in compliance with accessibility codes.
- 11) Maintain all toilet accessories to be fully operational and mounted no more than 48" above the floor at all accessible restrooms.

2.0 TOWN RESPONSIBILITIES UNDER THE ADA

Section Summary

Title II of the ADA mandates that programs, services, and activities provided by government agencies be offered equally to people with disabilities. This is the primary section applied to the Town of Framingham, MA and the focus of the transition plan. Each government agency must demonstrate that its programs and activities, when viewed in their entirety, are provided equally and without discrimination.

The Town has a variety of obligations under Title II of the ADA. Title II of the ADA is similar to Section 504 of the Rehabilitation Act of 1973, but differs in that Section 504 applies only to government agencies that receive federal financial assistance. The purpose of Section 504 is to ensure that no otherwise qualified individual with disabilities shall, solely by reason of his or her disability, be discriminated against under any program or activity receiving federal financial assistance. The Town has been subject to and operated under the requirements of Section 504 since 1977.

The ADA specifically states intent not to apply lesser standards than are required under other federal, state, or local laws; therefore, the law which is the most stringent has precedence. This intent has particular application with respect to the Town's obligations under Section 504, which in some cases, exceed ADA requirements with respect to structural and physical changes. Title II mandates that public entities, may not require eligibility criteria for participation in programs and activities that would screen persons with disabilities, unless it can be proven that such requirements are necessary for the mandatory provision of the service or program. A public entity must reasonably modify its policies and procedures to avoid discrimination toward individuals with disabilities. However, if the public entity can demonstrate that a modification would fundamentally alter the nature of its service, it would not be required to make that modification. Title II also discusses the use of auxiliary aids necessary to enable persons who have visual, hearing, mobility, or similar impairments to gain access to programs and activities provided by making an appropriate reasonable accommodation.

The lone exception to these requirements would be because of undue hardship. "Undue hardship" is defined in the ADA as an "action requiring significant difficulty or expense" when considering the nature and cost of the accommodation in relation to the size, resources, and structure of the specific operation. Undue hardship is determined on a case-by-case basis. The Town is required to prepare a self-evaluation, to assess its programs and services to assure that discriminatory practices are identified and removed. Where it is necessary to remove architectural barriers to program accessibility, the Town must also prepare a transition plan. "Architectural barriers" are elements of the facility structure, i.e. permanent elements of the building that make the facility or portions inaccessible. The transition plan outlines the

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structural modifications it will implement to make its programs and services accessible to people with disabilities.

PROGRAM ACCESSIBILITY, Section 504 and ADA Title II

The Town may not deny the benefits of its programs, activities, and services to individuals with disabilities because its facilities are inaccessible. The Town's services, programs, or activities, when viewed in their entirety, must be readily accessible to and usable by individuals with disabilities. This standard, known as "program accessibility," applies to all existing facilities of the Town. The Town is not, however, required to make each of their existing facilities accessible.

ILLUSTRATION 1: When a city holds a public meeting in an existing building, it must provide ready access to, and use of, the meeting facilities to individuals with disabilities. The city is not required to make all areas in the building accessible, as long as the meeting room is accessible. Accessible telephones and bathrooms should also be provided where these services are available for use of meeting attendees.

The absence of individuals with disabilities living in an area cannot be used as the test of whether programs and activities must be accessible.

Can back doors and freight elevators be used to satisfy the program accessibility requirement? Yes, but only as a last resort and only if such an arrangement provides accessibility comparable to that provided to persons without disabilities, who generally use front doors and passenger elevators. For example, a back door is acceptable if it is kept unlocked during the same hours the front door remains unlocked; the passageway to and from the floor is accessible, well-lit, and neat and clean; and the individual with a mobility impairment does not have to travel excessive distances or through nonpublic areas such as kitchens and storerooms to gain access. A freight elevator would be acceptable if it were upgraded so as to be usable by passengers generally and if the passageways leading to and from the elevator are well-lit and neat and clean.

Are there any limitations on the program accessibility requirement? Yes. The Town does not have to take any action that it can demonstrate would result in a fundamental alteration in the nature of its program or activity or in undue financial and administrative burdens. This determination can only be made by the Town Manager (head of the public entity or his or her designee) and must be accompanied by a written statement of the reasons for reaching that conclusion. The determination that undue burdens would result must be based on all resources available for use in the program. If an action would result in such an alteration or such burdens, the Town must take any other action that would not result in such an alteration or such burdens but would nevertheless ensure that individuals with disabilities receive the benefits and services of the program or activity.

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Methods for providing program accessibility

The Town may achieve program accessibility in a number of ways. In many situations, providing access to facilities through structural methods, such as alteration of existing facilities and acquisition or construction of additional facilities, may be the most efficient method of providing program accessibility. The Town may, however, pursue alternatives to structural changes in order to achieve program accessibility. Nonstructural methods include acquisition or redesign of equipment, and relocation of programs and services to alternate facilities and accessible sites.

ILLUSTRATION 1: The Town has departmental offices on the second floor of an existing facility where they conduct business with members of the public. There are frequent interruptions in service with the existing elevator. Ms. Q, a member of the public requires access to a Town department office, but has a respiratory condition that prevents her from climbing steps. The Town must relocate the services to an accessible ground floor location or take alternative steps, including moving the service or department to another building, in order to allow Ms. Q to participate in the Town services.

ILLUSTRATION 2: A public library's open stacks are located on upper floors having no elevator. As an alternative to installing a lift or elevator, library staff may retrieve books for patrons who use wheelchairs. The aides must be available during the operating hours of the library.

When choosing a method of providing program access, a public entity must give priority to the one that results in the most integrated setting appropriate to encourage interaction among all users, including individuals with disabilities.

ILLUSTRATION: A rural, one-room library has an entrance with several steps. The library can make its services accessible in several ways. It may construct a simple wooden ramp quickly and at relatively low cost. Alternatively, individuals with mobility impairments may be provided access to the library's services through a bookmobile, by special messenger service, through use of clerical aides, or by any other method that makes the resources of the library "readily accessible." Priority should be given, however, to constructing a ramp because that is the method that offers library services to individuals with disabilities and others in the same setting.

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Curb ramps (Curb Cut Plan)

Curb Cut Survey and Recommendations, prepared by the Contractor's sub-consultant Metrowest Center for Independent Living will be included as a separate reporting to the Town's ADA Self-Evaluation and Transition Plans Recommendations document.

Public entities that have responsibility or authority over streets, roads, or walkways must prepare a schedule for providing curb ramps where pedestrian walkways cross curbs. Public entities must give priority to walkways serving State and local government offices and facilities, transportation, places of public accommodation, and employees, followed by walkways serving other areas.

To promote both efficiency and accessibility, public entities may choose to construct curb ramps at every point where a pedestrian walkway intersects a curb. However, public entities are not necessarily required to construct a curb ramp at every such intersection.

Alternative routes to buildings that make use of existing curb cuts may be acceptable under the concept of program accessibility in the limited circumstances where individuals with disabilities need only travel a marginally longer route. In addition, the fundamental alteration and undue burdens limitations may limit the number of curb ramps required. To achieve or maintain program accessibility, it may be appropriate to establish an ongoing procedure for installing curb ramps upon request in areas frequented by individuals with disabilities as residents, employees, or visitors.

Existing parking lots or garages

A public entity should provide an adequate number of accessible parking spaces in existing parking lots or garages over which it has jurisdiction.

Historic preservation programs

Special program accessibility requirements and limitations apply to historic preservation programs. Historic preservation programs are programs conducted by the Town that have preservation of historic properties as a primary purpose. An historic property is a property that is listed or eligible for listing in the National Register of Historic Places or a property designated as historic under State or local law.

In achieving program accessibility in historic preservation programs, the Town entity must give priority to methods that provide physical access to individuals with disabilities. Physical access is particularly important in an historic preservation program, because a primary benefit of the program is uniquely the experience of the historic property itself.

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Are there any special limitations on measures required to achieve program accessibility in historic preservation programs in addition to the general fundamental alteration / undue financial and administrative burdens limitations?

Yes, the Town is not required to take any action that would threaten or destroy the historic significance of a Town owned historic property. In cases where physical access cannot be provided because of either this special limitation, or because an undue financial burden or fundamental alteration would result, alternative measures to achieve program accessibility must be undertaken.

ILLUSTRATION: Installing an elevator in an historic house museum to provide access to the second floor bedrooms would destroy architectural features of historic significance on the first floor. Providing an audio-visual display of the contents of the upstairs rooms in an accessible location on the first floor would be an alternative way of achieving program accessibility.

Does the special limitation apply to programs that are not historic preservation programs, but just happen to be located in historic properties?

No. In these cases, nonstructural methods of providing program accessibility, such as relocating all or part of a program or making home visits, are available to ensure accessibility, and no special limitation protecting the historic structure is provided.

Your completed transition plan must be available to the public, a dedicated website is one way to accomplish this. Some districts have a subdirectory in an existing Town website that contains all public notices and legal information that must be available to the public.

Leased buildings

The Town is encouraged, but not required, to lease accessible space. The availability of accessible private commercial space will steadily increase over time as the title III requirements for new construction and alterations take effect. Although the Town is not required to lease accessible space, once it occupies a facility, it must provide access to all of the programs conducted in that space. The more accessible the existing space is at the start, the easier and less costly it will later to make programs available to individuals with disabilities and to provide reasonable accommodations for employees (under ADA Title I – Employment).

Equally effective communication

The Town must ensure that its communications with individuals with disabilities are as effective as communications with others. This obligation, however, does not require the Town to take any action that it can demonstrate would result in a fundamental alteration in the nature of its services, programs, or activities, or in undue financial and administrative burdens.

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In order to provide equal access, the Town is required to make available appropriate auxiliary aids and services where necessary to ensure effective communication.

What are auxiliary aids and services?

Auxiliary aids and services include a wide range of services and devices that promote effective communication.

Examples of auxiliary aids and services for individuals who have vision and hearing impairments include, but are not limited to: qualified interpreters, notetakers, CART Reporting, written materials in alternate formats, Braille documents, audio recordings, telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDD's / TTY's), videotext displays, and exchange of written notes.

The type of auxiliary aid or service necessary to ensure effective communication will vary in accordance with the length and complexity of the communication involved.

ILLUSTRATION 1: Some individuals who have difficulty communicating because of a speech impairment can be understood if individuals engaging them merely listen carefully and take the extra time that is necessary.

ILLUSTRATION 2: For individuals with vision impairments, Town employees can provide oral directions or read written instructions. In many simple transactions, such as paying bills or filing applications, communications provided through such simple methods will be as effective as the communications provided to other individuals in similar transactions. Many transactions with public entities, however, involve more complex or extensive communications than can be provided through such simple methods. Sign language or oral interpreters, for example, may be required when the information being communicated in a transaction with a deaf individual is complex, or is exchanged for a lengthy period of time. Factors to be considered in determining whether an interpreter is required include the context in which the communication is taking place, the number of people involved, and the importance of the communication.

Must public service announcements or other television programming produced by public entities be captioned?

Audio portions of television and videotape programming produced by public entities are subject to the requirement to provide equally effective communication for individuals with hearing impairments. Closed captioning of such programs is sufficient to meet this requirement.

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Must tax bills from public entities be available in Braille and/or large print? What about other documents?

Tax bills and other written communications provided by the Town are subject to the requirement for effective communication. Thus, where the Town provides information in written form, it must, when requested, make that information available to individuals with vision impairments in a form that is usable by them.

Primary consideration

When an auxiliary aid or service is required, the Town must provide an opportunity for individuals with disabilities to request the auxiliary aids and services of their choice and must give primary consideration to the choice expressed by the individual. "Primary consideration" means that the Town must honor the choice, unless it can demonstrate that another equally effective means of communication is available, or that use of the means chosen would result in a fundamental alteration in the service, program, or activity or in undue financial and administrative burdens.

It is important to consult with the individual to determine the most appropriate auxiliary aid or service, because the individual with a disability is most familiar with his or her disability and is in the best position to determine what type of aid or service will be effective. Some individuals who were deaf at birth or who lost their hearing before acquiring language, for example, use sign language as their primary form of communication and may be uncomfortable or not proficient with written English, making use of a notepad an ineffective means of communication.

Qualified interpreter

There are a number of sign language systems in use by individuals who use sign language. (The most common systems of sign language are American Sign Language and signed English.) Individuals who use a particular system may not communicate effectively through an interpreter who uses a different system. When an interpreter is required, therefore, the Town should provide a qualified interpreter, that is, an interpreter who is able to sign to the individual who is deaf what is being said by the hearing person and who can voice to the hearing person what is being signed by the individual who is deaf. This communication must be conveyed effectively, accurately, and impartially, through the use of any necessary specialized vocabulary.

Telephone communications

Public entities that communicate by telephone must provide equally effective communication to individuals with disabilities, including hearing and speech impairments. If telephone relay services, such as those required by title IV of the ADA, are available, these services generally may be used to meet this requirement. Relay services involve a relay operator who uses both a standard telephone and a TDD to type the voice messages to the TDD user and read the TDD messages to the standard telephone user. Where such services are

available, public employees must be instructed to accept and handle relayed calls in the normal course of business.

Emergency telephone service

The Town provides telephone emergency services by which individuals can seek immediate assistance from police, fire, ambulance, and other emergency services. These telephone emergency services--including E"911" services--are clearly an important public service whose reliability can be a matter of life or death. The Town must ensure that these services, including 911 services, are accessible to persons with impaired hearing and speech. State and local agencies that provide emergency telephone services must provide "direct access" to individuals who rely on a TDD or computer modem for telephone communication. Telephone access through a third party or through a relay service does not satisfy the requirement for direct access. (However, if an individual places a call to the emergency service through a relay service, the emergency service should accept the call rather than require the caller to hang up and call the emergency service directly without using the relay.) The Town may, however, operate its own relay service within its emergency system, provided that the services for non-voice calls are as effective as those provided for voice calls.

911 lines.

Where a 911 telephone line is available, a separate seven-digit telephone line must not be substituted as the sole means for non-voice users to access 911 services.

Voice amplification

The Town is encouraged, but not required, to provide voice amplification for the operator's voice. In an emergency, a person who has a hearing loss may be using a telephone that does not have an amplification device. Installation of speech amplification devices on the handsets of operators would be one way to respond to this situation.

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3.0 POLICIES AND PROCEDURES

The Town of Framingham, MA, and individual departmental policies and procedures were reviewed for compliance with Section 504 and ADA Title II.

The following recommendations are for revisions and/or additions to existing policies, and additions of new policies to assist the Town.

- a) Sexual Harassment Policy
- b) ADA / 504 Policy
- c) ADA / 504 Grievance Procedures
- d) Reasonable Modification Policy
- e) Eligibility and Safety Requirements Assurance
- f) Surcharges Prohibition Policy
- g) Integrated Services Policy
- h) Significant Assistance Policy
- i) Accessible Transportation Policy
- j) Contracted Service Provider Policy
- k) Town of Framingham, MA
 - l. New Policy: Elevator / Chair Lift Policy
- l) Town of Framingham, MA
 - l. Multiple Hazard Mitigation Plan

**REPLACEMENT POLICY
SEXUAL HARASSMENT AND UNLAWFUL DISCRIMINATION**

This NEW policy replaces:

Town of Framingham Personnel Policy #29
Policy and Procedures for the Elimination of
Sexual Harassment in the Workforce

Policy and Procedure for the Elimination of Sexual Harassment and Discrimination

It is the policy of the Town of Framingham (the "Town") to maintain a work environment in the Town that is free of sexual harassment and of discrimination based on race, color, age, gender, sexual orientation, religion, ethnic or national origin, ancestry, disability, veteran's status, or any other status protected by law (a "Protected Class"). Unlawful discrimination and harassment by employees will not be tolerated. All employees are encouraged to report incidences of discrimination or harassment to the Town. Retaliation against an employee who complains of, reports or participates in any investigation into discrimination or harassment is illegal and will not be tolerated by the School Department.

The following provides in-depth information regarding harassment and discrimination, including where to report an act or acts of harassment or discrimination.

Sexual Harassment

Sexual harassment is a form of gender discrimination that is illegal under both federal and Massachusetts state law, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Massachusetts General Laws Chapter 151B, § 4 and Massachusetts General Laws Chapter 214, § 1C. Under these laws, unwelcome sexual advances, requests for sexual favors and other physical or verbal conduct of a sexual nature constitute sexual harassment when:

- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or a basis for employment or educational decisions affecting the individual; or
- such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work or academic performance, or participation in work or school activities and events, by creating an intimidating, hostile, humiliating or sexually offensive environment.

Under these definitions, direct or implied requests by a supervisor to a subordinate, or a staff member to a student, in exchange for actual or promised employment or educational benefit, such as favorable reviews, grades or recommendations, salary increases, promotions, increased benefits or continued employment, constitute sexual harassment.

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The relationship between staff members and students is inherently unequal. Sexual relations between staff members and students are prohibited under any circumstances.

The legal definition of sexual harassment is broad, and in addition to the above situations, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace or educational environment that is hostile, offensive, intimidating or humiliating to male or female employees or students may also constitute sexual harassment.

While it is not possible to list all of those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which may constitute sexual harassment, depending on the totality of the circumstances:

- unwanted, prolonged and apparent staring or leering at a person;
- unwanted whistling or brushing against the body;
- obscene gestures or suggestive or insulting sounds made towards people;
- displaying sexually suggestive objects, pictures, cartoons;
- inquiries into one's sexual experiences or discussion of one's sexual activities;
- indecent exposure; or
- romantic involvement between supervisors and subordinates which is known to others in the workplace and which impacts the workplace in areas such as assignments, advancements or benefits.

Discrimination

Depending upon the circumstances, examples of discrimination could include the above-referenced examples concerning sexual harassment, as well as the following types of conduct:

- comments or innuendo, which are continued or repeated, concerning a person's race, age, gender, religion, national origin, ancestry, disability, sexual orientation, veteran's status, or other legally-protected status;
- an open display of objects or pictures that are offensive to persons of a particular religion, race, national origin, or other legally-protected status;

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- jokes, comments, use of derogatory words or innuendo regarding an individual's race, age, gender, national origin, ancestry, religion, disability, sexual orientation, or other legally-protected status;
- making decisions about an employee's employment based upon his or her religion, race, national origin, ancestry, age, disability, gender, sexual orientation, veteran's or other legally-protected status;
- treating an employee or student differently in terms of conditions of his or her employment or education based upon the employee's or student's race, color, age, gender, sexual orientation, religion, ethnic or national origin, ancestry, disability, veteran's status or any other legally protected status.

EMPLOYEE RESPONSIBILITIES

Each employee of the Town is personally responsible for ensuring that his or her conduct does not sexually harass or unlawfully discriminate against anyone in the work place environment. Each employee is responsible for cooperating in any investigation of alleged discrimination or sexual harassment if asked to do so by the person conducting the investigation.

NO RETALIATION FOR FILING A COMPLAINT OF SEXUAL HARASSMENT OR DISCRIMINATION

Retaliation against any individual for making a complaint of sexual harassment or discrimination or for participating in or assisting in the investigation of such a complaint is illegal and will not be tolerated. Any acts of retaliation will be subject to appropriate disciplinary action, such as (but not limited to) reprimand, change in work assignment, suspension or immediate termination.

PROCEDURES FOR ADDRESSING COMPLAINTS OF SEXUAL HARASSMENT AND UNLAWFUL DISCRIMINATION IN EMPLOYMENT

Individuals who believe that they have been sexually harassed, or that they have been a victim of discrimination on the basis of their race, color, age, gender, sexual orientation, religion, ethnic or national origin, ancestry, disability, veteran's status, or other legally protected status should follow the complaint procedures described below:

If an individual believes that he or she has been sexually harassed or subjected to discrimination based on his or her membership in a Protected Class, and the individual feels comfortable and safe doing so, the individual can confront the harassing person, tell the person what is offensive and request that the person stop. If for any reason such an approach is not practical, acceptable

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or comfortable, or if the offender is the employee's supervisor, or if this process does not work, then the individual should contact his or her supervisor, or one of the investigators identified below. Supervisors are instructed to bring the matter to the attention of one of the investigators.

A complaint may be made orally or in writing to the Human Resources Department. After a complaint has been made, the Town will investigate the complaint in a fair and expeditious manner. The investigation will include a private interview with the person filing the complaint. One or more of the investigators will meet with the person who has been accused of improper conduct. The investigators may also meet with witnesses or others who may assist in the factual investigation.

To file a complaint you must contact:

Monica Visco
Human Resources Director
Human Resources Department
Memorial Building
150 Concord Street
Framingham, MA 01702
(508) 620-4847

The Town of Framingham shall administer this policy and accompanying procedures in the following manner.

- A. The Human Resources Department shall identify at least two investigators, one of whom shall be the Affirmative Action Officer. At all times there will be a female and male investigator.
- B. All such investigators shall be trained in sexual harassment investigatory techniques. Such training shall include interviewing techniques and conflict resolution.

After the investigation is completed, the investigator(s) will inform the person making the complaint and the person accused regarding the outcome of the investigation and whether the matter has been closed. In the event that the investigator finds a violation of this policy has occurred, further action will be taken, including but not limited to disciplinary action, such as but not limited to reprimand, change in work assignment, suspension or termination in accordance with all relevant laws.

If the complainant is dissatisfied with the determination made by the investigators, the complainant may submit an appeal to the Director of Human Resources. The final level of appeal within the district is the Director of Human Resources. The written determination by the Director of Human Resources will

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be provided to the complainant no later than fifteen (15) working days after formal receipt of any appeal.

CONFIDENTIALITY

All actions taken to investigate and resolve complaints through this process shall be conducted with as much privacy and discretion as possible without compromising the thoroughness and fairness of the investigation. To conduct a thorough investigation, investigators may need to discuss the complaint with witnesses and those persons involved in or affected by the complaint, as well as with those persons who are assisting with the investigation or implementing disciplinary actions.

STATE AND FEDERAL AGENCIES

If you believe you have been subjected to sexual harassment or discrimination, you may file a formal complaint with either or both of the government agencies listed below. Using the complaint procedure described in this policy does not prohibit you from filing a complaint with one or both of these agencies. Each of these agencies has a short period for filing a claim – 300 days.

1. Equal Employment Opportunity Commission ("EEOC")
One Congress Street
Boston, MA 02114
(617) 565-3200

2. Massachusetts Commission Against Discrimination ("MCAD")

Boston Office	Springfield Office:
One Ashburton Place	424 Dwight Street
Boston, MA 02108	Springfield, MA 01103
(617) 727-3990	(413) 739-2145

**REPLACEMENT POLICY
AMERICANS WITH DISABILITIES ACT**

New Policy replaces:

Town of Framingham Personnel Policy #1
Policy on Americans with Disabilities

AMERICANS WITH DISABILITIES ACT

In providing its' services, programs and activities, the Town of Framingham, MA (the "Town") will not:

1. Deny a qualified individual with a disability the opportunity to participate in, or benefit from, a benefit, service, or activity.
2. Deny a qualified individual 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.
3. Otherwise limit a qualified individual with a disability the enjoyment of any right, privilege, advantage, or opportunity enjoyed by other qualified individuals receiving the aid, benefit, or service.

Reasonable Modification and Integrated Services Policy

All programs, services and activities will be provided in the most integrated setting appropriate to the needs of participants with disabilities.

The School Department will make reasonable modifications to programs, services and activities necessary to accommodate the needs of a person with a disability whenever an otherwise qualified person with a disability requests such modification, unless it can be demonstrated that the requested modification would impose an undue burden or fundamental alteration to the program.

Prohibitions or limitations to the eligibility of qualified individuals with disabilities to receive services or participate in programs or activities are not permitted unless such prohibitions or limitations are essential to the operation or purpose of the program or service. Eligibility requirements have been reviewed by the ADA Coordinator and program managers and updated to comply with the requirements of the Americans with Disabilities Act. Whenever programs formulate new eligibility policies or new programs are developed, policies will be reviewed by the ADA Coordinator to ensure compliance.

Safety requirements have also been reviewed to ensure that they are necessary to the safe operation of programs or activities, and that any decision to limit the participation of a person with a disability related to safety concerns will be reviewed on a case by case basis to ensure that the decision is based on facts, not myths or stereotype, and that all appropriate mitigating measures are taken to provide for maximum participation. Staff will be informed of, and trained in any changes in eligibility and /or safety requirements that may arise.

Request for Reasonable Modifications

Requests for reasonable modifications should be made to the Human Resources Department for ADA Title I - Employment requests and the Department Head or the ADA Coordinator for ADA Title II requests, and can be presented verbally or in writing. The ADA Coordinator will respond to requests in a timely fashion—generally not more than two working days. Final decisions regarding requests for reasonable modifications, that in the opinion the ADA Coordinator represents an undue burden or fundamental alteration, will be made by the [] within ten working days. Individuals seeking to contest a denial of a request for reasonable modification will be given the grievance procedure in the format appropriate to their needs.

Surcharges

Surcharges will not be charged to persons with disabilities, their family members, or organizations representing them for the provision of reasonable accommodations, reasonable modifications to policies and procedures, auxiliary aids and services, or any other costs related to the participation of persons with disabilities.

Significant Assistance Policy

Programs that receive significant assistance, either financial or in-kind from the Town, may not discriminate against persons with disabilities. The ADA Coordinator is to inform organizations receiving assistance of their obligations under the ADA. The ADA Coordinator will investigate any situation in which discrimination towards persons with disabilities may have occurred, and take appropriate action either to correct the discriminatory situation or to recommend to the [] termination of assistance.

Transportation Services

It is the policy of the Town that transportation services are accessible to and usable by participants in our programs regardless of disability. Individuals requiring accessible transportation should make their requests in writing or verbally to the ADA Coordinator. Requests should be made at least three days in advance. Effort will be made to respond to requests made on shorter notice. When a request cannot be met, notice will be given as soon as possible and at least one day before the date of the requested trip. The following local transportation providers equipped with accessible vehicles will be contacted when needed: _____.

Contracted Service Provider Policy

If services are provide under contracts, the Town will set forth in the terms of the contract the obligations of the provider agency or agencies to operate in a manner consistent with the requirements of Title II of the ADA, and, furthermore, that the Town will monitor the performance of the contractor in fulfilling this contractual obligation.

**REPLACEMENT POLICY
AMERICANS WITH DISABILITIES ACT
GRIEVANCE PROCEDURES**

New Policy replaces:

Town of Framingham Policy
Town of Framingham Americans with Disabilities
Act(ADA) Grievance Procedures

SECTION 504 / ADA TITLE II GRIEVANCE PROCEDURE

The Town of Framingham, MA (the "Town") has an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) or Title II of the Americans with Disabilities Act of 1990 (ADA). Both Section 504 and Title II prohibit discrimination on the basis of disability.

Purpose:

The following Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs and benefits by the Town of Framingham, MA.

Scope:

This is the internal procedure for dealing with complaints rapidly, discreetly and directly, if possible.

How to File a Complaint:

Complaints should be addressed to the ADA Coordinator named. If assistance is needed to fill or pursue the complaint, such request should be made to the ADA Coordinator.

1. A complaint must be filed in writing or on audiotape, contain the name and address of the person filing it, describe the alleged discriminatory action and identify the date the action occurred and the names(s) of the person(s) believed to be responsible, as well as recommendations for the resolution.
2. A complaint must be filed within a reasonable time period, but no later than 60 days, after the complainant becomes aware of the alleged discrimination. The complainant shall informally discuss the complaint, in person, with the ADA Coordinator within 15 days of filing the complaint.
3. Unless the matter can be promptly resolved informally, an investigation will be conducted with respect to all timely filed complaints which raise issues under Section 504/Title II. The investigation shall be conducted by the ADA Coordinator or his/her designee. These rules contemplate informal but thorough and impartial investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A determination as to the conclusion of the investigation and a description of the resolution, if any, shall be issued, in writing, or if needed for effective communications, in an alternate format preferred by the Complainant, such as large print, Braille or audiotape, by the ADA Coordinator and a copy forwarded to the complainant no later than forty-

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five days after the ADA Coordinator receives the written complaint (unless complainant provides written permission for extension of time for said investigation.)

5. The ADA Coordinator shall maintain the files and records of the Framingham School relating to the complaints filed for three years.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made in writing within twenty days to the ADA Coordinator.
7. Upon receiving a request for reconsideration of any decision involving identification, evaluation or placement of a student who is believed to need Section 504 accommodations, special education or related services, the School Department will schedule an impartial hearing. The School Department will select an impartial hearing officer, and the complainant shall have an opportunity to review all relevant records, to participate in the hearing and to be represented by counsel.
8. Any party may appeal the final decision of the impartial hearing officer to a court of competent jurisdiction.
9. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 or Title II complaint with the U.S. Dept. of Education's Office for Civil Rights or the Massachusetts School Department of Education. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
10. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to ensure that Framingham School Department complies with Section 504, Title II, and their implementing regulations.

Complaints related to Town employment practices and policies, excluding the School Department practices and policies, should be submitted to:

Monica Visco, Human Resources Director
Human Resources Department, Room B-7
Memorial Building, 150 Concord Street
Framingham, MA 01702
Voice (508)620-4847
TTY (508)620-4851

All other complaints should be submitted to:

Ron J. Rego
ADA Coordinator
Memorial Building – Cable Studio
150 Concord Street
Framingham, MA 01702
(508) 875-8588 T:
(508) 628-1999 F:
(508) 620-4851 TTY:

**NEW POLICIES
AMERICANS WITH DISABILITIES ACT**

New Policies: **Reasonable Modification Policy**
Eligibility and safety Requirements Assurance
Surcharges Prohibition Policy
Integrated Services Policy
Significant Assistance Policy
Accessible Transportation Policy
Contracted Service Provider Policy

Reasonable Modification Policy

The Town will make reasonable modifications to policies and procedures necessary to accommodate the needs of a person with a disability whenever an otherwise qualified person with a disability requests such modification, unless it can be demonstrated that the requested modification would impose an undue burden or fundamental alteration to the program.

Requests for reasonable modifications should be made to program staff or the ADA Coordinator and can be presented verbally or in writing. It is the responsibility of the ADA Coordinator to ensure that requests are responded to appropriately and in a timely fashion—generally not more than two working days.

Final decisions regarding requests for reasonable modifications, that in the opinion the ADA Coordinator may represent an undue burden or fundamental alteration, will be made by the Town Administrator or Board of Selectmen in a timely fashion and no longer than ten working days. Individuals seeking to contest a denial of a request for reasonable modification will be given the grievance procedure in the format appropriate to their needs.

Eligibility and safety Requirements Assurance

It is the policy of the Town that prohibitions or limitations to the eligibility of qualified individuals with disabilities to receive services or participate in programs are not allowed unless they are essential to the operation of the program or service. Eligibility requirements have been reviewed by the ADA Coordinator and program managers and updated to comply with the requirements of the Americans with Disabilities Act. Whenever programs formulate new eligibility policies or new programs are developed, policies will be reviewed by the ADA Coordinator to ensure compliance.

Safety requirements have also been reviewed to ensure that they are necessary to the safe operation of programs, and that any decision to limit the participation of a person with a disability related to safety concerns will be reviewed on a case by case basis to ensure that the decision is based on facts, not myths or stereotype, and that all appropriate mitigating measures are taken to provide for maximum participation. Staff will be informed of, and trained in any changes in eligibility and /or safety requirements that may arise.

Surcharges Prohibition Policy

Surcharges imposed on people with disabilities for the provision of program modifications, access improvements, or communications aids, are not permissible. A *Surcharges Prohibition Policy* should state that surcharges will not be imposed on people with disabilities under any circumstances.

It is the policy of the Town that surcharges will not be charged to persons with disabilities, their family members, or organizations representing them for the provision of reasonable accommodations, reasonable modifications to policies and procedures, auxiliary aids and services, or any other costs related to the participation of persons with disabilities.

Significant Assistance Policy

Programs that the Town provides with significant assistance through public funds, the use of public facilities, or in-kind contributions may not discriminate against persons with disabilities.

It is the policy of the Town that programs that receive significant assistance, either financial or in-kind from the Town, may not discriminate against persons with disabilities. It is the responsibility of the ADA Coordinator to inform organizations receiving assistance of this policy and to respond to any questions regarding its meaning and application. It is also the ADA Coordinators responsibility to investigate any situation in which discrimination towards persons with disabilities may have occurred, and to take appropriate action either to correct the discriminatory situation or to recommend to the Town Administrator or Board of Selectmen termination of assistance.

Accessible Transportation Policy

If transportation is provided to participants in any Town programs, it must also be provided to people with disabilities.

An *Accessible Transportation Policy* should contain names and phone numbers for providers of accessible transportation including companies with lift equipped vans, independent living centers, or other organizations that may offer accessible transportation services. If the Town utilizes full size buses, it should include names and phone numbers of bus companies that have lift equipped vehicles. The policy should designate a staff member or members responsible for coordinating the provision of accessible transportation.

It is the policy of the Town that transportation services are accessible to and usable by participants in our programs regardless of disability. Individuals requiring accessible transportation should make their requests in writing or verbally to the ADA Coordinator. Requests should be made at least three days in advance. Effort will be made to respond to requests made on shorter notice. When a request cannot be met, notice will be given as soon as possible and at least one day before the date of the requested trip.

The following local transportation providers equipped with accessible vehicles will be contacted when needed:

(Transportation provider name & telephone number)
(Transportation provider name & telephone number)
(Transportation provider name & telephone number)

Contracted Service Provider Policy

If the Town provides any services under contracts, it is required to ensure that the services are provided in compliance with the requirements of Title II of the ADA just as if the Town were providing the services directly.

It is the policy of the Town/Department that if services are provide under contracts, the Town/Department will set forth in the terms of the contract the obligations of the provider agency or agencies to operate in a manner consistent with the requirements of Title II of the ADA, and, furthermore, that the Town/Department will monitor the performance of the contractor in fulfilling this contractual obligation.

Integrated Services Policy

Services must be provided in the most integrated setting appropriate. It is permissible to provide separate programs, but to do so does not relieve the Town of the obligation to provide opportunities for persons with disabilities to participate in regular, integrated programs.

The *Integrated Services Policy* should state that services to people with disabilities are provided in the most integrated setting appropriate and that people with disabilities are not required to participate in separate programs.

It is the policy of the Town that all services, programs, and activities are provided in the most integrated setting appropriate to the needs of participants with disabilities. Persons with disabilities are not required to participate in separate programs even if separate programs specifically designed to meet their needs are offered.

**NEW FORM
AMERICANS WITH DISABILITIES ACT
REQUEST FOR MODIFICATION OF PROGRAM**

New Form:

Town of Framingham, MA
Request For Modification of Program Form

**Town of Framingham, MA
Request for Modification of Program Form**

**Please fax request form to (508) 628-1999
(incomplete forms cannot be processed)**

<input type="checkbox"/> Today's Date:	
<input type="checkbox"/> Requester's Name:	
<input type="checkbox"/> Requester's Address:	
<input type="checkbox"/> Requester's Voice#:	<input type="checkbox"/> Requester's TTY#:
<input type="checkbox"/> Requester's FAX#:	
<input type="checkbox"/> Date requiring Modification of Program:	
<input type="checkbox"/> Program Start Time:	<input type="checkbox"/> Program End Time: (for interpreter services)
<input type="checkbox"/> Program Location/Address of Event, Program or Services:	
<input type="checkbox"/> Type of Request:	

- Request to relocate Town program or activity from inaccessible location, for example, building, room, athletic field, stadium, et al, to accessible location.
- Requested accessible location for program : (please list name and address)
- Modification of Program (please explain):
- OTHER: (please explain):

**NEW FORM
AMERICANS WITH DISABILITIES ACT
ELEVATOR / CHAIR LIFT POLICY**

New Form:

Town of Framingham, MA
ELEVATOR / CHAIR LIFT POLICY

Vertical Transportation Equipment

With the installation of elevators and/or accessible chair lifts in new and existing facilities in the Town a facility policy to address interruptions in elevator and chair lift service is recommended. The unique conditions of the Memorial Building, providing a single elevator as the ONLY accessible means to access the facility and Town programs and services provided within, present a challenging compliance issue should elevator service to the building be interrupted for servicing, power outage, Etc. In instances of even interruption of service for ongoing servicing of the equipment, the Town must put in place a procedure to maintain access to programs and services within the facility that may include: a. temporarily using the Police Station offices or meeting rooms (given its close proximity); utilizing the Callahan Center, or utilizing a local school facility to ensure that access is maintained to those programs and services offered in the Memorial Building.

Elevator / Chair Lift Policy (NEW POLICY)

It is the policy of the Town of Framingham (the "Town") to maintain vertical transportation equipment in good working order at each Town owned and operated facility. Examples of vertical transportation equipment include but are not limited to the following: hydraulic electric elevators, electric accessible chair lifts, and rail style elevators and lifts.

The Town understands that temporary interruptions in service are expected due to malfunctioning equipment, ongoing maintenance, and repairs when needed.

When interruptions in service are brought to the attention of the designated facilities personnel or ADA Coordinator for the Town, the following steps shall be taken to provide uninterrupted access to programs and services at the facility:

- 1) Informational signage indicating that the vertical transportation equipment service is temporarily interrupted due to equipment breakdown, maintenance, or servicing shall be posted at each equipment location affected. Each facility shall provide equivalent signage in Braille, mounted at a location and height per the ADAAG.
- 2) Informational signage directing users to an alternate accessible route within the facility shall be posted at each equipment location affected. Each facility shall provide equivalent signage in Braille, mounted at a location and height per the ADAAG.

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- 3) In the event that a program space/room is located on a facility floor level not able to be served due to a temporary interruption in service, appropriate steps will be taken by school administration to temporarily relocate such program to an accessible level within the facility and signage informing users of the program location change and directing them to the appropriate location shall be posted as required. Each facility shall provide equivalent signage in Braille, mounted at a location and height per the ADAAG.

When interruptions in service are brought to the designated facilities personnel or ADA Coordinator for the Town, the following steps will be taken to remedy the interruption in service:

- 1) Facilities personnel will contact appropriate vendors informing them of the interruption in service and make a request to service and remedy the interruption in service.
- 2) As required, damaged or un-repairable equipment will be replaced within 10 days of such assessment that new equipment is warranted.
- 3) As required for ongoing maintenance, all vertical transportation equipment shall be inspected and serviced as required under State code, and as recommended by the equipment manufacturer, whichever is more preventative.

The Town has an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) or Title II of the Americans with Disabilities Act of 1990 (ADA).

Both Section 504 and Title II prohibit discrimination on the basis of disability.

If you believe you have been aggrieved please contact:

Mr. Ron J. Rego, Director of Media Services and ADA Coordinator
Town of Framingham
150 Concord Street,
Memorial Building – Cable Studio
Framingham, MA 01702
(508) 875-8588 Voice / (508) 628-1999 Facsimile / (508) 620-4851 TTY

**EMERGENCY PREPAREDNESS / EMERGENCY MITIGATION
TOWN OF FRAMINGHAM**

Multiple Hazard Mitigation Plan (MHMP)

The Town of Framingham, MA has in place a Multiple Hazard Mitigation Plan, dated June 2005. The MHMP is a compliment to the Comprehensive Emergency Management Plan required by the Commonwealth of Massachusetts.

As stated in the MHMP, "The Plan will meet the requirements of the Federal DMA 2000, which calls for communities to have an all hazards mitigation plan in place by November 1, 2004 in order to qualify for the future pre-disaster and post-disaster funding under the Federal Emergency Management Agency's (FEMA) Pre-Disaster Mitigation Program and Hazard Mitigation Grant Program (HMGP). In addition this Plan will assist the Town in applying for other hazard mitigation project funding, such as FEMA's pre-disaster mitigation program, the Flood Mitigation Assistance (FMA) program, as well as other federal, state and private funding sources.

Hazard mitigation as defined in the "Natural Hazards Mitigation Planning: A Community Guide" as "any sustained action taken to reduce or eliminate long-term risk to life and property from natural hazards (flooding, storms, high winds, hurricanes, wildfires, earthquakes, etc.). Mitigation assists in helping to minimize damages that occur as the result of a natural disaster to structures, infrastructure, and other resources."

Based on the review of the Emergency Mitigation Plan, we submit the following recommendations for modifications to policies and procedures:

- 1) Though a comprehensive document, the MHMP does not adequately address the specific needs of persons with disabilities in the event of an emergency situation or evacuation condition. We recommend the Town refer to the City of Boston, Ready Boston, an emergency preparedness and evacuation guide for city residents, (<http://www.cityofboston.gov/emergency/pdfs/ReadyBoston.pdf>) as a resource in developing a Town guide that serves all residents as well as the disability community in the preparation of an Emergency Preparedness Plan for the Town of Framingham. The guide incorporates a visual pictogram language and is translated into five languages.
- 2) We recommend that Town representatives from Town Administration, Police, Fire, and Department of Public Works work with representatives of the disability community and Metrowest Center for Independent Living and visit the FEMA website (<http://www.fema.gov/rrr/assistf.shtm>) to work towards an Emergency Preparedness Plan for providing assistance to

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persons with disabilities. The following is an excerpt from the FEMA website:

Assisting People With Disabilities In A Disaster

People with disabilities who are self-sufficient under normal circumstances may have to rely on the help of others in a disaster.

- Provide Assistance

- Do You Know Someone With A Disability?
 - People with disabilities often need more time than others to make necessary preparations in an emergency.
 - The needs of older people often are similar to those of persons with disabilities.
 - Because disaster warnings are often given by audible means such as sirens and radio announcements, people who are deaf or hard of hearing may not receive early disaster warnings and emergency instructions. Be their source of emergency information as it comes over the radio or television.
 - Some people who are blind or visually-impaired, especially older people, may be extremely reluctant to leave familiar surroundings when the request for evacuation comes from a stranger.
 - A *guide dog* could become confused or disoriented in a disaster. People who are blind or partially sighted may have to depend on others to lead them, as well as their dog, to safety during a disaster.
 - In most states, guide dogs will be allowed to stay in emergency shelters with owners. Check with your local emergency management officials for more information.
 - People with impaired mobility are often concerned about being dropped when being lifted or carried. Find out the proper way to transfer or move someone in a wheelchair and what exit routes from buildings are best.
 - Some people with mental retardation may be unable to understand the emergency and could become disoriented or confused about the proper way to react.
 - Many respiratory illnesses can be aggravated by stress. In an emergency, oxygen and respiratory equipment may not be readily available.
 - People with epilepsy, Parkinson's disease and other conditions often have very individualized medication regime's that cannot be interrupted without serious consequences. Some may be unable to communicate this information in an emergency.

- Be ready to offer assistance if disaster strikes:
 - If a disaster warning is issued, check with neighbors or coworkers who are disabled.
 - Offer assistance whenever possible.

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- Prepare an emergency plan.
Work with neighbors who are disabled to prepare an emergency response plan. Identify how you will contact each other and what action will be taken.
 - Evacuation
 - Be able to assist if an evacuation order is issued.
Provide physical assistance in leaving the home/office and transferring to a vehicle.
 - Provide transportation to a shelter. This may require a specialized vehicle designed to carry a wheelchair or other mobility equipment.
 - Self-Help Networks
Self-help networks are arrangements of people who agree to assist an individual with a disability in an emergency. Discuss with the relative, friend or co-worker who has a disability what assistance he or she may need. Urge the person to keep a disaster supplies kit and suggest that you keep an extra copy of the list of special items such as medicines or special equipment that the person has prepared. Talk with the person about how to inform him or her of an oncoming disaster and see about getting a key to the person's house so you can provide assistance without delay.
3. We also recommend representatives of the Town reference the following ADA Guide for Local Governments for Emergency Preparedness:

U.S. Department of Justice
Civil Rights Division
Disability Rights Section



**An ADA Guide for Local
Governments
Making Community Emergency
Preparedness
and Response Programs Accessible to
People with Disabilities**

One of the most important roles of local government is to protect their citizenry from harm, including helping people prepare for and respond to emergencies. Making local government emergency preparedness and response programs accessible to people with disabilities is a critical part of this responsibility. Making these programs accessible is also required by the Americans with Disabilities Act of 1990 (ADA).

Planning

If you are responsible for your community's emergency planning or response activities, you should involve people with disabilities in identifying needs and evaluating effective emergency management practices. Issues that have the greatest impact on people with disabilities include

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notification, evacuation, emergency transportation, sheltering, access to medical care and medications, access to their mobility devices or service animals while in transit or at shelters, and access to information.

In planning for emergency services, you should consider the needs of people who use mobility aids such as wheelchairs, scooters, walkers, canes or crutches, or people who have limited stamina. Plans also need to include people who use oxygen or respirators, people who are blind or who have low vision, people who are deaf or hard of hearing, people who have a cognitive disability, people with mental illness, and those with other types of disabilities.

Action Step:

Solicit and incorporate input from people with different types of disabilities (e.g. mobility, vision, hearing, cognitive and other disabilities) regarding all phases of your emergency management plan (preparation, notification, response, and clean up).

Notification

Many traditional emergency notification methods are not accessible to or usable by people with disabilities. People who are deaf or hard of hearing cannot hear radio, television, sirens, or other audible alerts. Those who are blind or who have low vision may not be aware of visual cues, such as flashing lights. Warning methods should be developed to ensure that all citizens will have the information necessary to make sound decisions and take appropriate, responsible action. Often, using a combination of methods will be more effective than relying on one method alone. For instance, combining visual and audible alerts will reach a greater audience than either method would by itself.

Action Step:

Provide ways to inform people who are deaf or hard of hearing of an impending disaster if you use emergency warning systems such as sirens or other audible alerts. When the electric power supply is affected, it may be necessary to use several forms of notification. These might include the use of telephone calls, auto-dialed TTY (teletypewriter) messages, text messaging, e-mails, and even direct door-to-door contact with pre-registered individuals. Also, you should consider using open-captioning on local TV stations in addition to incorporating other innovative uses of technology into such procedures, as well as lower-tech options such as dispatching qualified sign language interpreters to assist in broadcasting emergency information provided to the media.

Evacuation

Individuals with disabilities will face a variety of challenges in evacuating, depending on the nature of the emergency. People with a mobility disability may need assistance leaving a building without a working elevator. Individuals who are blind or who have limited vision may no longer be able to independently use traditional orientation and navigation methods. An individual who is deaf may be trapped somewhere unable to communicate with anyone because the only communication device relies on voice. Procedures should be in place to ensure that people with disabilities can evacuate the physical area in a variety of conditions and with or without assistance.

Action Step:

Adopt policies to ensure that your community evacuation plans enable people with disabilities, including those who have mobility impairments, vision impairments, hearing impairments, cognitive disabilities, mental illness, or other disabilities, to safely self-evacuate or to be evacuated by others. Some communities are instituting voluntary, confidential registries of persons with disabilities who may need individualized evacuation assistance or notification. If you adopt or maintain such a registry, have procedures in place to ensure its voluntariness, guarantee confidentiality controls, and develop a process to update the registry. Also consider how best to publicize its availability. Whether or not a registry is used, your plan should address accessible transportation needs for people who use wheelchairs, scooters, or other mobility aids as well as people who are blind or who have low vision.

Both public and private transportation may be disrupted due to overcrowding, because of blocked streets and sidewalks, or because the system is not functioning at all. The movement of people during an evacuation is critical, but many people with disabilities cannot use traditional, inaccessible transportation.

Action Step:

Identify accessible modes of transportation that may be available to help evacuate people with disabilities during an emergency. For instance, some communities have used lift-equipped school or transit buses to evacuate people who use wheelchairs during floods.

Sheltering

When disasters occur, people are often provided safe refuge in temporary shelters. Some may be located in schools, office buildings, tents, or other areas. Historically, great attention has been paid to ensuring that those shelters are well stocked with basic necessities such as food, water, and blankets. But many of these shelters have not been accessible to people with disabilities. Individuals using a wheelchair or scooter have often been able somehow to get to the shelter, only to find no accessible entrance, accessible toilet, or accessible shelter area.

Action Step:

Survey your community's shelters for barriers to access for persons with disabilities. For instance, if you are considering incorporating a particular high school gymnasium into your sheltering plan, early in the process you should examine its parking, the path to the gymnasium, and the toilets serving the gymnasium to make sure they are accessible to people with disabilities. If you find barriers to access, work with the facility's owner to try to get the barriers removed. If you are unable to do so, consider another nearby facility for your community sheltering needs.

Until all of your emergency shelters have accessible parking, exterior routes, entrances, interior routes to the shelter area,

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and toilet rooms serving the shelter area, identify and widely publicize to the public, including persons with disabilities and the organizations that serve them, the locations of the most accessible emergency shelters.

Shelter staff and volunteers are often trained in first aid or other areas critical to the delivery of emergency services, but many have little, if any, familiarity with the needs of people with disabilities. In some instances, people with disabilities have been turned away from shelters because of volunteers' lack of confidence regarding the shelter's ability to meet their needs. Generally, people with disabilities may not be segregated or told to go to "special" shelters designated for their use. They should ordinarily be allowed to attend the same shelters as their neighbors and coworkers.

Action Step:

Invite representatives of group homes and other people with disabilities to meet with you as part of your routine shelter planning. Discuss with them which shelters they would be more likely to use in the event of an emergency and what, if any, disability-related concerns they may have while sheltering. Develop site-specific instructions for your volunteers and staff to address these concerns.

Many shelters have a "no pets" policy and some mistakenly apply this policy to exclude service animals such as guide dogs for people who are blind, hearing dogs for people who are deaf, or dogs that pull wheelchairs or retrieve dropped objects. When people with disabilities who use service animals are told that their animals cannot enter the shelter, they are forced to choose between safety and abandoning a highly trained animal that accompanies them everywhere and allows them to function independently.

Action Step:

Adopt procedures to ensure that people with disabilities who use service animals are not separated from their service animals when sheltering during an emergency, even if pets are normally prohibited in shelters. While you cannot unnecessarily segregate persons who use service animals from others, you may consider the potential presence of persons who, for safety or health Reasons, should not be with certain types of animals.

Individuals whose disabilities require medications, such as certain types of insulin that require constant refrigeration, may find that many shelters do not provide refrigerators or ice-packed coolers. Individuals who use life support systems and other devices rely on electricity to function and stay alive and, in many cases, may not have access to a generator or other source of electricity within a shelter.

Action Step:

Ensure that a reasonable number of emergency shelters have back-up generators and a way to keep medications refrigerated (such as a refrigerator or a cooler with ice). These shelters should be made available on a priority basis to people whose disabilities require access to electricity and refrigeration, for

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example, for using life-sustaining medical devices, providing power to motorized wheelchairs, and preserving certain medications, such as insulin, that require refrigeration. The public should be routinely notified about the location of these shelters. In addition, if you choose to maintain a confidential registry of individuals needing transportation assistance, this registry could also record those who would be in need of particular medications. This will facilitate your planning priorities.

People who are deaf or hard of hearing may not have access to audible information routinely made available to people in the temporary shelters. Those who are blind or who have low vision will not be able to use printed notices, advisories, or other written information.

Action Step:

Adopt procedures to provide accessible communication for people who are deaf or hard of hearing and for people with severe speech disabilities. Train staff on the basic procedures for providing accessible communication, including exchanging notes or posting written announcements to go with spoken announcements. Train staff to read printed information, upon request, to persons who are blind or who have low vision.

Returning Home

The needs of individuals with disabilities should be considered, too, when they leave a shelter or are otherwise allowed to return to their home. If a ramp has been destroyed, an individual with a mobility impairment will be unable to get into and out of the house. In case temporary housing is needed past the stay at the shelter, your emergency response plan could identify available physically accessible short-term housing, as well as housing with appropriate communication devices, such as TTY's, to ensure individuals with communication disabilities can communicate with family, friends, and medical professionals.

Action Step:

Identify temporary accessible housing (such as accessible hotel rooms within the community or in nearby communities) that could be used if people with disabilities cannot immediately return home after a disaster if, for instance, necessary accessible features such as ramps or electrical systems have been damaged.

If you contract with another entity, such as the American Red Cross or another local government, to provide your emergency preparedness plans and emergency response services, you should ensure that the other entity follows these steps on your behalf.

4.0 EFFECTIVE COMMUNICATIONS

4.1 REQUIREMENTS

28 CFR § 35.160 requires the Town to take such steps as may be necessary to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.

28 CFR § 35.160 (b)(1) requires the Town to furnish appropriate auxiliary aids and services when necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, the Town's services, programs, or activities when viewed in their entirety. The Town must provide an opportunity for individuals with disabilities to request the auxiliary aids and services of their choice. Under 28 CFR § 35.160(b)(2) this expressed choice shall be given primary consideration by the Town. The Town shall honor the requester's choice unless it can demonstrate that another effective means of communication exists, that another effective means of communication is available when the requester's first expressed choice is not, or that use of the requester's choice would not be required under 28 CFR § 35.164.

Preference to the request of the individual with a disability is desirable because of the range of disabilities, the variety of auxiliary aids and services available, and effectiveness of certain auxiliary aids and services to others in different circumstances requiring effective communication.

4.2 Telecommunication Devices for the Deaf (TDD's)

28 CFR § 35.161 requires that, where a public entity communicates with applicants and beneficiaries by telephone, TDD's or equally effective telecommunication systems be used to communicate with individuals with impaired speech or hearing.

In reviewing the Police, Fire, DPW, COA, and Department of Parks and Recreation facilities it was determined that TDD (TTY's also known as text telephones) are present only through the E911 emergency telephone located in the Police / E911 dispatch center that handles incoming emergency calls for police, fire, and ambulance emergencies. The E911 service is required under ADA Title II, 28 CFR § 35.162, to be TTY capable (refer to 4.3 Telephone Emergency Services).

In non-emergency situations where a town representative needs to contact a person who does not have a TDD/TTY device, or a member of the general public needs to contact a Town Department or agency, ADA Title IV allows for communication through a relay service. The relay services involve a relay operator using both a standard telephone and a TDD to type the voice messages to the TDD user and read the TDD messages to the standard telephone user.

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However, the Town's requirements for providing effective communications cannot always be achieved through a relay service. Departments receiving long and complex telephone calls with detailed information, for example, non-emergency calls to the police department and the fire inspector, calls to the DPW and COA, would achieve effective communications under ADA Title II by providing a TTY.

In the event that Town staff and administration require relay services, these services are available by contacting:

Massachusetts Relay Service

custserv@massrelay.org

<http://www.massrelay.org>;

Relay Numbers:

711 Cellular; 1.800.439.2370 TTY / ASCII; 1.800.439.0183 Voice.

Recommendations:

For the Town to achieve effective communications between Town departments and the general public in accordance with ADA Title II we recommend installing TDD / TTY devices at the following departmental reception and/or administrative desks, training staff as required on their use, and providing appropriate TTY numbers in all publications and on the Town website where the voice lines are published:

- a. Town Manager / Board of Selectmen's Office
- b. Public Works Engineering Division
- c. Public Works
- d. Assessor's Office
- e. Town Clerk's Office
- f. Tax Collector's Office
- g. Planning Department
- h. Building Inspector's Office

4.3 28 CFR § 35.162 Telephone Emergency Services

The Town of Framingham, MA provides telephone emergency services by which individuals can seek immediate assistance from police, fire, ambulance, and other emergency services. This telephone emergency service -- including "911" services -- are an important public service whose reliability can be a matter of life or death. The Framingham 911 service consoles are TTY capable.

4.4 Information and Signage

28 CFR § 35.163 (b) requires a public entity to provide signage at all inaccessible entrances of each facility that directs users to an accessible entrance or to a location with information about accessible facilities. Please refer to Section 5.5 Facility Access Summary Forms.

4.5 CLOSED-CAPTIONING FOR THE HEARING IMPAIRED

28 CFR § 35.160(a) of the Department of Justice's regulation implementing title II of the Americans with Disabilities Act of 1990 (ADA) requires that a public entity take appropriate steps to ensure that communications with members of the public with disabilities are as effective as communications with others. 28 CFR § 35.160(b) requires the furnishing of appropriate auxiliary aids and services in order to afford individuals with disabilities equal access to communications and requires that primary consideration shall be given to the requests of individuals with disabilities in determining what type of auxiliary aid or service is necessary. Auxiliary aids and services, as defined in 28 CFR § 35.104, may include open or closed captioning of video presentation.

Audio portions of television and videotape programming produced by public entities are subject to the requirement to provide effective communication for individuals with hearing impairments. Closed captioning of such programs is sufficient to meet this requirement, however, the obligation to provide effective communication does NOT require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of its services, programs, or activities, or in undue financial and administrative burdens. The Government Access Station, a not-for-profit station, currently operates within a budget of approx. \$150,000.00 / year.

Under the FCC, there are two categories of exemptions from the closed captioning rules: self-implementing exemptions and exemptions available when compliance with closed captioning rules would pose an undue burden as previously mentioned. For self-implementing exemptions, programmers do not need to petition the FCC. Examples include public service announcements that are not paid for with federal dollars, programming on new networks, and programming that is primarily textual in nature. There is a very narrow exemption for locally-produced and distributed non-news programming with no repeat value.

Potential exemptions that may be applicable to the Government Access Television station are:¹

(8) Locally produced and distributed non-news programming with no repeat value. Programming that is locally produced by the video programming distributor, has no repeat value, is of local public interest, is not news programming, and for which the "electronic news room" technique of captioning is unavailable.

(10) Primarily non-vocal musical programming. Programming that consists primarily of non-vocal music.

(11) Captioning expense in excess of 2% of gross revenues. No video programming provider shall be required to expend any money to caption any video programming if such expenditure would exceed 2% of the gross revenues received from that channel during the previous calendar year.

¹ http://www.fcc.gov/cgb/dro/captioning_regs.html

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(12) Channels producing revenues of under \$3,000,000. No video programming provider shall be required to expend any money to caption any channel of video programming producing annual gross revenues of less than \$3,000,000 during the previous calendar year other than the obligation to pass through video programming already captioned when received pursuant to paragraph (c) of this section.

(13) Locally produced educational programming. Instructional programming that is locally produced by public television stations for use in grades K-12 and post secondary schools.

4.6 EFFECTIVE COMMUNICATIONS POLICY AND REQUEST PROCEDURES

28 CFR § 35.163(a) requires the Town to provide information to individuals with disabilities concerning accessible services, activities, and facilities.

In reviewing the Town's procedures and policies for requesting auxiliary aids and services we concluded that there were no formalized policies and procedures currently in place to accommodate such requests for visitors, staff, and members of the general public. In section 4.7 New Policy and Request Form, we provide recommendations for a new policy and request forms for both interpreter services and alternative print format.

The following are primary sources for obtaining interpreter services:

MCDHH (Massachusetts Commission for the Deaf and Hard of Hearing)

Interpreter / CART Referral Service

150 Mt. Vernon Street, Fifth Floor

Boston, MA 02125

617.740.1600 V; 617.740.1700 TTY; 617.740.1880 F;

The following are primary sources for obtaining alternative formats in Braille print:

MWCIL (Metrowest Center for Independent Living)

Braille Print Services

280 Irving Street

Framingham, MA 01702

508.875.7853 V / TTY; 508.875.8359 F; 888-965-8965 x32 or 617-266-6160 x32

National Braille Press

Braille Production Services

88 St. Stephen Street

Boston, MA 02115

888.965.8965 x32 V ; 617.266.6160 x32 V; (617) 437-0456 F

4.7 NEW POLICY AND REQUEST FORM

Policy for Requesting Auxiliary Aids and Services (NEW POLICY)

It is the policy of the Town of Framingham, MA (the "Town") to provide auxiliary aids and services in accordance with the requirements of ADA Title II, 28 CFR § 35.160 which "requires the public entity to take such steps as may be necessary to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others." In accordance with 28 CFR § 35.160 (b)(1) the Town will furnish appropriate auxiliary aids and services upon request, when necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, the public entity's service, program, or activity. Persons with communications disabilities 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. The preferred means of communication will be provided unless doing so would impose an undue burden or an effective alternative means of communication is available.

Requests for auxiliary aids or services should be made in writing to the office of the ADA Coordinator using the Auxiliary Aids and Services Request Form. Unless otherwise specified, the Town urges that requests be made at least fifteen business days in advance of the occasion on which the communications support will be needed. Reasonable effort will be made to respond on shorter notice. Please note that all requests for interpreter services made to the Town of Framingham, MA are then requested through the Massachusetts Commission for the Deaf and Hard of Hearing. While the Town will make every effort to fulfill requests for interpretive services, long lead times and frequent unavailability of certified interpreters cannot guarantee that interpretive services can be provided. Please make your request for interpretive services as far in advance as possible and please select your 2nd and 3rd preferences for auxiliary aids and services or "other" to assist the Town in fulfilling your request. The person requesting the service will be notified as soon as possible if the Town is unable to meet their request. In some circumstances, an appropriate alternative will be offered. It will be the responsibility of the ADA Coordinator to train staff and oversee implementation of effective communication procedures. The Town Manager will be responsible for making final decisions related to undue burden or fundamental alteration.

All requests for auxiliary aids and services should be submitted to the office of the ADA Coordinator at:

Mr. Ron J. Rego, Director of Media Services and ADA Coordinator
Town of Framingham
150 Concord Street,
Memorial Building – Cable Studio
Framingham, MA 01702
(508) 875-8588 Voice / (508) 628-1999 Facsimile / (508) 620-4851 TTY

Note: It is recommended that this policy and Request Forms be available in alternative print formats (Braille / Large Print, available on-line, and translated into Spanish and Portuguese).

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Auxiliary Aids and Services Request Form

Please fax request form to (508) 628-1999
(incomplete forms cannot be processed)

<input type="checkbox"/> Today's Date:	
<input type="checkbox"/> Requester's Name:	
<input type="checkbox"/> Requester's Address:	
<input type="checkbox"/> Requester's Voice#:	<input type="checkbox"/> Requester's TTY#:
<input type="checkbox"/> Requester's FAX#:	
<input type="checkbox"/> Date requiring Auxiliary Aid or Interpreter Services:	
<input type="checkbox"/> Start Time: (for interpreter services)	<input type="checkbox"/> End Time: (for interpreter services)
<input type="checkbox"/> Location/Address of Event, Program or Services: (for interpreter services)	
<input type="checkbox"/> Type of Request: (for interpreter services)	(please select 2 suitable interpreter services, indicating your first preference with a "1" and your second preference with a "2". If you prefer a service not listed, please indicate in the space labeled "other" and describe service requested)

- Interpreter Services CART Reporting
- ALD (FM Receiver)
- Interpreter Services (ASL)
- Interpreter Services (Signed English)
- Interpreter Services (Signed Spanish/ Signed Portuguese)
- OTHER: (please explain)

Town of Framingham, MA

**Auxiliary Aids and Services (Alternative Formats)
Request Form**

Please fax request form to (508) 628-1999
(incomplete forms cannot be processed)

<input type="checkbox"/> Today's Date:	
<input type="checkbox"/> Requester's Name:	
<input type="checkbox"/> Requester's Address:	
<input type="checkbox"/> Requester's Voice#:	<input type="checkbox"/> Requester's TTY#:
<input type="checkbox"/> Requester's FAX#:	
<input type="checkbox"/> Date requiring Alternative Format Documents:	
<input type="checkbox"/> Document(s) being Requested in Alternative Format:	
<input type="checkbox"/> Type of Request: (for alternative format documents)	(please select the alternative format requested)

- Braille
- Large Print
- Audio Tape / CD
- Electronic Document in MS Word
(for use with screen readers)
- OTHER: (please explain)

5.0 PROGRAM AND FACILITY ACCESSIBILITY

The Facility Compliance Plan forms the backbone of the transition plan. The primary purpose of the transition plan is to document facility changes necessary to provide program access. Part 5 Program and Facility Accessibility of this transition plan establishes the facility reconstruction work necessary to achieve District-wide program access, as described in the self-evaluation. Part 5 details the process and rationale of designating each facility into one of five categories, which denote the level of accessibility to be obtained.

5.1 CATEGORIZATION OF FACILITIES

The Memorial Building has been assigned **Category: 1**. Categories determine the level of accessibility to be present at the facility within a particular timeframe.

Category 1 – MEMORIAL BUILDING - was constructed in 1926, prior to the effective date of the ADA, January 26, 1992 and as such is NOT required to comply with the standards for new construction. However, the existing facility, located within a recognized National Historic District serves as the Town of Framingham, MA Town Hall facility providing programs and services from over 17 Town departments including, public hearings, and Board of Selectmen's meetings. Program accessibility is required to ALL programs, services, and activities operated out of the facility. It is intended that all identified barriers that are not in compliance with applicable standards and guidelines be removed at this site. Work required for barrier removal at this facility will be on a phased schedule and defined by the Priority Level designated in this Section, without any cost or budget restrictions. The work will include items identified on the Facility Access Summary for the Category 1 facility as identified under all four Barrier Removal Priorities (refer to legend Section 1.6).

Category 1 Facilities:

MEMORIAL BUILDING: (Name - Address)

Memorial Building, 150 Concord Street, Framingham, MA

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The overall completion dates for all work required at the **Category 1** facility are according to the following schedule:

FACILITY	PLANNED COMPLETION PERIOD	OPINION OF PROBABLE COST
MEMORIAL BUILDING PRIORITY 1 BARRIERS	A (August – December 2006)	\$55,750.00
MEMORIAL BUILDING PRIORITY 2 BARRIERS	B (January – December 2007)	\$83,600.00
MEMORIAL BUILDING PRIORITY 3 BARRIERS	C (January – December 2008)	\$174,075.00
MEMORIAL BUILDING PRIORITY 4 BARRIERS	D (January – December 2009)	\$4,800.00
	CATEGORY 1 FACILITY	= \$318,225.00

5.2 CRITERIA FOR CATEGORIZATION

Facilities were assigned to categories based on a number of criteria. The goal is to provide a schedule for facility access to support the programs being offered by the Town at a reasonable number of locations when program accessibility is viewed in its entirety for the Town.

Criteria, in the order of importance:

- 1) **Nature of unique programs or services:** Facilities with programs and services that are exclusive to one site, or only a few sites.
- 2) **Facilities already in compliance with program accessibility:** Facilities constructed as new construction or major renovations after the effective date of the ADA, January 26, 1992.
- 3) **Ability to relocate programs from one facility to another accessible facility:** With the Town offering programs in some cases at more than one location, consideration was reviewed as it related to compliance with special programs and services, Section 504, ADA Title II when viewed in terms of their offerings and distribution when viewed in their entirety.
- 4) **Polling Locations:** Identifying facilities that are also designated polling locations for Town, State, and Federal elections.
- 5) **Community / Staff input:** Input from the community and members of the disability community as an important part of the transition plan process. Meetings were held with representatives of the Metrowest Center for Independent Living on August 11, 2005, and a public forum was held October 19, 2005 to gather community input regarding current accessibility concerns and priorities Town wide. Interviews were also conducted with department representatives to identify how programs and services are provided within each Department.
- 6) **Current State of Accessibility:** The current condition of each facility in terms of barriers already removed, or planned to be removed as identified by Town administration.

5.3 USING THE “FACILITY ACCESS SUMMARY” FORMS

For each of the (13) Town buildings and facilities reviewed under this portion of the Transition Plan a Facility Access Summary has been compiled and presents clearly all recommendations for barrier removal work to be undertaken by the Town, and the priority for barrier removal.

Survey Categories:

There are five specific Survey Categories, Access to Facility, Access to Programs and Services, Access to Public Restrooms, Access to Amenities, and Access to Signage.

ADAAG and 521 CMR References:

Why do I see references to both ADAAG and 521 CMR MAAB on the Facility Access Summary Sheets and detailed facility surveys?

Although this Transition Plan is focused on compliance with ADA Title II, the Town also has obligations under State accessibility and building codes. Therefore we have provided the corresponding 521 CMR MAAB section for use by the Town and as a quick reference between the two requirements.

DATA INTERPRETATION

The facility data used in this transition plan is intended to provide a baseline for planning purposes. The required work generated from the data should be used to determine scope of work and budgets when planning barrier removal projects. It is understood that each project to remove access barriers, as well as general modernization projects, will review current conditions at the site and in specific areas of work to verify the conditions and work necessary. Recommended facility modifications form the basis for cost estimates. These modifications generally represent the best standard design solution to eliminate the identified barrier. In some cases, the solution or cost may be based on specific knowledge of the site conditions, in other cases it is based on a standard approach and/or average cost for that type of work.

**5.4 PRIORITIZATION OF FACILITY ELEMENTS –
 BARRIER REMOVAL LEGEND / PLANNED COMPLETION DATES**

The following tables present the Barrier Removal Priority Legend and Planned Completion Legend. For detailed explanation on the development of these legends please refer to Self-Evaluation Section III Transition Plan Development.

BARRIER REMOVAL PRIORITY LEGEND	
PRIORITY	DESCRIPTION
1	<i>SAFETY HAZARD</i> Highest priority - Access most urgently needed, this is typically related to a safety, life safety issue or an identified individual need.
2	<i>PRIMARY BARRIER</i> High priority - barrier severely impedes or completely blocks access to a program, service, and/or activity.
3	<i>MODERATE BARRIER</i> Moderate priority - a barrier exists with some access but complete access does not exist for all programs, activities, and/or services.
4	<i>LOW PRIORITY</i> Low priority - brings minor deviations up to accessibility standards or code.

PLANNED COMPLETION DATES

Planned completion dates were established with the following classifications and recommendations are distributed over a four-year implementation period:

PLANNED COMPLETION LEGEND	
Classification	Projected Completion Period
A	<i>August – December 2006</i>
B	<i>January – December 2007</i>
C	<i>January – December 2008</i>
D	<i>January – December 2009</i>
E	<i>January – December 2010</i>
F	<i>January – December 2011</i>

5.5 FACILITY ACCESS SUMMARY form

FACILITY ACCESS SUMMARY

MEMORIAL HALL – TOWN HALL FACILITY CATEGORY 1

FACILITY NAME: FRAMINGHAM TOWN HALL – MEMORIAL BUILDING
FACILITY ADDRESS: 150 CONCORD STREET, FRAMINGHAM, MA
FACILITY ADA CONTACT: JIM EGAN 508-620-4815
 RON REGO 508-875-8588
FACILITY CONTACT: JIM EGAN 508-620-4815

SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO FACILITY	Perimeter access around the facility is provided at Concord Street sidewalk, formal entrance plaza, access to curb cuts and public transportation, and Union Street. There is no accessible route on a sidewalk from Concord Street	ADA 4.3, 4.6 M/AAB SECT. 20,22,23	2. PRIMARY BARRIER	\$4,000.00 (ALLOWANCE)	Recommendation: Construct a secondary walkway along the driveway from Concord Street to the municipal parking lot to provide access to the designated accessible entrance.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	requiring a visitor to either walk in the parking driveway or walk around the entire perimeter of the facility (approx. 360 feet).				
2	Accessible parking is provided in the building rear at the municipal parking lot. The spaces are poorly striped, signage is present. A defined and striped accessible route is not present from Union Street to the designated accessible entrance. Access to the designated accessible entrance form the accessible parking requires a user to navigate around recycling bins (located against the building) and walk into the parking driveway towards the entrance.	ADA 4.3, 4.6 MAAB SECT. 20,22,23	2. PRIMARY BARRIER	\$5,150.00	Recommendation: 1. re-stripe accessible parking spaces. 2. Provide accessible signage designating "van" accessible parking space. 3. Provide striped, unobstructed walkway from Union Street along the building rear to access the designated accessible entrance and accessible parking.

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
3	The designated accessible entrance is poorly lighted and as such a safety hazard to visitors accessing the facility for evening meetings.	ADA 4.3, 4.6 MAAB SECT. 20,22,23	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$1,750.00 (ALLOWANCE)	Recommendation: Provide additional lighting levels at rear designated accessible entrance, at the accessible parking spaces, and along access routes to Union and Concord Streets.
4	Exterior stairs are not accessible with accessible nosing (exceeding 1" extension – nosing are rounded however) and handrails (handrails are provided at accessible heights, but do not provide the required diameter for gripping and do not provide the required extensions at the top and bottom of stairs) not in compliance.	ADA 4.9 MAAB SECT. 27	2. PRIMARY BARRIER	\$4,000.00 ALLOWANCE FOR NEW HANDRAILS AT UNION AVE AND CONCORD STREET ENTRANCES	Recommendation: Signs are provided that direct users to the designated accessible entrance at the rear of the facility. The existing stairs are original to the facility constructed in 1926 and have historical and architectural significance.
5	Exterior doors at existing facility entries along Concord Street and Union Street have door opening forces exceeding 15lbs. The entrance doors to the	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$400.00	Recommendation: Adjust existing closers to provide maximum door opening force of 15lbs or replace existing hardware with new to provide maximum door opening force of

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	<p>Town Manager's / Board of Selectmen entrance exceeded 15lbs door opening force and were difficult to open.</p> <p>Exterior Doors at Union Street and Concord Street plaza into formal entrance were 17lbs door opening force > 15lbs max. required.</p>				15lbs.
6	<p>Building Services Department is not located on an accessible route, nor has and accessible entrance from within the facility interior nor at the exterior from the municipal parking lot.</p>	<p>ADA 4.14 MAAB SECT. 25</p>	2. PRIMARY BARRIER	\$0.00	<p>Recommendation: The Building Services department works primarily with vendors and town departments. Meetings and appointments with members of the public can be held in available town-meeting rooms (for example, Ablondi Room, Nevins Hall, Conference Rooms on Level B).</p>

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
ACCESS TO PROGRAM / SERVICES	1. Fire Extinguisher at RM. 209 at 49" AFF to controls and 32" AFF to leading edge > 27" max. required. 2. Fire Extinguisher at RM. 213 at 50" AFF to controls and 32.5" AFF to leading edge > 27" max. required. 3. Fire Extinguisher at RM. 111 at 48" AFF to controls and 30" AFF to leading edge > 27" max. required. 4. Fire Extinguisher at Level B and entry to Public Hearing Room area at 50" AFF to controls and 30.5" AFF to leading edge > 27" max. required.	ADA 4.2, 4.4, 4.27 MAAB SECT. 6, 20, 39	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$600.00	Recommendation: Lower all fire extinguishers so the leading edge is at 27" AFF max. – typical throughout the facility. (4) PER FLOOR.

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY	OPINION OF PROBABLE COST	REMARKS:
2	(Level B) Exit at conference room 1 has debris and other stored materials presenting a safety hazard.	ADA 4.3 MAAB SECT. 20,22	1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	\$0.00	Recommendation: Clear debris to provide unobstructed accessible route.
3	(Level 1) Ablondi Meeting Room a. Sound system speakers are mounted low on the walls with a leading edge at 35.5" AFF > 27" max. required with an 11" projection. b. Cameras are mounted at 69" AFF at the leading edge > 27" AFF max. required with a 12" projection.	ADA 4.4 MAAB SECT. 20	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$1,500.00 (ALLOWANCE)	Recommendation: Adjust the heights of sound system equipment to have a leading edge at max. 27" AFF w/ projection greater than 4" . Camera should be raised so that leading edge is at minimum 80" AFF.
4	(Level B) Radiator opposite public telephone is mounted with the leading edge at 39.5" AFF > 27" AFF max. with projection at 5". Radiator temperatures are high and present safety	ADA 4.4 MAAB SECT. 20	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$500.00	Recommendation: Provide protective enclosure for radiator for entire length with leading edge at 27" max. AFF to prevent safety hazards and protruding objects.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	hazard.				
5	(Level B) Stairwell at building services - doors are 29" clear with door knobs 71" to underside of stair. A 2x4 has been installed as "edge" protection, but is only 1.5" height.	ADA 4.4, 4.13 MAAB SECT. 20, 26	1. SAFETY HAZARD 2. PRIMARY BARRIER	\$3,000.00	Recommendation: 1. Provide area of refuge with an emergency call box – existing exit is not accessible. Replace door knobs with lever type door hardware. 2. Provide knee wall at underside of stair to location where descending stair above is at 80" AFF min.
6	(Level B) Sloped floor – "Ramp" to lower level wing and Building Department. a. Doors are 29" clear width < 32" clear width min. required. b. No level landing as required at doors on push side (though doors are kept open as fire doors they are supposed to be	ADA 4.8 MAAB SECT. 24	2. PRIMARY BARRIER	\$14,500.00	Recommendation: a. Provide new egress doors at required min. clear width with automatic door openers and pushbutton controls located at the top and bottom of sloped floor corridor. Adjust doors to remain open for extended time to allow users to activate door at bottom of

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	<p>kept closed at all times).</p> <p>c. Sloped Floor measured 4.6% (5.1% in one area) with a smart level. Accounting for material tolerance, sloped floor is not considered a ramp as it does not exceed 5%. Slope length = 11'-9"; width of corridor = 6'-1".</p>				<p>floor slope and pass through the doors.</p> <p>b. Automatic door opener and pushbutton controls would alleviate the requirement for the required CFS at the doors.</p> <p>c. The sloped corridor accessible route is 5% or less and as such is not considered a "ramp". We recommend however, compliant handrails being installed on min. 1 side of the sloped corridor to assist all users.</p> <p>d. Provide non-slip rubberized surface or equal for full length and width of the sloped corridors.</p>

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
7	(Level B) Sloped floor – “Slope” to lower level Public Hearing Room. a. Doors are 29” clear width < 32” clear width min. required. b. No level landing as required at doors on push side (though doors are kept open-as fire doors they are supposed to be kept closed at all times). c. Sloped Floor measured 4.9%-5.1% (5.3% in one area only) with a smart level. Accounting for material tolerance, sloped floor is not considered a ramp as it does not exceed 5%. Slope length = 12'-2"; width of corridor = 7'-2".	ADA 4.8 MAAB SECT. 24	2.PRIMARY BARRIER	\$18,000.00	Recommendation: a. Provide new egress doors at required min. clear width with automatic door openers and pushbutton controls located at the top and bottom of sloped floor corridor. Adjust doors to remain open for extended time to allow users to activate door at bottom of floor slope and pass through the doors. b. Automatic door opener and pushbutton controls would alleviate the requirement for the required CFS at the doors. c. The sloped corridor accessible route is 5% or less and as such is not considered a “ramp”. We recommend however, compliant handrails being installed on min. 1 side of the sloped corridor to assist all users. We also

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
				\$4,000.00	<p>raised lettering and Braille directing users to the accessible elevator to access other building levels.</p> <p>3. Provide guardrail, per code, at Levels 1 and 2 of material to match existing.</p> <p>4. Provide non-slip tread tape at each riser, color to match material if possible to retain architectural integrity.</p>
9	Stair at Level 1 and chair lift does not have the required handrails.	ADA 4.9 MAAB SECT. 27	2.PRIMARY BARRIER	\$800.00	<p>Recommendation: 1. Provide new compliant handrails per standards.</p>
10	(Level B) Stair at Public Hearing Room – handrails are not compliant. Doors at 29" clear-doors kept propped open during meeting times.	ADA 4.13, 4.9 MAAB SECT. 26, 27	2.PRIMARY BARRIER	\$875.00	<p>Recommendation: 1. Provide new compliant handrails per standards. 2. Provide accessible directional signage with raised lettering and Braille directing users to the accessible entrance to the Level B Public Hearing Room and</p>

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					Conference Rooms.
11	(Level B) Center Doors to Public Hearing Room – door opening force > 5lbs. max. required. Handrails at stairs-OK.	ADA 4.13 MAAB SECT. 26	2.PRIMARY BARRIER	\$125.00	Recommendation: Adjust / replace existing door closer to ensure that the door opening force is max. 5lbs.
12	1. Engineering Staff Room (Level 2) adjacent elevator). Knob door hardware provided. Door clear width 29" < 32" clear width required min. 2. (Level 2) RM. 205 Town Accountant – knob door hardware provided. 3. (ALL Levels) Corridor fire doors – existing fire doors are 29 - 29.5" clear width < 32" clear width min. required. Push plates are provided 1 side with door knobs provided 1 side.	ADA 4.13 MAAB SECT. 26	2.PRIMARY BARRIER	\$75.00 \$75.00 \$2,250.00	Recommendations: 1. Provide lever type door hardware-typical. 2. Provide lever type door hardware-typical. 3. (15 pairs of doors) Provide lever type door hardware-typical. Replace existing fire doors with new doors that provide required clear width.

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	4. (Level 2) RM. 211 Conservation Commission – door CFS at pull side < 18" min. required.			\$0.00	4. RM 211 Adjust furniture at door pull side to increase CFS at door.
	5. (Level 2) RM. 221 Board of Health – door opening force at 8lbs > 5lbs max. required. Door CFS at pull side is 16" < 18" min. required.			\$125.00	5. Adjust / replace existing door closer hardware as required to maintain door opening force at max. 5lbs.
	6. (Level 1) RM 123 Purchasing – Door CFS not provided; no door closer provided.			\$125.00	6. Provide new door closer hardware at door. CFS is technically infeasible.
	7. (Level 1) RM 131 Door knob hardware provided-NO			\$75.00	7. Provide lever type door hardware-typical.
	8. (Level B) Center Doors to Public Hearing Room – door opening force > 5lbs. max. required.			\$125.00	8. Adjust / replace existing door closer to ensure that the door opening force is max. 5lbs.

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	9. (Level B) Exit Door adjacent Planning Board has push handle hardware requiring dexterity to operate-panic hardware not provided. Fire doors are 29" clear width < 32" clear width min. required.			\$2,600.00	9. (1 pair of doors) Provide lever type door hardware-typical. Replace existing fire doors with new doors that provide required clear width. Provide defined area of refuge with emergency call box.
	10. Government Access Studio – door knob hardware provided – lever hardware required.			\$75.00	10. Provide lever type door hardware-typical.
	11. Transportation Coordinator office - door knob hardware provided – lever hardware required. Inadequate CFS push and pull sides of door.			\$75.00	11. Provide lever type door hardware-typical.

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13	<p>Nevins Hall (Level 1) –</p> <p>a. There are three entrances into the hall from facility corridors. The existing doors, original to the building, provide 29" clear width and have door knobs. Door opening forces range from 15-21 lbs > 5lbs max. required. Doors are kept open as policy during Town events and meetings.</p> <p>b. 2 egress stairs are provided from the hall. The facility is not sprinklered and areas of refuge not provided in stairwells. Egress doors are 30" clear width and have door opening force > 5lbs max. required.</p>	<p>ADA 4.33 MAAB SECT. 14</p>	<p>3.MODERATE BARRIER</p>	<p>\$75.00</p> <p>\$7,500.00</p>	<p>Recommendations:</p> <p>a. Provide lever type door hardware at existing doors. Adopt a policy for meetings and other events where doors are maintained in an open position for access, or install automatic door openers that can control a pair of doors opening.</p> <p>b. Provide designated areas of refuge with emergency call boxes.</p>

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	<p>c. Chair storage is provided at the rear of the hall behind a screen comprised of aluminum poles with fabric covers. The fabric covers are not taut and could present a safety hazard to persons with vision impairments.</p> <p>d. The stage is accessed from two stairs each with 6 risers at 7" and 11 1/2" treads. Handrails are provided 1 side only at 44" AFF with an extension at the top only (no horizontal extension at bottom of stair). The stage height is 42.25" AFF making a ramp impracticable and technically unfeasible.</p>			<p>\$0.00</p> <p>\$13,500.00</p>	<p>c. Consider modifying existing chair enclosure to be more readily visible or detectable to persons with vision impairments.</p> <p>d. Install a chair lift on one side of the stage. incorporate the lift using similar wood casework elements to support the architectural character and significance of the Hall.</p>

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	<p>e. Balcony seating is not accessible. There is an existing ramp (measuring 10% slope > 8.3% max.) up to existing doors (29" clear width) and a second ramp with 3% slope and no landing at doors. Balcony floor has cross slope exceeding 2" max. Balcony center entrance has stair with 5 steps.</p>			\$0.00	<p>e. We believe give the historical character of the existing balcony that it is technically infeasible to provide safe, accessible seating on that level that provides for required sight lines under the standards.</p>
14	<p>(Level 1) Ablondi Meeting Room a. There are no closers provided on the doors. b. Tables have inadequate knee clearance of 26.5" with a table height of 29". Required knee clearance is 27" min. c. Sound system</p>	<p>ADA 4.33 MAAB SECT. 14</p>	2.PRIMARY BARRIER	\$1000.00	<p>Recommendations: a. Provide closers on entry doors to room. b. Adjust height of existing tables to provide 27" min. knee clearance. c. Relocate existing sound system speakers so that leading edge of speaker or detectable enclosure is mounted at max. 27"</p>

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	<p>speakers are mounted low on the walls with a leading edge at 35.5" AFF > 27" max. required with an 11" projection.</p> <p>d. Cameras are mounted at 69" AFF at the leading edge > 27" AFF max. required with a 12" projection.</p>				<p>AFF.</p> <p>d. Relocate existing cameras to be mounted at 80" AFF min. or provide a detectable enclosure below equipment with leading edge at 27" AFF max.</p>
15	<p>(Level B) Public Hearing Room</p> <p>a. Tables have inadequate knee clearance of 26.5" with a table height of 29". Required knee clearance is 27" min.</p> <p>b. Sound system speakers are mounted low on the walls with a leading edge > 27" max. required with an 10" projection.</p>	ADA 4.33 MAAB SECT. 14	2.PRIMARY BARRIER	\$750.00	<p>Recommendations:</p> <p>a. Adjust height of existing tables to provide 27" min. knee clearance.</p> <p>b. Relocate existing sound system speakers so that leading edge of speaker or detectable enclosure is mounted at max. 27" AFF.</p> <p>c. Relocate existing cameras to be mounted at 80" AFF min. or provide a detectable</p>

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	c. Cameras are mounted at less than 80" AFF and with the leading edge > 27" AFF max. required with a projection > 4".				enclosure below equipment with leading edge at 27" AFF max.
16	(Level 2) RM. 203 Public Works Engineering Division – transaction counter at 43" AFF with lowered shelf at 29.75" AFF with a surface of 19"x24" that is inadequate for reviewing large drawings and documents. No accessible room signage provided.	ADA 4.32 MAAB SECT. 35	2.PRIMARY BARRIER	\$1000.00	Recommendation: Provide adequate plan review counter, provide lowered counter at 36" AFF and 36" wide or designate a room or office in the facility as a plan review room with counter at compliant height of 34"-36" with 27" knee clearance min.
17	(Level 2) RM. 205 Town Accountant – knob door hardware provided.	ADA 4.13 MAAB SECT. 26	2.PRIMARY BARRIER	\$75.00	Recommendation: Provide lever type door hardware-typical.
18	(Level 2) RM. 221 Board of Health – transaction counter height at 44" AFF with	ADA 4.32 MAAB SECT. 36	2.PRIMARY BARRIER	\$0.00	Recommendation: Clear displayed items from waiting area table and use as

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	no lowered portion at 36" AFF. A secondary table is provided in the waiting area at 30" AFF and adequate knee clearance. Table is used for the display of brochures and publications but according to staff, table is used by ALL visitors to fill out paperwork and forms.				designated transaction surface for all users.
19	(Level 1) Assessor's Office a. Computer station used by public at 39" AFF – NO. b. Transaction counter made from file cabinets moved together at 39" AFF > 36" AFF with no lowered counter for transactions. c. CFS at door is impacted by storage cabinets and lateral files. d. Door opening force	ADA 4.13, 4.32 MAAB SECT. 26, 35	2.PRIMARY BARRIER	\$1000.00	Recommendation: a. Relocate computer used by the public to accessible location. b. Provide adequate transaction counter at 36" AFF and 36" wide or designate a room or office in the facility as a public review room with counter at compliant height of 34"-36" with 27" knee clearance min. c. Relocate and/or reconfigure existing furniture to provide

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	at 14lbs > 5lbs max. required.				d. required CFS at doors. Adjust / replace existing door closer to ensure that the door opening force is max. 5lbs.
20	(Level 1) Town Clerk's Office a. Door opening force at 16lbs > 5lbs max. required. b. Transaction counter at 44" AFF with no lowered portion at 36" AFF max.	ADA 4.13, 4.32 MAAB SECT. 26, 35	2.PRIMARY BARRIER	\$1,125.00	Recommendation: a. Adjust / replace existing door closer to ensure that the door opening force is max. 5lbs. b. Provide transaction counter at 36" AFF and 36" wide or provide an alternate table in the seating area that persons can use to complete and review documents and forms.
21	(Level 1) RM 109 Treasurer a. Directional signage stating "Payments Made to RM 111" provided but not accessible with raised type and Braille.	ADA 4.30 MAAB SECT. 41	2.PRIMARY BARRIER	\$125.00	Recommendation: Provide directional signage at RM 109 directing users to RM 111 for payments to the Tax Collector's Office. Provide signage in raised lettering and Braille and mount at latch side of door at 60" AFF to centerline.

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22	(Level 1) RM 111 Treasurer / Tax Collector a. Transaction counter slot at 49" AFF with lowered counter at 41" AFF > 36" AFF max. b. Speaker device through protective glass at 61" AFF to centerline. c. Writing counter along wall and waiting line at 40.25" AFF with no lowered portion at 36" AFF. d. Door opening force at 11 lbs > 5lbs max. required.	ADA 4.13, 4.32 MAAB SECT. 26, 35	1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY 2.PRIMARY BARRIER	\$10,000.00 (allowance)	Recommendation: a. Renovate existing Tax Collector lobby to provide minimum (1) accessible transaction window at max. 36" AFF to highest pass through point. Provide electronic device for aural communication with amplification device at user end. b. Refer to a. c. Provide lowered writing counter at 36" AFF and 36" wide in lobby. d. Adjust / replace existing door closer to ensure that the door opening force is max. 5lbs.
23	(Level 1) RM 131 Door knob hardware provided-NO	ADA 4.13 MAAB SECT. 26	2.PRIMARY BARRIER	\$75.00	Recommendation: Provide lever type door hardware-typical.
24	(Level 1) Selectmen's / Town Manager's Office a. Transaction counter at 42.25" AFF with no lowered portion at 36" AFF max.	ADA 4.13, 4.32 MAAB SECT. 26, 35	2.PRIMARY BARRIER	\$1000.00	Recommendation: a. Provide lowered portion of transaction counter at 36" AFF and 36" wide. b. Reconfigure seating to

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	<p>b. Seating-OK, but provides for limited maneuvering clearance.</p> <p>c. Door opening force at 8lbs > 5lbs max. required.</p>				<p>allow adequate maneuvering clearance for all users.</p> <p>c. Adjust / replace existing door closer to ensure that the door opening force is max. 5lbs.</p>
25	<p>(Level B) Cultural Council Room</p> <p>a. Room is not accessible for stair access into the room only.</p>	<p>ADA 4.9 MAAB SECT. 27</p>	2.PRIMARY BARRIER	\$0.00	<p>Recommendation: Adopt policy to meet with members of the public in Conference Room 1 or 2, or in one of the three public meetings rooms for larger groups.</p>
26	<p>(Level B) RM B2 Planning Department</p> <p>a. Meeting table at 30" AFF with knee clearance < 27" min. required.</p>	<p>ADA 4.32 MAAB SECT. 35</p>	2.PRIMARY BARRIER	\$275.00	<p>Recommendation: Raise existing table to a height of 34" AFF max. to attain the required knee clearance at 27" AFF min.</p>
27	<p>(Level B) RM B7 Human Resources</p> <p>a. Door opening force > 5lbs. max. required.</p> <p>b. Push side CFS < 12" min. required.</p>	<p>ADA 4.13 MAAB SECT. 26</p>	2.PRIMARY BARRIER	\$125.00	<p>Recommendation: a. Adjust / replace existing door closer to ensure that the door opening force is max. 5lbs. b. Reconfigure furniture as required to provide</p>

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28	Transportation Coordinator office - door knob hardware provided – lever hardware required. Inadequate CFS push and pull sides of door.	ADA 4.13 MAAB SECT. 26	2.PRIMARY BARRIER	\$75.00	required CFS at door. Recommendation: 1. Provide lever type door hardware-typical. 2. Door kept open during business hours as policy.
29	(Level B) Women's Toilet – radiator protrudes 5" at 31" AFF > 27" AFF max. to leading edge.	ADA 4.4 MAAB SECT. 20	1. SAFETY HAZARD 2.PRIMARY BARRIER	\$550.00	Recommendation: Provide protective enclosure for radiator with leading edge at 27" AFF max.
30	Existing flooring materials in the facility consist of poured terrazzo with a polished finish and polished marble for the formal monumental stairwell. These materials are historic to the 1926 facility.	ADA 4.5 MAAB SECT. 22, 29	1. SAFETY HAZARD 2.PRIMARY BARRIER	\$2,000.00 (allowance)	Recommendation: Slip resistance of materials is important for access in Town Hall. We believe the historic quality of the facility can be maintained while making provisions for potential slip conditions on existing flooring materials during inclement weather. We recommend installing rubber based, low pile flooring mats, with slip resistance at the elevator entrance at all facility levels and designated accessible entrance lobby at the building rear. Additionally, provide like mats at

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31	<p>Secondary Accessible Entrance – non-mechanical</p> <p>Given the dependency on the single designated accessible elevator entrance at the rear of the facility to access the facility and programs and services offered by each department, a second non-mechanical entrance should be considered.</p>	ADA 4.14	3.MODERATE BARRIER	\$150,000.00 (ALLOWANCE)	<p>the entrance to the Board of Selectmen's/Town manager's Office lobby, formal entrance from Union and Concord Streets. Facilities maintenance should provide ongoing maintenance of accessible routes during inclement weather to reduce wet conditions and slipping potential.</p> <p>Recommendation: Install new accessible ramp with access to Level B from street level (may be feasible along Union Street). New ramp shall comply with all applicable requirements under the standards. Provide automatic door openers and controls or manual doors. Non-mechanical access to the Level B provides for program and service access to at least one facility level at all times, access to public toilet rooms and public TTY telephone, Public Hearing Room, Conference Rooms 1 and 2, and access to the Transportation Office (LIFT). In the event of interruptions in elevator service, town meetings can be held on the Level B and</p>

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ACCESS TO PUBLIC REST ROOMS	1. (Level B) Men's public toilet a. Designated accessible sink is located adjacent to a backflow preventer valve and over an access grate (diamondplate steel). b. Stall – Toilet paper dispenser 12" beyond front edge of toilet – falling hazard. c. Stall-toilet fixture is 15" from partition to fixture centerline.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$625.00	Recommendations: a. Relocate accessible sink to location of another sink on the accessible route. Ensure that fixture leading edge is mounted at 27" AFF to allow knee clearance and as not to become a protruding object. Replace "accessible" mirror with like mirror to others mounted at accessible height. b. Relocate toilet paper dispenser to be adjacent to the toilet seat not in front-mount at accessible height below or above the grab bar. c. Adjust location and
					programs and services will be accessible.

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					plumbing of toilet if undertaking renovations in the toilet room or if required as part of substantial alterations to the facility.
	(Level B) Women's public toilet a. Toilet stall – no lock provided at stall door.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$75.00	Recommendations: a. Install new door lock with paddle controls.
ACCESS TO SIGNAGE AND AMENITIES					
1	Accessible signage with raised / Braille identifying exit stairs and the monumental stair names/numbers are NOT present in the facility.	ADA 4.30 MAAB SECT. 41	2. PRIMARY BARRIER	\$1,575.00 (allowance)	Recommendation: Provide accessible signage with raised lettering and Braille at all fire egress stairs, and the monumental stair. Provide directional signage at the monumental stair directing users to the accessible elevator.
2	Accessible signage not provided at RM 203 Public Works Engineering Division.	ADA 4.30 MAAB SECT. 41	2. PRIMARY BARRIER	\$75.00 (allowance)	Recommendation: Provide accessible signage with raised lettering and Braille at RM 203 mounted at 60" AFF to the

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					centerline on the latch side of the door.
3	Directional signage with the International symbol of accessibility are installed on all levels but do not provide information as to what is accessible and no raised lettering or Braille is provided.	ADA 4.30 MAAB SECT. 41	2. PRIMARY BARRIER	\$675.00 (allowance)	Recommendation: Provide accessible directional signage with raised lettering and Braille at each change in corridor direction, directing users towards the accessible elevator. It is also recommended, that given the long travel distances required by individuals that directional signage indicating room numbers and perhaps distances in feet indicated, mounted at 60" AFF to the centerline on the latch side of the door.
4	Relocation of high use offices and installation of Emergency Call Boxes	ADA 4.28 MAAB SECT. 40	2. PRIMARY BARRIER	\$4,500.00 (allowance)	Recommendation: The existing Town hall facility is large with exhaustive travel distances required to access offices for example, Board of Health on Level 2. It is recommended that offices receiving significant public use be relocated to the wing closest to the accessible elevator. Also, as the facility is large and remoteness not only a physical endurance issue but also a safety issue, we recommend installing

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5	<p>The following Town Departments handle a large volume of telephone communications with the public and do not have TTY capabilities:</p> <ul style="list-style-type: none"> a. Town Manager / Board of Selectmen's Office b. Public Works Engineering Division c. Conservation Commission d. Public Works Assessor's Office f. Town Clerk's Office g. Tax Collector's Office h. Planning Department i. Building 	<p>ADA 4.33 MAAB SECT. 14</p>	4. LOW PRIORITY	\$4,800.00 (allowance)	<p>Emergency Call Boxes at each level adjacent to the elevator, adjacent the monumental stair, and the exit stair over 260 feet from the accessible elevator.</p> <p>Recommendation: Install TTY telephone in each of the following departments and provide training for staff on the use of the equipment. Update Town website and printed materials with TTY telephone numbers:</p> <ul style="list-style-type: none"> i. Town Manager / Board of Selectmen's Office j. Public Works Engineering Division k. Public Works Assessor's Office m. Town Clerk's Office n. Tax Collector's Office o. Planning Department p. Building Inspector's Office

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	BARRIER REMOVAL PRIORITY 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST	REMARKS:
	Inspector's Office				
6	Drinking Fountains are provided on all levels but are not accessible. An accessible drinking fountain is provided in the Men's and Women's toilet rooms only on level B. Drinking fountains in men's and Women's toilet rooms are mounted with the spout at 36.75" AFF.	ADA 4.15 MAAB SECT. 36	3. MODERATE BARRIER	\$3,000.00 (allowance)	Recommendation: Remove non-compliant drinking fountains ALL Levels and provide minimum (1) accessible drinking fountain each Level, located on an accessible route, and installed at accessible heights. Lower height of existing accessible drinking fountains on Level B for spout at 36" AFF and leading edge of fountain at 27" min./max.
				\$318,225.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

5.6 ADDITIONAL RECOMMENDATIONS

RELOCATION OF TOWN DEPARTMENTS WITHIN MEMORIAL BUILDING

The Memorial Building / Framingham Town Hall presents several challenges to accessibility, barrier removal and program accessibility due to its size and configuration in two very long, connected, building wings.

In an effort to improve program accessibility to Town departments and to reduce the lengthy travel distances required from the designated accessible entrance to remote Town offices, for example, Board of Health (refer to Appendix D for specific travel distance by floor), and to eliminate existing barriers on Level B for example the stairs that lead to the Inspectional Services Department, we recommend relocating key Town departments on each level as follows:

LEVEL 2

DEPARTMENT	Current location	Proposed Location
Board of Health	RM. 221	Combined RM. 201 and RM. 203
DPW	RM.'s 213 / 215	RM. 205
Conservation Commission	RM. 211	RM. 207
DPW Engineering / Drafting	RM. 201 and RM. 203	RM. 221
CFO	RM.207	RM. 217
Accounting Department	RM. 205	RM. 215 and RM. 213

LEVEL 1

DEPARTMENT	Current location	Proposed Location
Assessor's Office	RM. 101	No Change
Town Clerk's Office	RM.'s 105	No Change
Treasurer	RM. 109	No Change
Tax Collector / Treasurer	RM. 111	No Change
Cultural Director / Start Partnership	RM.113	No Change
Town Manager's / Selectmen's Office	RM. 121	No Change

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LEVEL B

DEPARTMENT	Current location	Proposed Location
Planning Department; Housing Rehabilitation; and Planning Board	RM. B2 + RM. B3	Combine Department and relocate to RM. B12 and RM. B10
Planning and Housing add'l	Does not currently exist	RM. B14
NEW Reception for Planning and Housing	RM. B2 + RM. B3	RM. B35
NEW Plan Room for use by Planning, Housing, and Building Inspection Services	Does not currently exist	RM. B37
Human Resources	RM. B7	No Change
Payroll Office	RM. B11	No Change
Technology Services	RM. B25	No Change
Retirement Services	RM. B31	Combine with Veteran's Services and relocate to RM. B2
Inspectional Services	RM. B10	RM. B31
Veteran's Services	RM. B35	Combine with Veteran's Services and relocate to RM. B2
Administrative Conference Room	Does not currently exist	RM. B5
LIFT Office	RM. B14	RM. B3
Planning Board	RM. B37	Combine Department and relocate to RM. B12 and RM. B10

POLLING LOCATIONS

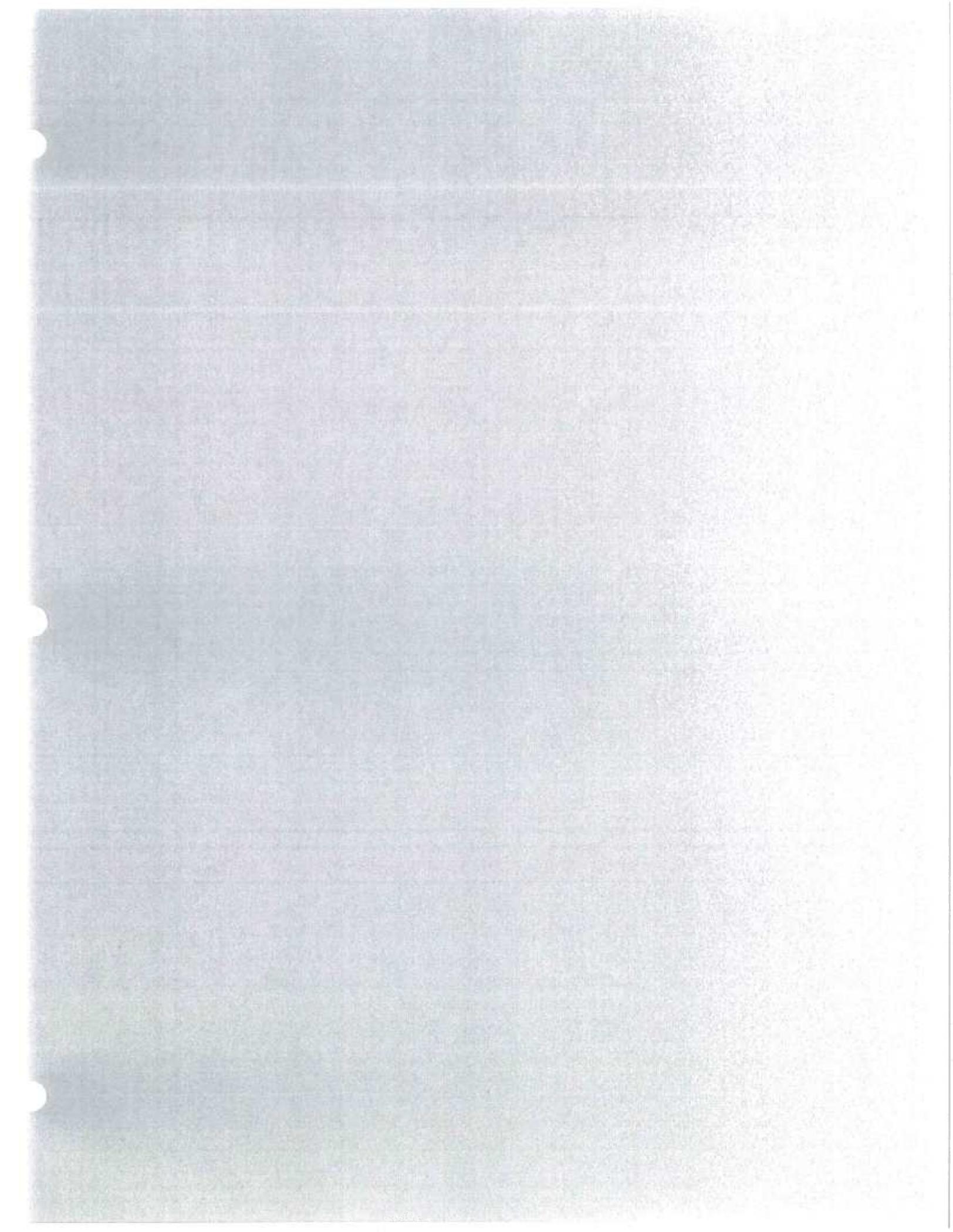
Polling locations for the Town were surveyed as part of our review of the Town Manager's / Board of Selectmen's and Town Clerk's offices. Appendix E Summary of Polling Locations identifies all current polling locations used by the Town and the existing condition of accessibility at each site. The Massachusetts Polling Place Accessibility Survey prepared by the Massachusetts Office on Disability in June 2004 was also reviewed. We found that our on-site surveys of each polling location produced a greater list of architectural barriers and locations than that produced by the MOD. Several polling locations the MOD assessed were in compliance, our on-site survey determined were not in compliance.

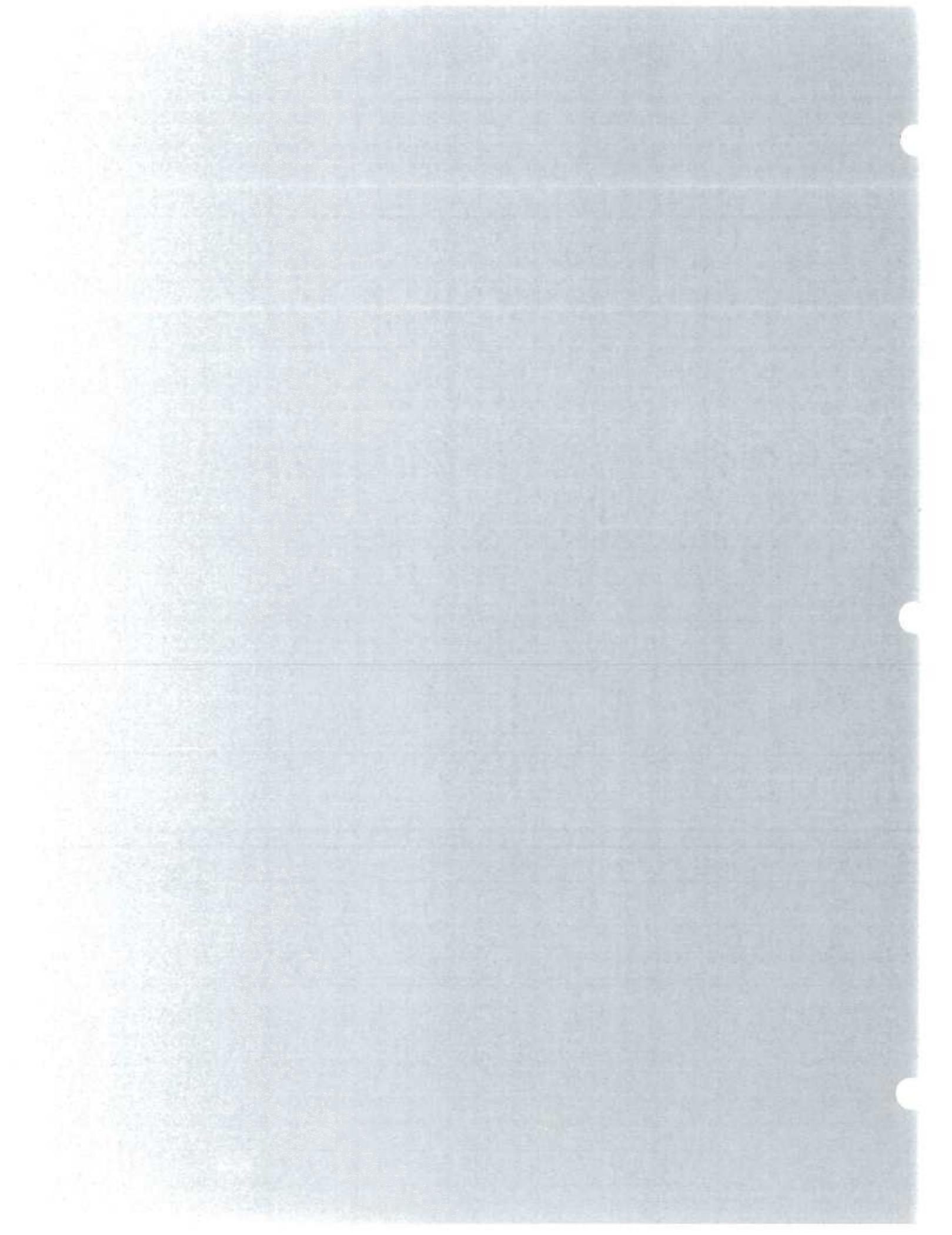
In order to ensure program accessibility to all polling locations we recommend the Town carefully review Appendix E and consider alternative polling locations or accommodations on as needed basis or as requested basis to provide equal access to voting.

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TRANSITION PLAN RECOMMENDATIONS

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1.1 INTRODUCTION AND OVERVIEW

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, access to public accommodations, transportation, and telecommunications. The ADA is companion civil rights legislation with the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. This legislation mandates that qualified disabled individuals shall not be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity. The Act also provides disabled employees with certain protections and requires employers to make reasonable accommodation for disabled applicants and employees.

The ADA is divided into five parts, covering the following areas:

Title I: EMPLOYMENT

Under this title, employers, including governmental agencies, must ensure that their practices do not discriminate against persons with disabilities in the application, hiring, advancement, training, compensation, or discharge of an employee, or in other terms, conditions, and rights of employment.

Title II: PUBLIC SERVICES

This title prohibits state and local governments from discriminating against persons with disabilities or from excluding participation in or denying benefits of programs, services, or activities to persons with disabilities. It is under this Title that a self-evaluation is prepared. The self-evaluation is intended to outline programs and services of the Town of Framingham, MA and to evaluate what policies and procedures must be changed or implemented to effect the non-discrimination policies described in Title II. Further, program accessibility must be provided not only to members of the public but also to staff participating in programs of the Town.

Title III: PUBLIC ACCOMMODATIONS

Title III requires places of public accommodation to be accessible to and usable by persons with disabilities. The term "public accommodation" as used in the definition is often misinterpreted as applying to public agencies, but the intent of the term is to refer to any privately funded and operated facility serving the public.

Title IV: TELECOMMUNICATIONS

This title covers regulations regarding private telephone companies and requires common carriers offering telephone services to the public to increase the availability of interstate and intrastate telecommunications relay services to individuals with hearing and speech impairments.

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Title V: MISCELLANEOUS PROVISIONS

This title contains several miscellaneous regulations, including construction standards and practices, provisions for attorney's fees, and technical assistance provisions. Title II dictates that a public entity must evaluate its services, programs, policies, and practices to determine whether they are in compliance with the nondiscrimination regulations of the ADA. The regulations detailing compliance requirements were issued in July, 1991. These regulations mandate that each public entity is required to examine activities and services, identify problems or physical barriers that may limit accessibility by the disabled, and describe potential compliance solutions. The entity must then proceed to make the necessary changes resulting from the self-evaluation. The ADA further requires that a transition plan be prepared to describe any structural or physical changes required to make programs accessible. The Town of Framingham, MA ADA Transition Plan is a companion to the documents that comprise the self-evaluation portion of the report and can be reviewed in the report appendixes.

DEFINITION OF DISABILITY

In the ADA, the term "disability" means, with respect to an individual:

- 1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- 2) a record of such an impairment; or
- 3) being regarded as having such an impairment.

If an individual meets any one of these three tests, he or she is considered to be an individual with a disability for purposes of coverage under the Americans with Disabilities Act. The Final Rules of the ADA describe in greater detail the conditions included and excluded as disabilities under the ADA, and these rules should be referred to if more detailed descriptions of covered disabilities is desired.

1.2 PUBLIC PROCESS AND INPUT

The transition plan must be formally adopted by the Town of Framingham, MA Board of Selectmen. The Town shall hold a public hearing to gather input on this transition plan, and shall make the document available to the public to allow submission of written comments. All comments must be addressed prior to adoption of the plan. Adoption of the plan commits the Town to the barrier removal described in the transition plan, according to the schedule given. Any future changes to the plan must be considered with the same standard of public input.

1.3 RELATIONSHIP OF SELF-EVALUATION & TRANSITION PLAN

The self-evaluation describes all of the programs and services of the Town and how they will be made accessible. Programs can be made accessible in three ways:

- 1) Minor programmatic changes, such as providing test material in alternate formats,
- 2) Moving the program to an accessible site or facility, or
- 3) Making facility upgrades, “structural modifications”, to the program site.

It is rare that an entity’s facilities are completely accessible, or that they have enough accessible facilities to locate all programs at accessible locations without making some modifications when viewing their programs in their entirety. The transition plan documents facility accessibility and provides a plan for making necessary changes.

1.4 TRANSITION PLAN REQUIREMENTS

The major purpose of a Transition Plan, as it relates to buildings and facilities owned and operated by a public entity, is to document the barriers to persons with disabilities that are present in the facilities, and to propose the structural and non-structural steps that will be undertaken to provide program accessibility. Many components contributed to the development of this Transition Plan including: comprehensive surveys and evaluation of the architectural barriers present at Town owned, operated, or utilized facilities. The term “facilities” is intended to include buildings, structures, or any part of real property that involves a specific use by persons. The surveying process was conducted between November 2005 and December 2005, leading up to the drafting of this Transition Plan.

It is important to note that for the purposes of this Transition Plan, the date of each accessibility survey serves as the “datum” point, indicative of the state of the facility as included in the accessibility reports. While the Town has been making ongoing improvements and removing barriers as possible on a continual basis, some physical improvements listed in the detailed surveys may have been begun, partially completed, or fully completed prior to the adoption of this Transition Plan.

It is likely that the Town will continue to undertake structural modifications as part of capital improvement projects.

1.5 DESCRIPTION OF FACILITY ACCESSIBILITY

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Determination that a facility, or portion thereof, is accessible is based on the standards of the Americans with Disabilities Act Accessibility Guidelines (ADAAG), and the criteria established by this document. It is not required that all facilities, or facility areas, be accessible to meet the program compliance requirement of the ADA. The ADAAG sets standards for accessibility of specific elements, and establishes “scoping” requirements for new construction and remodeling. “Scoping” determines which elements need to be accessible for a given type of work.

Where the Town undertakes new construction or modernization of facilities not restricted to accessibility work, modifications to upgrade accessibility features may be required that are not proposed in this transition plan. Such work may also be triggered by the applicable state MAAB guidelines or local building codes and this future work is separate from the program access requirement addressed by the self-evaluation and transition plan.

1.6 TRANSITION PLAN PRIORITIES

One of the most important aspects of preparing a transition plan is assigning priorities to structural modifications necessary to achieve program access. Obviously, the highest priority items should be undertaken first, and the schedule for completion is dependent on these determinations.

1.7 MAINTENANCE OF ACCESSIBLE FEATURES

Under ADA Title II 28 CFR § 35.133(a), Towns must maintain in working condition those features of facilities and equipment that are required to be readily accessible to and usable by persons with disabilities. Inoperable elevators or wheelchair lifts, locked accessible doors, or accessible routes that are obstructed by furniture, filing cabinets, or potted plants are neither “accessible to” nor “usable by” individuals with disabilities under 28 CFR. § 35.133 (Preamble). Section 504 regulations do not contain a comparable provision concerning the maintenance of accessible features. It should be noted that ADA requirements regarding the maintenance of accessible features do not prohibit temporary obstructions or isolated instances of mechanical failure under 28 CFR. § 35.133(b) (Preamble). Isolated or temporary interruptions in service or access due to maintenance or repairs are also not prohibited under 28 CFR. § 35.133(b). However, allowing obstructions or “out of service” equipment to persist beyond a reasonable period of time would violate this requirement, as would repeated mechanical failures due to improper or inadequate maintenance under 28 C.F.R. § 35.133 (Preamble). The Town of Framingham should maintain a system of monitoring accessibility improvements at all Town facilities to assure ongoing compliance with the ADA and ADA Accessibility Guidelines and to take all reasonable steps to provide both programmatic and physical access for persons with disabilities. Programmatic requirements, such as the provision of TTY’s, sign language interpreters, and alternative written formats, should be monitored by the ADA Coordinator.

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While physical access items should be reviewed and monitored at a general level by the ADA Coordinator, detailed monitoring of such items should be delegated to the Town's Directors of Facilities and Grounds or Building Services, who would ultimately be responsible for maintenance and repairs. The Director of Facilities and Grounds or Building Services should designate a supervisor to oversee accessibility related improvements at the various Town sites, train personnel on how to keep systems in working order, and resolve details of potential or reported problems. Maintenance of accessible features and specific conditions that should be maintained to provide physical accessibility include, but are not necessarily limited to, the following items:

- 1) Maintain exterior pathways and repair any surface irregularities that may become greater than 1/2" due to wear or cracking, and make other repairs to keep pathways from causing hazardous conditions.
- 2) Maintain accessible parking spaces to have all appropriate signage and to keep access aisles to the spaces and to the main entrances they serve clear and usable.
- 3) Maintain and replace as required all building signage that would direct persons with disabilities to the accessible paths of travel and accessible entrances.
- 4) Maintain all doors providing primary accessibility to be fully operable and unlocked during normal hours of operation of the facility and ensure that battery operated automatic door push controls are changed and tested on a regular basis.
- 5) Maintain all door pressures required to open doors to be as low as possible, but in no case more than 15 pounds for exterior doors and 5 pounds for interior doors.
- 6) Maintain all elevators in proper working condition. Set up and monitor yearly maintenance inspections by contracted elevator maintenance companies and State Elevator Safety Unit for all elevators.
- 7) Maintain all wheelchair lifts in proper working condition, with keys prominently displayed at facility main offices. Set up and monitor yearly maintenance inspections by contracted lift maintenance companies and State Elevator Safety Unit for all lifts.
- 8) Maintain and monitor objects mounted on walls to protrude no more than 4" into paths of travel.
- 9) Maintain audible and visual fire alarms and pull stations to be fully operational.
- 10) Maintain all accessible plumbing fixtures, including toilets, urinals, lavatories, sinks, faucets, showers, and drinking fountains, to be fully operational and in compliance with accessibility codes.
- 11) Maintain all toilet accessories to be fully operational and mounted no more than 48" above the floor at all accessible restrooms.

2.0 TOWN RESPONSIBILITIES UNDER THE ADA

Section Summary

Title II of the ADA mandates that programs, services, and activities provided by government agencies be offered equally to people with disabilities. This is the primary section applied to the Town of Framingham, MA and the focus of the transition plan. Each government agency must demonstrate that its programs and activities, when viewed in their entirety, are provided equally and without discrimination.

The Town has a variety of obligations under Title II of the ADA. Title II of the ADA is similar to Section 504 of the Rehabilitation Act of 1973, but differs in that Section 504 applies only to government agencies that receive federal financial assistance. The purpose of Section 504 is to ensure that no otherwise qualified individual with disabilities shall, solely by reason of his or her disability, be discriminated against under any program or activity receiving federal financial assistance. The Town has been subject to and operated under the requirements of Section 504 since 1977.

The ADA specifically states intent not to apply lesser standards than are required under other federal, state, or local laws; therefore, the law which is the most stringent has precedence. This intent has particular application with respect to the Town's obligations under Section 504, which in some cases, exceed ADA requirements with respect to structural and physical changes. Title II mandates that public entities, may not require eligibility criteria for participation in programs and activities that would screen persons with disabilities, unless it can be proven that such requirements are necessary for the mandatory provision of the service or program. A public entity must reasonably modify its policies and procedures to avoid discrimination toward individuals with disabilities. However, if the public entity can demonstrate that a modification would fundamentally alter the nature of its service, it would not be required to make that modification. Title II also discusses the use of auxiliary aids necessary to enable persons who have visual, hearing, mobility, or similar impairments to gain access to programs and activities provided by making an appropriate reasonable accommodation.

The lone exception to these requirements would be because of undue hardship. "Undue hardship" is defined in the ADA as an "action requiring significant difficulty or expense" when considering the nature and cost of the accommodation in relation to the size, resources, and structure of the specific operation. Undue hardship is determined on a case-by-case basis. The Town is required to prepare a self-evaluation, to assess its programs and services to assure that discriminatory practices are identified and removed. Where it is necessary to remove architectural barriers to program accessibility, the Town must also prepare a transition plan. "Architectural barriers" are elements of the facility structure, i.e. permanent elements of the building that make the facility or portions inaccessible. The transition plan outlines the

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structural modifications it will implement to make its programs and services accessible to people with disabilities.

PROGRAM ACCESSIBILITY, Section 504 and ADA Title II

The Town may not deny the benefits of its programs, activities, and services to individuals with disabilities because its facilities are inaccessible. The Town's services, programs, or activities, when viewed in their entirety, must be readily accessible to and usable by individuals with disabilities. This standard, known as "program accessibility," applies to all existing facilities of the Town. The Town is not, however, required to make each of their existing facilities accessible.

ILLUSTRATION 1: When a city holds a public meeting in an existing building, it must provide ready access to, and use of, the meeting facilities to individuals with disabilities. The city is not required to make all areas in the building accessible, as long as the meeting room is accessible. Accessible telephones and bathrooms should also be provided where these services are available for use of meeting attendees.

The absence of individuals with disabilities living in an area cannot be used as the test of whether programs and activities must be accessible.

Can back doors and freight elevators be used to satisfy the program accessibility requirement? Yes, but only as a last resort and only if such an arrangement provides accessibility comparable to that provided to persons without disabilities, who generally use front doors and passenger elevators. For example, a back door is acceptable if it is kept unlocked during the same hours the front door remains unlocked; the passageway to and from the floor is accessible, well-lit, and neat and clean; and the individual with a mobility impairment does not have to travel excessive distances or through nonpublic areas such as kitchens and storerooms to gain access. A freight elevator would be acceptable if it were upgraded so as to be usable by passengers generally and if the passageways leading to and from the elevator are well-lit and neat and clean.

Are there any limitations on the program accessibility requirement? Yes. The Town does not have to take any action that it can demonstrate would result in a fundamental alteration in the nature of its program or activity or in undue financial and administrative burdens. This determination can only be made by the Town Manager (head of the public entity or his or her designee) and must be accompanied by a written statement of the reasons for reaching that conclusion. The determination that undue burdens would result must be based on all resources available for use in the program. If an action would result in such an alteration or such burdens, the Town must take any other action that would not result in such an alteration or such burdens but would nevertheless ensure that individuals with disabilities receive the benefits and services of the program or activity.

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Methods for providing program accessibility

The Town may achieve program accessibility in a number of ways. In many situations, providing access to facilities through structural methods, such as alteration of existing facilities and acquisition or construction of additional facilities, may be the most efficient method of providing program accessibility. The Town may, however, pursue alternatives to structural changes in order to achieve program accessibility. Nonstructural methods include acquisition or redesign of equipment, and relocation of programs and services to alternate facilities and accessible sites.

ILLUSTRATION 1: The Town has departmental offices on the second floor of an existing facility where they conduct business with members of the public. There are frequent interruptions in service with the existing elevator. Ms. Q, a member of the public requires access to a Town department office, but has a respiratory condition that prevents her from climbing steps. The Town must relocate the services to an accessible ground floor location or take alternative steps, including moving the service or department to another building, in order to allow Ms. Q to participate in the Town services.

ILLUSTRATION 2: A public library's open stacks are located on upper floors having no elevator. As an alternative to installing a lift or elevator, library staff may retrieve books for patrons who use wheelchairs. The aides must be available during the operating hours of the library.

When choosing a method of providing program access, a public entity must give priority to the one that results in the most integrated setting appropriate to encourage interaction among all users, including individuals with disabilities.

ILLUSTRATION: A rural, one-room library has an entrance with several steps. The library can make its services accessible in several ways. It may construct a simple wooden ramp quickly and at relatively low cost. Alternatively, individuals with mobility impairments may be provided access to the library's services through a bookmobile, by special messenger service, through use of clerical aides, or by any other method that makes the resources of the library "readily accessible." Priority should be given, however, to constructing a ramp because that is the method that offers library services to individuals with disabilities and others in the same setting.

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Curb ramps (Curb Cut Plan)

A Comprehensive Curb Cut Survey and Recommendations, prepared by the Contractor's sub-consultant Metrowest Center for Independent Living will be included as a separate reporting to the Town's ADA Self –Evaluation and Transition Plans Recommendations document.

Public entities that have responsibility or authority over streets, roads, or walkways must prepare a schedule for providing curb ramps where pedestrian walkways cross curbs. Public entities must give priority to walkways serving State and local government offices and facilities, transportation, places of public accommodation, and employees, followed by walkways serving other areas.

To promote both efficiency and accessibility, public entities may choose to construct curb ramps at every point where a pedestrian walkway intersects a curb. However, public entities are not necessarily required to construct a curb ramp at every such intersection.

Alternative routes to buildings that make use of existing curb cuts may be acceptable under the concept of program accessibility in the limited circumstances where individuals with disabilities need only travel a marginally longer route. In addition, the fundamental alteration and undue burdens limitations may limit the number of curb ramps required. To achieve or maintain program accessibility, it may be appropriate to establish an ongoing procedure for installing curb ramps upon request in areas frequented by individuals with disabilities as residents, employees, or visitors.

Existing parking lots or garages

A public entity should provide an adequate number of accessible parking spaces in existing parking lots or garages over which it has jurisdiction.

Historic preservation programs

Special program accessibility requirements and limitations apply to historic preservation programs. Historic preservation programs are programs conducted by the Town that have preservation of historic properties as a primary purpose. An historic property is a property that is listed or eligible for listing in the National Register of Historic Places or a property designated as historic under State or local law.

In achieving program accessibility in historic preservation programs, the Town entity must give priority to methods that provide physical access to individuals with disabilities. Physical access is particularly important in an historic preservation program, because a primary benefit of the program is uniquely the experience of the historic property itself.

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Are there any special limitations on measures required to achieve program accessibility in historic preservation programs in addition to the general fundamental alteration / undue financial and administrative burdens limitations?

Yes, the Town is not required to take any action that would threaten or destroy the historic significance of a Town owned historic property. In cases where physical access cannot be provided because of either this special limitation, or because an undue financial burden or fundamental alteration would result, alternative measures to achieve program accessibility must be undertaken.

ILLUSTRATION: Installing an elevator in an historic house museum to provide access to the second floor bedrooms would destroy architectural features of historic significance on the first floor. Providing an audio-visual display of the contents of the upstairs rooms in an accessible location on the first floor would be an alternative way of achieving program accessibility.

Does the special limitation apply to programs that are not historic preservation programs, but just happen to be located in historic properties?

No. In these cases, nonstructural methods of providing program accessibility, such as relocating all or part of a program or making home visits, are available to ensure accessibility, and no special limitation protecting the historic structure is provided.

Your completed transition plan must be available to the public, a dedicated website is one way to accomplish this. Some districts have a subdirectory in an existing Town website that contains all public notices and legal information that must be available to the public.

Leased buildings

The Town is encouraged, but not required, to lease accessible space. The availability of accessible private commercial space will steadily increase over time as the title III requirements for new construction and alterations take effect. Although the Town is not required to lease accessible space, once it occupies a facility, it must provide access to all of the programs conducted in that space. The more accessible the existing space is at the start, the easier and less costly it will later to make programs available to individuals with disabilities and to provide reasonable accommodations for employees (under ADA Title I – Employment).

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No Discrimination through Contract

The Town cannot allocate its obligations to comply with ADA Title II to other parties through contracts or lease agreements for facilities. The Town may, under ADA Title II, require another party leasing a Town owned facility to maintain the facility, and to provide access to its programs and services and as such comply with the accessibility standards of the ADA Title II. However, the Town remains responsible for enforcing the terms of the lease agreement and remains responsible for access to the Town owned but leased facility.

Equally effective communication

The Town must ensure that its communications with individuals with disabilities are as effective as communications with others. This obligation, however, does not require the Town to take any action that it can demonstrate would result in a fundamental alteration in the nature of its services, programs, or activities, or in undue financial and administrative burdens.

In order to provide equal access, the Town is required to make available appropriate auxiliary aids and services where necessary to ensure effective communication.

What are auxiliary aids and services?

Auxiliary aids and services include a wide range of services and devices that promote effective communication.

Examples of auxiliary aids and services for individuals who have vision and hearing impairments include, but are not limited to: qualified interpreters, notetakers, CART Reporting, written materials in alternate formats, Braille documents, audio recordings, telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDD's / TTY's), videotext displays, and exchange of written notes.

The type of auxiliary aid or service necessary to ensure effective communication will vary in accordance with the length and complexity of the communication involved.

ILLUSTRATION 1: Some individuals who have difficulty communicating because of a speech impairment can be understood if individuals engaging them merely listen carefully and take the extra time that is necessary.

ILLUSTRATION 2: For individuals with vision impairments, Town employees can provide oral directions or read written instructions. In many simple transactions, such as paying bills or filing applications, communications provided through such simple methods will be as effective as the communications provided to other individuals in similar transactions. Many transactions with public entities, however, involve more complex or extensive communications than can be

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provided through such simple methods. Sign language or oral interpreters, for example, may be required when the information being communicated in a transaction with a deaf individual is complex, or is exchanged for a lengthy period of time. Factors to be considered in determining whether an interpreter is required include the context in which the communication is taking place, the number of people involved, and the importance of the communication.

Must public service announcements or other television programming produced by public entities be captioned?

Audio portions of television and videotape programming produced by public entities are subject to the requirement to provide equally effective communication for individuals with hearing impairments. Closed captioning of such programs is sufficient to meet this requirement.

Must tax bills from public entities be available in Braille and/or large print? What about other documents?

Tax bills and other written communications provided by the Town are subject to the requirement for effective communication. Thus, where the Town provides information in written form, it must, when requested, make that information available to individuals with vision impairments in a form that is usable by them.

Primary consideration

When an auxiliary aid or service is required, the Town must provide an opportunity for individuals with disabilities to request the auxiliary aids and services of their choice and must give primary consideration to the choice expressed by the individual. "Primary consideration" means that the Town must honor the choice, unless it can demonstrate that another equally effective means of communication is available, or that use of the means chosen would result in a fundamental alteration in the service, program, or activity or in undue financial and administrative burdens.

It is important to consult with the individual to determine the most appropriate auxiliary aid or service, because the individual with a disability is most familiar with his or her disability and is in the best position to determine what type of aid or service will be effective. Some individuals who were deaf at birth or who lost their hearing before acquiring language, for example, use sign language as their primary form of communication and may be uncomfortable or not proficient with written English, making use of a notepad an ineffective means of communication.

Qualified interpreter

There are a number of sign language systems in use by individuals who use sign language. (The most common systems of sign language are American Sign Language and signed English.) Individuals who use a particular system may not communicate effectively through an interpreter who uses a different system. When an interpreter is required, therefore, the Town should provide a qualified interpreter, that is, an interpreter who is able to sign to the individual who is deaf

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what is being said by the hearing person and who can voice to the hearing person what is being signed by the individual who is deaf. This communication must be conveyed effectively, accurately, and impartially, through the use of any necessary specialized vocabulary.

Telephone communications

Public entities that communicate by telephone must provide equally effective communication to individuals with disabilities, including hearing and speech impairments. If telephone relay services, such as those required by title IV of the ADA, are available, these services generally may be used to meet this requirement. Relay services involve a relay operator who uses both a standard telephone and a TDD to type the voice messages to the TDD user and read the TDD messages to the standard telephone user. Where such services are available, public employees must be instructed to accept and handle relayed calls in the normal course of business.

Emergency telephone service

The Town provides telephone emergency services by which individuals can seek immediate assistance from police, fire, ambulance, and other emergency services. These telephone emergency services--including E"911" services--are clearly an important public service whose reliability can be a matter of life or death. The Town must ensure that these services, including 911 services, are accessible to persons with impaired hearing and speech. State and local agencies that provide emergency telephone services must provide "direct access" to individuals who rely on a TDD or computer modem for telephone communication. Telephone access through a third party or through a relay service does not satisfy the requirement for direct access. (However, if an individual places a call to the emergency service through a relay service, the emergency service should accept the call rather than require the caller to hang up and call the emergency service directly without using the relay.) The Town may, however, operate its own relay service within its emergency system, provided that the services for non-voice calls are as effective as those provided for voice calls.

911 lines.

Where a 911 telephone line is available, a separate seven-digit telephone line must not be substituted as the sole means for non-voice users to access 911 services.

Voice amplification

The Town is encouraged, but not required, to provide voice amplification for the operator's voice. In an emergency, a person who has a hearing loss may be using a telephone that does not have an amplification device. Installation of speech amplification devices on the handsets of operators would be one way to respond to this situation.

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3.0 POLICIES AND PROCEDURES

The Town of Framingham, MA, and individual departmental policies and procedures were reviewed for compliance with Section 504 and ADA Title II for the following:

- a) Public Libraries
- b) Town Owned and Leased Facilities

The following recommendations are for revisions and/or additions to existing policies, and additions of new policies to assist the Town.

- a) Sexual Harassment Policy
- b) ADA / 504 Policy
- c) ADA / 504 Grievance Procedures
- d) Reasonable Modification Policy
- e) Eligibility and Safety Requirements Assurance
- f) Surcharges Prohibition Policy
- g) Integrated Services Policy
- h) Significant Assistance Policy
- i) Accessible Transportation Policy
- j) Contracted Service Provider Policy
- k) Town of Framingham, MA
 - I. New Policy: Elevator / Chair Lift Policy
- l) Framingham Public Libraries
 - I. New Policy: Elevator / Chair Lift Policy (REFER TO TOWN POLICY K)I. SECTION 3 POLICIES AND PROCEDURES).
 - II. NEW Policy / Publication: FPL MONTHLY NEWSLETTER "Programs Publication" and ADA Policy
- m) Danforth Museum
 - I. Revised Publication / Policy: Danforth Museum of Art Classes and Workshops "Program Brochure"

**REPLACEMENT POLICY
SEXUAL HARASSMENT AND UNLAWFUL DISCRIMINATION**

This NEW policy replaces:

Town of Framingham Personnel Policy #29
Policy and Procedures for the Elimination of
Sexual Harassment in the Workforce

Policy and Procedure for the Elimination of Sexual Harassment and Discrimination

It is the policy of the Town of Framingham (the "Town") to maintain a work environment in the Town that is free of sexual harassment and of discrimination based on race, color, age, gender, sexual orientation, religion, ethnic or national origin, ancestry, disability, veteran's status, or any other status protected by law (a "Protected Class"). Unlawful discrimination and harassment by employees will not be tolerated. All employees are encouraged to report incidences of discrimination or harassment to the Town. Retaliation against an employee who complains of, reports or participates in any investigation into discrimination or harassment is illegal and will not be tolerated by the School Department.

The following provides in-depth information regarding harassment and discrimination, including where to report an act or acts of harassment or discrimination.

Sexual Harassment

Sexual harassment is a form of gender discrimination that is illegal under both federal and Massachusetts state law, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Massachusetts General Laws Chapter 151B, § 4 and Massachusetts General Laws Chapter 214, § 1C. Under these laws, unwelcome sexual advances, requests for sexual favors and other physical or verbal conduct of a sexual nature constitute sexual harassment when:

- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or a basis for employment or educational decisions affecting the individual; or
- such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work or academic performance, or participation in work or school activities and events, by creating an intimidating, hostile, humiliating or sexually offensive environment.

Under these definitions, direct or implied requests by a supervisor to a subordinate, or a staff member to a student, in exchange for actual or promised employment or educational benefit, such as favorable reviews, grades or recommendations, salary increases, promotions, increased benefits or continued employment, constitute sexual harassment.

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The relationship between staff members and students is inherently unequal. Sexual relations between staff members and students are prohibited under any circumstances.

The legal definition of sexual harassment is broad, and in addition to the above situations, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace or educational environment that is hostile, offensive, intimidating or humiliating to male or female employees or students may also constitute sexual harassment.

While it is not possible to list all of those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which may constitute sexual harassment, depending on the totality of the circumstances:

- unwanted, prolonged and apparent staring or leering at a person;
- unwanted whistling or brushing against the body;
- obscene gestures or suggestive or insulting sounds made towards people;
- displaying sexually suggestive objects, pictures, cartoons;
- inquiries into one's sexual experiences or discussion of one's sexual activities;
- indecent exposure; or
- romantic involvement between supervisors and subordinates which is known to others in the workplace and which impacts the workplace in areas such as assignments, advancements or benefits.

Discrimination

Depending upon the circumstances, examples of discrimination could include the above-referenced examples concerning sexual harassment, as well as the following types of conduct:

- comments or innuendo, which are continued or repeated, concerning a person's race, age, gender, religion, national origin, ancestry, disability, sexual orientation, veteran's status, or other legally-protected status;
- an open display of objects or pictures that are offensive to persons of a particular religion, race, national origin, or other legally-protected status;

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- jokes, comments, use of derogatory words or innuendo regarding an individual's race, age, gender, national origin, ancestry, religion, disability, sexual orientation, or other legally-protected status;
- making decisions about an employee's employment based upon his or her religion, race, national origin, ancestry, age, disability, gender, sexual orientation, veteran's or other legally-protected status;
- treating an employee or student differently in terms of conditions of his or her employment or education based upon the employee's or student's race, color, age, gender, sexual orientation, religion, ethnic or national origin, ancestry, disability, veteran's status or any other legally protected status.

EMPLOYEE RESPONSIBILITIES

Each employee of the Town is personally responsible for ensuring that his or her conduct does not sexually harass or unlawfully discriminate against anyone in the work place environment. Each employee is responsible for cooperating in any investigation of alleged discrimination or sexual harassment if asked to do so by the person conducting the investigation.

NO RETALIATION FOR FILING A COMPLAINT OF SEXUAL HARASSMENT OR DISCRIMINATION

Retaliation against any individual for making a complaint of sexual harassment or discrimination or for participating in or assisting in the investigation of such a complaint is illegal and will not be tolerated. Any acts of retaliation will be subject to appropriate disciplinary action, such as (but not limited to) reprimand, change in work assignment, suspension or immediate termination.

PROCEDURES FOR ADDRESSING COMPLAINTS OF SEXUAL HARASSMENT AND UNLAWFUL DISCRIMINATION IN EMPLOYMENT

Individuals who believe that they have been sexually harassed, or that they have been a victim of discrimination on the basis of their race, color, age, gender, sexual orientation, religion, ethnic or national origin, ancestry, disability, veteran's status, or other legally protected status should follow the complaint procedures described below:

If an individual believes that he or she has been sexually harassed or subjected to discrimination based on his or her membership in a Protected Class, and the individual feels comfortable and safe doing so, the individual can confront the harassing person, tell the person what is offensive and request that the person stop. If for any reason such an approach is not practical, acceptable

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or comfortable, or if the offender is the employee's supervisor, or if this process does not work, then the individual should contact his or her supervisor, or one of the investigators identified below. Supervisors are instructed to bring the matter to the attention of one of the investigators.

A complaint may be made orally or in writing to the Human Resources Department. After a complaint has been made, the Town will investigate the complaint in a fair and expeditious manner. The investigation will include a private interview with the person filing the complaint. One or more of the investigators will meet with the person who has been accused of improper conduct. The investigators may also meet with witnesses or others who may assist in the factual investigation.

To file a complaint you must contact:

Monica Visco
Human Resources Director
Human Resources Department
Memorial Building
150 Concord Street
Framingham, MA 01702
(508) 620-4847

The Town of Framingham shall administer this policy and accompanying procedures in the following manner.

- A. The Human Resources Department shall identify at least two investigators, one of whom shall be the Affirmative Action Officer. At all times there will be a female and male investigator.
- B. All such investigators shall be trained in sexual harassment investigatory techniques. Such training shall include interviewing techniques and conflict resolution.

After the investigation is completed, the investigator(s) will inform the person making the complaint and the person accused regarding the outcome of the investigation and whether the matter has been closed. In the event that the investigator finds a violation of this policy has occurred, further action will be taken, including but not limited to disciplinary action, such as but not limited to reprimand, change in work assignment, suspension or termination in accordance with all relevant laws.

If the complainant is dissatisfied with the determination made by the investigators, the complainant may submit an appeal to the Director of Human Resources. The final level of appeal within the district is the Director of Human Resources. The written determination by the Director of Human Resources will

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be provided to the complainant no later than fifteen (15) working days after formal receipt of any appeal.

CONFIDENTIALITY

All actions taken to investigate and resolve complaints through this process shall be conducted with as much privacy and discretion as possible without compromising the thoroughness and fairness of the investigation. To conduct a thorough investigation, investigators may need to discuss the complaint with witnesses and those persons involved in or affected by the complaint, as well as with those persons who are assisting with the investigation or implementing disciplinary actions.

STATE AND FEDERAL AGENCIES

If you believe you have been subjected to sexual harassment or discrimination, you may file a formal complaint with either or both of the government agencies listed below. Using the complaint procedure described in this policy does not prohibit you from filing a complaint with one or both of these agencies. Each of these agencies has a short period for filing a claim – 300 days.

1. Equal Employment Opportunity Commission (“EEOC”)
One Congress Street
Boston, MA 02114
(617) 565-3200

2. Massachusetts Commission Against Discrimination (“MCAD”)

Boston Office One Ashburton Place Boston, MA 02108 (617) 727-3990	Springfield Office: 424 Dwight Street Springfield, MA 01103 (413) 739-2145
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**REPLACEMENT POLICY
AMERICANS WITH DISABILITIES ACT**

New Policy replaces:

Town of Framingham Personnel Policy #1
Policy on Americans with Disabilities

AMERICANS WITH DISABILITIES ACT

In providing its' services, programs and activities, the Town of Framingham, MA (the "Town") will not:

1. Deny a qualified individual with a disability the opportunity to participate in, or benefit from, a benefit, service, or activity.
2. Deny a qualified individual 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.
3. Otherwise limit a qualified individual with a disability the enjoyment of any right, privilege, advantage, or opportunity enjoyed by other qualified individuals receiving the aid, benefit, or service.

Reasonable Modification and Integrated Services Policy

All programs, services and activities will be provided in the most integrated setting appropriate to the needs of participants with disabilities.

The School Department will make reasonable modifications to programs, services and activities necessary to accommodate the needs of a person with a disability whenever an otherwise qualified person with a disability requests such modification, unless it can be demonstrated that the requested modification would impose an undue burden or fundamental alteration to the program.

Prohibitions or limitations to the eligibility of qualified individuals with disabilities to receive services or participate in programs or activities are not permitted unless such prohibitions or limitations are essential to the operation or purpose of the program or service. Eligibility requirements have been reviewed by the ADA Coordinator and program managers and updated to comply with the requirements of the Americans with Disabilities Act. Whenever programs formulate new eligibility policies or new programs are developed, policies will be reviewed by the ADA Coordinator to ensure compliance.

Safety requirements have also been reviewed to ensure that they are necessary to the safe operation of programs or activities, and that any decision to limit the participation of a person with a disability related to safety concerns will be reviewed on a case by case basis to ensure that the decision is based on facts, not myths or stereotype, and that all appropriate mitigating measures are taken to provide for maximum participation. Staff will be informed of, and trained in any changes in eligibility and /or safety requirements that may arise.

Request for Reasonable Modifications

Requests for reasonable modifications should be made to the Human Resources Department for ADA Title I - Employment requests and the Department Head or the ADA Coordinator for ADA Title II requests, and can be presented verbally or in writing. The ADA Coordinator will respond to requests in a timely fashion—generally not more than two working days. Final decisions regarding requests for reasonable modifications, that in the opinion the ADA Coordinator represents an undue burden or fundamental alteration, will be made by the [] within ten working days. Individuals seeking to contest a denial of a request for reasonable modification will be given the grievance procedure in the format appropriate to their needs.

Surcharges

Surcharges will not be charged to persons with disabilities, their family members, or organizations representing them for the provision of reasonable accommodations, reasonable modifications to policies and procedures, auxiliary aids and services, or any other costs related to the participation of persons with disabilities.

Significant Assistance Policy

Programs that receive significant assistance, either financial or in-kind from the Town, may not discriminate against persons with disabilities. The ADA Coordinator is to inform organizations receiving assistance of their obligations under the ADA. The ADA Coordinator will investigate any situation in which discrimination towards persons with disabilities may have occurred, and take appropriate action either to correct the discriminatory situation or to recommend to the [] termination of assistance.

Transportation Services

It is the policy of the Town that transportation services are accessible to and usable by participants in our programs regardless of disability. Individuals requiring accessible transportation should make their requests in writing or verbally to the ADA Coordinator. Requests should be made at least three days in advance. Effort will be made to respond to requests made on shorter notice. When a request cannot be met, notice will be given as soon as possible and at least one day before the date of the requested trip. The following local transportation providers equipped with accessible vehicles will be contacted when needed: _____.

Contracted Service Provider Policy

If services are provide under contracts, the Town will set forth in the terms of the contract the obligations of the provider agency or agencies to operate in a manner consistent with the requirements of Title II of the ADA, and, furthermore, that the Town will monitor the performance of the contractor in fulfilling this contractual obligation.

**REPLACEMENT POLICY
AMERICANS WITH DISABILITIES ACT
GRIEVANCE PROCEDURES**

New Policy replaces:

Town of Framingham Policy
Town of Framingham Americans with Disabilities
Act(ADA) Grievance Procedures

SECTION 504 / ADA TITLE II GRIEVANCE PROCEDURE

The Town of Framingham, MA (the "Town") has an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) or Title II of the Americans with Disabilities Act of 1990 (ADA). Both Section 504 and Title II prohibit discrimination on the basis of disability.

Purpose:

The following Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs and benefits by the Town of Framingham, MA.

Scope:

This is the internal procedure for dealing with complaints rapidly, discreetly and directly, if possible.

How to File a Complaint:

Complaints should be addressed to the ADA Coordinator named. If assistance is needed to fill or pursue the complaint, such request should be made to the ADA Coordinator.

1. A complaint must be filed in writing or on audiotape, contain the name and address of the person filing it, describe the alleged discriminatory action and identify the date the action occurred and the names(s) of the person(s) believed to be responsible, as well as recommendations for the resolution.
2. A complaint must be filed within a reasonable time period, but no later than 60 days, after the complainant becomes aware of the alleged discrimination. The complainant shall informally discuss the complaint, in person, with the ADA Coordinator within 15 days of filing the complaint.
3. Unless the matter can be promptly resolved informally, an investigation will be conducted with respect to all timely filed complaints which raise issues under Section 504/Title II. The investigation shall be conducted by the ADA Coordinator or his/her designee. These rules contemplate informal but thorough and impartial investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A determination as to the conclusion of the investigation and a description of the resolution, if any, shall be issued, in writing, or if needed for effective communications, in an alternate format preferred by the Complainant, such as large print, Braille or audiotape, by the ADA Coordinator and a copy forwarded to the complainant no later than forty-

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- five days after the ADA Coordinator receives the written complaint (unless complainant provides written permission for extension of time for said investigation.)
5. The ADA Coordinator shall maintain the files and records of the Framingham School relating to the complaints filed for three years.
 6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made in writing within twenty days to the ADA Coordinator.
 7. Upon receiving a request for reconsideration of any decision involving identification, evaluation or placement of a student who is believed to need Section 504 accommodations, special education or related services, the School Department will schedule an impartial hearing. The School Department will select an impartial hearing officer, and the complainant shall have an opportunity to review all relevant records, to participate in the hearing and to be represented by counsel.
 8. Any party may appeal the final decision of the impartial hearing officer to a court of competent jurisdiction.
 9. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 or Title II complaint with the U.S. Dept. of Education's Office for Civil Rights or the Massachusetts School Department of Education. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
 10. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to ensure that Framingham School Department complies with Section 504, Title II, and their implementing regulations.

Complaints related to Town employment practices and policies, excluding the School Department practices and policies, should be submitted to:

Monica Visco, Human Resources Director
Human Resources Department, Room B-7
Memorial Building, 150 Concord Street
Framingham, MA 01702
Voice (508)620-4847
TTY (508)620-4851

All other complaints should be submitted to:

Ron J. Rego
ADA Coordinator
Memorial Building – Cable Studio
150 Concord Street
Framingham, MA 01702
(508) 875-8588 T:
(508) 628-1999 F:
(508) 620-4851 TTY:

**NEW POLICIES
AMERICANS WITH DISABILITIES ACT**

New Policies: **Reasonable Modification Policy**
Eligibility and safety Requirements Assurance
Surcharges Prohibition Policy
Integrated Services Policy
Significant Assistance Policy
Accessible Transportation Policy
Contracted Service Provider Policy

Reasonable Modification Policy

The Town will make reasonable modifications to policies and procedures necessary to accommodate the needs of a person with a disability whenever an otherwise qualified person with a disability requests such modification, unless it can be demonstrated that the requested modification would impose an undue burden or fundamental alteration to the program.

Requests for reasonable modifications should be made to program staff or the ADA Coordinator and can be presented verbally or in writing. It is the responsibility of the ADA Coordinator to ensure that requests are responded to appropriately and in a timely fashion—generally not more than two working days.

Final decisions regarding requests for reasonable modifications, that in the opinion the ADA Coordinator may represent an undue burden or fundamental alteration, will be made by the Town Administrator or Board of Selectmen in a timely fashion and no longer than ten working days. Individuals seeking to contest a denial of a request for reasonable modification will be given the grievance procedure in the format appropriate to their needs.

Eligibility and safety Requirements Assurance

It is the policy of the Town that prohibitions or limitations to the eligibility of qualified individuals with disabilities to receive services or participate in programs are not allowed unless they are essential to the operation of the program or service. Eligibility requirements have been reviewed by the ADA Coordinator and program managers and updated to comply with the requirements of the Americans with Disabilities Act. Whenever programs formulate new eligibility policies or new programs are developed, policies will be reviewed by the ADA Coordinator to ensure compliance.

Safety requirements have also been reviewed to ensure that they are necessary to the safe operation of programs, and that any decision to limit the participation of a person with a disability related to safety concerns will be reviewed on a case by case basis to ensure that the decision is based on facts, not myths or stereotype, and that all appropriate mitigating measures are taken to provide for maximum participation. Staff will be informed of, and trained in any changes in eligibility and /or safety requirements that may arise.

Surcharges Prohibition Policy

Surcharges imposed on people with disabilities for the provision of program modifications, access improvements, or communications aids, are not permissible. A *Surcharges Prohibition Policy* should state that surcharges will not be imposed on people with disabilities under any circumstances.

It is the policy of the Town that surcharges will not be charged to persons with disabilities, their family members, or organizations representing them for the provision of reasonable accommodations, reasonable modifications to policies and procedures, auxiliary aids and services, or any other costs related to the participation of persons with disabilities.

Significant Assistance Policy

Programs that the Town provides with significant assistance through public funds, the use of public facilities, or in-kind contributions may not discriminate against persons with disabilities.

It is the policy of the Town that programs that receive significant assistance, either financial or in-kind from the Town, may not discriminate against persons with disabilities. It is the responsibility of the ADA Coordinator to inform organizations receiving assistance of this policy and to respond to any questions regarding its meaning and application. It is also the ADA Coordinators responsibility to investigate any situation in which discrimination towards persons with disabilities may have occurred, and to take appropriate action either to correct the discriminatory situation or to recommend to the Town Administrator or Board of Selectmen termination of assistance.

Accessible Transportation Policy

If transportation is provided to participants in any Town programs, it must also be provided to people with disabilities.

An *Accessible Transportation Policy* should contain names and phone numbers for providers of accessible transportation including companies with lift equipped vans, independent living centers, or other organizations that may offer accessible transportation services. If the Town utilizes full size buses, it should include names and phone numbers of bus companies that have lift equipped vehicles. The policy should designate a staff member or members responsible for coordinating the provision of accessible transportation.

It is the policy of the Town that transportation services are accessible to and usable by participants in our programs regardless of disability. Individuals requiring accessible transportation should make their requests in writing or verbally to the ADA Coordinator. Requests should be made at least three days in advance. Effort will be made to respond to requests made on shorter notice. When a request cannot be met, notice will be given as soon as possible and at least one day before the date of the requested trip.

The following local transportation providers equipped with accessible vehicles will be contacted when needed:

(Transportation provider name & telephone number)
(Transportation provider name & telephone number)
(Transportation provider name & telephone number)

Contracted Service Provider Policy

If the Town provides any services under contracts, it is required to ensure that the services are provided in compliance with the requirements of Title II of the ADA just as if the Town were providing the services directly.

It is the policy of the Town/Department that if services are provide under contracts, the Town/Department will set forth in the terms of the contract the obligations of the provider agency or agencies to operate in a manner consistent with the requirements of Title II of the ADA, and, furthermore, that the Town/Department will monitor the performance of the contractor in fulfilling this contractual obligation.

Integrated Services Policy

Services must be provided in the most integrated setting appropriate. It is permissible to provide separate programs, but to do so does not relieve the Town of the obligation to provide opportunities for persons with disabilities to participate in regular, integrated programs.

The *Integrated Services Policy* should state that services to people with disabilities are provided in the most integrated setting appropriate and that people with disabilities are not required to participate in separate programs.

It is the policy of the Town that all services, programs, and activities are provided in the most integrated setting appropriate to the needs of participants with disabilities. Persons with disabilities are not required to participate in separate programs even if separate programs specifically designed to meet their needs are offered.

**NEW FORM
AMERICANS WITH DISABILITIES ACT
REQUEST FOR MODIFICATION OF PROGRAM**

New Form:

Town of Framingham, MA
Request For Modification of Program Form

**Town of Framingham, MA
Request for Modification of Program Form**

Please fax request form to (508) 628-1999
(incomplete forms cannot be processed)

<input type="checkbox"/> Today's Date:	
<input type="checkbox"/> Requester's Name:	
<input type="checkbox"/> Requester's Address:	
<input type="checkbox"/> Requester's Voice#:	<input type="checkbox"/> Requester's TTY#:
<input type="checkbox"/> Requester's FAX#:	
<input type="checkbox"/> Date requiring Modification of Program:	
<input type="checkbox"/> Program Start Time:	<input type="checkbox"/> Program End Time: (for interpreter services)
<input type="checkbox"/> Program Location/Address of Event, Program or Services:	
<input type="checkbox"/> Type of Request:	

Request to relocate Town program or activity from inaccessible location, for example, building, room, athletic field, stadium, et al, to accessible location.

Requested accessible location for program : (please list name and address)

Modification of Program (please explain):

OTHER: (please explain):

Vertical Transportation Equipment

With the installation of elevators and/or accessible chair lifts in new and existing facilities in the Town a facility policy to address interruptions in elevator and chair lift service is recommended.

Elevator / Chair Lift Policy (NEW POLICY)

It is the policy of the Town of Framingham (the "Town") to maintain vertical transportation equipment in good working order at each Town owned and operated facility. Examples of vertical transportation equipment include but are not limited to the following: hydraulic electric elevators, electric accessible chair lifts, and rail style elevators and lifts.

The Town understands that temporary interruptions in service are expected due to malfunctioning equipment, ongoing maintenance, and repairs when needed.

When interruptions in service are brought to the attention of the designated facilities personnel or ADA Coordinator for the Town, the following steps shall be taken to provide uninterrupted access to programs and services at the facility:

- 1) Informational signage indicating that the vertical transportation equipment service is temporarily interrupted due to equipment breakdown, maintenance, or servicing shall be posted at each equipment location affected. Each facility shall provide equivalent signage in Braille, mounted at a location and height per the ADAAG.
- 2) Informational signage directing users to an alternate accessible route within the facility shall be posted at each equipment location affected. Each facility shall provide equivalent signage in Braille, mounted at a location and height per the ADAAG.
- 3) In the event that a program space/room is located on a facility floor level not able to be served due to a temporary interruption in service, appropriate steps will be taken by school administration to temporarily relocate such program to an accessible level within the facility and signage informing users of the program location change and directing them to the appropriate location shall be posted as required. Each facility shall provide equivalent signage in Braille, mounted at a location and height per the ADAAG.

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When interruptions in service are brought to the designated facilities personnel or ADA Coordinator for the Town, the following steps will be taken to remedy the interruption in service:

- 1) Facilities personnel will contact appropriate vendors informing them of the interruption in service and make a request to service and remedy the interruption in service.
- 2) As required, damaged or un-repairable equipment will be replaced within 10 days of such assessment that new equipment is warranted.
- 3) As required for ongoing maintenance, all vertical transportation equipment shall be inspected and serviced as required under State code, and as recommended by the equipment manufacturer, whichever is more preventative.

The Town has an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) or Title II of the Americans with Disabilities Act of 1990 (ADA).

Both Section 504 and Title II prohibit discrimination on the basis of disability.

If you believe you have been aggrieved please contact:

Mr. Ron J. Rego, Director of Media Services and ADA Coordinator
Town of Framingham
150 Concord Street,
Memorial Building – Cable Studio
Framingham, MA 01702
(508) 875-8588 Voice / (508) 628-1999 Facsimile / (508) 620-4851 TTY

**NEW POLICY FOR PUBLICATIONS
FRAMINGHAM PUBLIC LIBRARY**

Revised Publication / Policy:
FPL MONTHLY NEWSLETTER / MISC. PUBLICATIONS / WEBSITE

**NEW POLICY / PUBLICATION
FRAMINGHAM PUBLIC LIBRARY
“FPL MONTHLY NEWSLETTER / MISC. PUBLICATIONS / WEBSITE”**

The Framingham Public Library publication titled “FPL NEWSLETTER” brochure is published on a monthly basis to inform the general public and print and radio media of upcoming programs, services, and important information. Publications are consistently printed in English, Spanish, Portuguese, and sometimes Russian and Chinese. The publication is printed black ink on green recycled paper.

Recommendations

1. ADD the following statement in the area of the publication allocated for branch hours:

(Insert the symbol of accessibility)

The FPL facilities are accessible to persons with disabilities. The Town of Framingham intends to comply with the Americans with Disabilities Act of 1990 (ADA). All requests for reasonable modification of policies or practices, or auxiliary aids and services should be submitted to the Director of Libraries or the office of the ADA Coordinator:

Mr. Mark Contois
Director of Libraries
Framingham Public Library – Main Branch
49 Lexington Street
Framingham, MA 01702
(508) 879-3570 T:
(508) ???-???? F:
(508) ???-???? TTY:

or,
Mr. Ron J. Rego, Director of Media Services and ADA Coordinator
Town of Framingham
150 Concord Street,
Memorial Building – Cable Studio
Framingham, MA 01702
(508) 875-8588 Voice / (508) 628-1999 Facsimile / (508) 620-4851 TTY

2. FPL Brochures and Publications– we recommend that the department make all brochures and programs and services publications available on the Department’s website, and available in alternate formats, for example, Braille, large print, Spanish and Portuguese as requested.
3. FPL Website – we recommend posting the policy on the Department’s websites for the individual branches.
4. FPL accessibility – we recommend advising the general public as to the location of accessible parking and accessible entrance facilities at the

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Main and McAuliffe branches, for example, Main Branch – accessible parking facilities are located on Lexington Street adjacent to the Main library entrance. An accessible ramp is provided; and McAuliffe Branch – accessible parking facilities are located in the shopping center parking lot opposite the branch entrance on Nicholas Road. Accessible curb cuts and marked crossing are provided.

**NEW POLICY FOR PUBLICATIONS
DANFORTH MUSEUM OF ART AND ART SCHOOL**

NEW Policy:
DMA MONTHLY CLASSES AND WORKSHOPS PUBLICATION / MISC.
PUBLICATIONS / WEBSITE

**NEW POLICY FOR PUBLICATIONS
DANFORTH MUSEUM OF ART AND ART SCHOOL**

NEW Policy:

The Danforth Museum and Museum Schools' publication titled "Classes and Workshops" brochure is published on a quarterly / seasonal basis to inform the general public and print and radio media of upcoming programs, services, and important information. The publication is printed in English only. The publication is printed black and green ink on white recycled newspaper.

Recommendations

1. ADD the following statement in the area of the publication allocated for branch hours or general information and on the Museum's website:

(Insert the symbol of accessibility)

The Danforth Museum of Art facilities are accessible to persons with disabilities. All requests for reasonable modification of policies or practices, or auxiliary aids and services should be submitted to the Director of the Museum or the General Information office:

Director
Danforth Museum of Art
123 Union Avenue
Framingham, MA 01702
(508) 620-0937 T:
(508) 872-5542 F:

2. Revise the existing "Entrances / Accessibility" information listed under Museum School Information to the following:
The facility is accessible. Accessible parking and elevator facilities are located on the Pearl Street side of the facility. The accessible entrance is identified by the "red" door and shared entry with the PAC.

4.0 EFFECTIVE COMMUNICATIONS

4.1 REQUIREMENTS

28 CFR § 35.160 requires the Town to take such steps as may be necessary to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.

28 CFR § 35.160 (b)(1) requires the Town to furnish appropriate auxiliary aids and services when necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, the Town's services, programs, or activities when viewed in their entirety. The Town must provide an opportunity for individuals with disabilities to request the auxiliary aids and services of their choice. Under 28 CFR § 35.160(b)(2) this expressed choice shall be given primary consideration by the Town. The Town shall honor the requester's choice unless it can demonstrate that another effective means of communication exists, that another effective means of communication is available when the requester's first expressed choice is not, or that use of the requester's choice would not be required under 28 CFR § 35.164.

Preference to the request of the individual with a disability is desirable because of the range of disabilities, the variety of auxiliary aids and services available, and effectiveness of certain auxiliary aids and services to others in different circumstances requiring effective communication.

4.2 Telecommunication Devices for the Deaf (TDD's)

28 CFR § 35.161 requires that, where a public entity communicates with applicants and beneficiaries by telephone, TDD's or equally effective telecommunication systems be used to communicate with individuals with impaired speech or hearing.

In reviewing the Police, Fire, DPW, COA, and Department of Parks and Recreation facilities it was determined that TDD (TTY's also known as text telephones) are present only through the E911 emergency telephone located in the Police / E911 dispatch center that handles incoming emergency calls for police, fire, and ambulance emergencies. The E911 service is required under ADA Title II, 28 CFR § 35.162, to be TTY capable (refer to 4.3 Telephone Emergency Services).

In non-emergency situations where a town representative needs to contact a person who does not have a TDD/TTY device, or a member of the general public needs to contact a Town Department or agency, ADA Title IV allows for communication through a relay service. The relay services involve a relay operator using both a standard telephone and a TDD to type the voice messages to the TDD user and read the TDD messages to the standard telephone user.

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However, the Town's requirements for providing effective communications cannot always be achieved through a relay service. Departments receiving long and complex telephone calls with detailed information, for example, non-emergency calls to the police department and the fire inspector, calls to the DPW and COA, would achieve effective communications under ADA Title II by providing a TTY.

In the event that Town staff and administration require relay services, these services are available by contacting:

Massachusetts Relay Service
custserv@massrelay.org
<http://www.massrelay.org>;
Relay Numbers:
711 Cellular; 1.800.439.2370 TTY / ASCII; 1.800.439.0183 Voice.

Recommendations:

For the Town to achieve effective communications between Town departments and the general public in accordance with ADA Title II we recommend installing TDD / TTY devices at the following departmental reception and/or administrative desks, training staff as required on their use, and providing appropriate TTY numbers in all publications and on the Town website where the voice lines are published:

- a) Framingham Public Library Main Branch main information number – provide TTY for non-emergency calls that may be long and complex in nature but not concerning life threatening matters.
- b) Framingham Public Library McAuliffe Branch main information number – provide TTY for non-emergency calls that may be long and complex in nature but not concerning life threatening matters.

4.3 28 CFR § 35.162 Telephone Emergency Services

The Town of Framingham, MA provides telephone emergency services by which individuals can seek immediate assistance from police, fire, ambulance, and other emergency services. This telephone emergency service -- including "911" services -- are an important public service whose reliability can be a matter of life or death. The Framingham 911 service consoles are TTY capable.

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4.4 Information and Signage

28 CFR § 35.163 (b) requires a public entity to provide signage at all inaccessible entrances of each facility that directs users to an accessible entrance or to a location with information about accessible facilities. Please refer to Section 5.5 Facility Access Summary Forms.

4.5 NOT USED THIS SECTION

**4.6 EFFECTIVE COMMUNICATIONS POLICY AND
REQUEST PROCEDURES**

28 CFR § 35.163(a) requires the Town to provide information to individuals with disabilities concerning accessible services, activities, and facilities.

In reviewing the Town's procedures and policies for requesting auxiliary aids and services we concluded that there were no formalized policies and procedures currently in place to accommodate such requests for visitors, staff, and members of the general public. In section 4.7 New Policy and Request Form, we provide recommendations for a new policy and request forms for both interpreter services and alternative print format.

The following are primary sources for obtaining interpreter services:

MCDHH (Massachusetts Commission for the Deaf and Hard of Hearing)

Interpreter / CART Referral Service

150 Mt. Vernon Street, Fifth Floor

Boston, MA 02125

617.740.1600 V; 617.740.1700 TTY; 617.740.1880 F;

The following are primary sources for obtaining alternative formats in Braille print:

MWCIL (Metrowest Center for Independent Living)

Braille Print Services

280 Irving Street

Framingham, MA 01702

508.875.7853 V / TTY; 508.875.8359 F; 888-965-8965 x32 or 617-266-6160 x32

National Braille Press

Braille Production Services

88 St. Stephen Street

Boston, MA 02115

888.965.8965 x32 V ; 617.266.6160 x32 V; (617) 437-0456 F

4.7 NEW POLICY AND REQUEST FORM

Policy for Requesting Auxiliary Aids and Services (NEW POLICY)

It is the policy of the Town of Framingham, MA (the "Town") to provide auxiliary aids and services in accordance with the requirements of ADA Title II, 28 CFR § 35.160 which "requires the public entity to take such steps as may be necessary to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others." In accordance with 28 CFR § 35.160 (b)(1) the Town will furnish appropriate auxiliary aids and services upon request, when necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, the public entity's service, program, or activity. Persons with communications disabilities 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. The preferred means of communication will be provided unless doing so would impose an undue burden or an effective alternative means of communication is available.

Requests for auxiliary aids or services should be made in writing to the office of the ADA Coordinator using the Auxiliary Aids and Services Request Form. Unless otherwise specified, the Town urges that requests be made at least fifteen business days in advance of the occasion on which the communications support will be needed. Reasonable effort will be made to respond on shorter notice. Please note that all requests for interpreter services made to the Town of Framingham, MA are then requested through the Massachusetts Commission for the Deaf and Hard of Hearing. While the Town will make every effort to fulfill requests for interpretive services, long lead times and frequent unavailability of certified interpreters cannot guarantee that interpretive services can be provided. Please make your request for interpretive services as far in advance as possible and please select your 2nd and 3rd preferences for auxiliary aids and services or "other" to assist the Town in fulfilling your request. The person requesting the service will be notified as soon as possible if the Town is unable to meet their request. In some circumstances, an appropriate alternative will be offered. It will be the responsibility of the ADA Coordinator to train staff and oversee implementation of effective communication procedures. The Town Manager will be responsible for making final decisions related to undue burden or fundamental alteration.

All requests for auxiliary aids and services should be submitted to the office of the ADA Coordinator at:

Mr. Ron J. Rego, Director of Media Services and ADA Coordinator
Town of Framingham
150 Concord Street,
Memorial Building – Cable Studio
Framingham, MA 01702
(508) 875-8588 Voice / (508) 628-1999 Facsimile / (508) 620-4851 TTY

Note: It is recommended that this policy and Request Forms be available in alternative print formats (Braille / Large Print, available on-line, and translated into Spanish and Portuguese).

**Town of Framingham, MA
Auxiliary Aids and Services Request Form**

Please fax request form to (508) 628-1999
(incomplete forms cannot be processed)

<input type="checkbox"/> Today's Date:	
<input type="checkbox"/> Requester's Name:	
<input type="checkbox"/> Requester's Address:	
<input type="checkbox"/> Requester's Voice#:	<input type="checkbox"/> Requester's TTY#:
<input type="checkbox"/> Requester's FAX#:	
<input type="checkbox"/> Date requiring Auxiliary Aid or Interpreter Services:	
<input type="checkbox"/> Start Time: (for interpreter services)	<input type="checkbox"/> End Time: (for interpreter services)
<input type="checkbox"/> Location/Address of Event, Program or Services: (for interpreter services)	
<input type="checkbox"/> Type of Request: (for interpreter services)	(please select 2 suitable interpreter services, indicating your first preference with a "1" and your second preference with a "2". If you prefer a service not listed, please indicate in the space labeled "other" and describe service requested)

- Interpreter Services CART Reporting**
- ALD (FM Receiver)**
- Interpreter Services (ASL)**
- Interpreter Services (Signed English)**
- Interpreter Services (Signed Spanish/ Signed Portuguese)**
- OTHER: (please explain)**

**Town of Framingham, MA
Auxiliary Aids and Services (Alternative Formats)
Request Form**

Please fax request form to (508) 628-1999
(incomplete forms cannot be processed)

<input type="checkbox"/> Today's Date:	
<input type="checkbox"/> Requester's Name:	
<input type="checkbox"/> Requester's Address:	
<input type="checkbox"/> Requester's Voice#:	<input type="checkbox"/> Requester's TTY#:
<input type="checkbox"/> Requester's FAX#:	
<input type="checkbox"/> Date requiring Alternative Format Documents:	
<input type="checkbox"/> Document(s) being Requested in Alternative Format:	
<input type="checkbox"/> Type of Request: (for alternative format documents)	(please select the alternative format requested)

- Braille**
- Large Print**
- Audio Tape / CD**
- Electronic Document in MS Word**
(for use with screen readers)
- OTHER: (please explain)**

5.0 PROGRAM AND FACILITY ACCESSIBILITY

The Facility Compliance Plan forms the backbone of the transition plan. The primary purpose of the transition plan is to document facility changes necessary to provide program access. Part 5.0 Program and Facility Accessibility of this transition plan establishes the facility reconstruction work necessary to achieve accessibility as described in the self-evaluation. Part 5.0 details the process and rationale of designating each facility into one of five categories, which denote the level of accessibility to be obtained.

5.1 CATEGORIZATION OF FACILITIES

Each school or facility has been assigned a **Category: 1, 2, 3, 4 OR 5**. Categories determine the level of accessibility to be present at the facility within a particular timeframe.

Category 1 building is Athenaeum Hall (former Framingham Town Hall) which was built in 1846. This existing facility is historic and listed on the local and Federal Historic Registers. The existing facility is vacant, does not have an occupancy permit, and is uninhabitable. At this time the facility was reviewed for compliance with ADA Title II but given the existing conditions of the facility, recommendations for program or facility access can not be offered at this time.

Category 1 Facilities:

(Name - Address)

Athenaeum Hall, 1580 Concord Street, Framingham, MA

The overall completion dates for all work required at **Category 1** facilities are according to the following schedule:

FACILITY	PLANNED COMPLETION PERIOD	OPINION OF PROBABLE COST
ATHENAEUM HALL	N/A	N/A
	CATEGORY 1 FACILITIES	= CANNOT BE DETERMINED AT THIS TIME

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Category 2a buildings and facilities are ones that are Town owned facilities that are leased to the general public for holding events, for example, wedding receptions and special occasion ceremonies and that do not contain any Town operated programs or services. Category 2a facilities are historic and listed on the local and National Historic Registers.

Program accessibility cannot be achieved at these facilities without there being an adverse effect on the historic integrity of the facility.

Category 2b buildings and facilities are ones that are Town owned facilities that are leased to the general public for holding events, for example, wedding ceremonies and funeral ceremonies and that do not contain any Town operated programs or services. Category 2b facilities are not designated as historic and are not currently listed on the local and National Historic Registers.

Category 2b buildings and facilities also represent facilities for which prior improvements have already been undertaken, and where reasonable modifications can be undertaken to provide program accessibility in compliance with the ADA and ADAAG.

Category 2 Facilities:

(Name - Address)

Village Hall, 39 Edgell Road, Framingham, MA

Cushing Chapel, Tercentennial Park and Dudley Road, Framingham, MA

The overall completion dates for all work required at **Category 2** facilities are according to the following schedule:

FACILITY	PLANNED COMPLETION PERIOD	OPINION OF PROBABLE COST
VILLAGE HALL	N/A	N/A
CUSHING CHAPEL		
100% COMPLETE	A (August – December 2006)	\$11,350.00
	CATEGORY 2 FACILITIES	= \$11,350.00

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Category 3 buildings and facilities are Town owned facilities that are currently leased and occupied by non-Town programs and services. While the lessee's of each facility have obligations to provide accessible facilities under the terms of their lease agreements, responsibility for compliance rests with the Town and the Town's ability to ensure that obligations for both parties are satisfied under the lease agreements. These facilities were constructed, or underwent significant renovations and alterations, after the effective date of the ADA, January 26, 1992 and as such were required to comply with the standards for new construction and all Town operated programs, services, and activities were to be accessible. It is intended that all identified barriers that are not in compliance with applicable standards and guidelines be removed at these sites. Work required for barrier removal at these facilities will be on the earliest possible schedule, without any cost or budget restrictions. The work will include items identified on the Facility Access Summary for each applicable Category 3 facility as identified under all four Barrier Removal Priorities

Category 3 Facilities:

(Name - Address)

Lincoln Medical Center, 61 Lincoln Street, Framingham, MA

Danforth Building (including Museum and former Callahan Center),

123 Union Avenue, Framingham, MA

Hollis Street Community Center, 160 Hollis Street, Framingham, MA

The overall completion dates for all work required at **Category 3** facilities are according to the following schedule:

FACILITY	PLANNED COMPLETION PERIOD	OPINION OF PROBABLE COST
Lincoln Medical Center		
50%COMPLETE	A <i>(August – December 2006)</i>	\$32,715.00
100%COMPLETE	B <i>(January – December 2007)</i>	\$5,000.00
Danforth Building		
19%COMPLETE	A <i>(August – December 2006)</i>	\$16,300.00
60%COMPLETE	B <i>(January – December 2007)</i>	\$35,000.00
100%COMPLETE	C <i>(January – December 2008)</i>	\$35,000.00

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Hollis Street Community Center			
100%COMPLETE	A (August – December 2006)		\$15,215.00
	CATEGORY 3 FACILITIES	=	\$139,230.00

Category 4 buildings and facilities are ones that are designated as historic facilities on the local and National Historic Registers and that are occupied and operated by the Framingham Historical Society.

The Academy Building houses the Framingham Historical Museum. The facility is not accessible and providing access to this facility would require not only structural modifications to the existing facility, but would also adversely impact the historic nature and architecture of the facility.

The Old Edgell Library though constructed in 1872, has undergone improvements in 2005 to provide accessible parking, entry and egress stair, and accessible entrance to the facility via a ramp. The renovations and alterations, undertaken after the effective date of the ADA, January 26, 1992 are required to comply with the standards for new construction and all programs, services, and activities were to be accessible. It is intended that all identified barriers that are not in compliance with applicable standards and guidelines be removed at these sites. Work required for barrier removal at these facilities will be on the earliest possible schedule, without any cost or budget restrictions. The work will include items identified on the Facility Access Summary for each applicable Category 4 facility as identified under all four Barrier Removal Priorities (refer to legend Section 1.6).

Category 4 Facilities:

(Name - Address)

Academy Building, 16 Vernon Street, Framingham, MA

Old Edgell Library, 18 Edgell Road, Framingham, MA

FACILITY	PLANNED COMPLETION PERIOD		OPINION OF PROBABLE COST
Academy Building	N/A		N/A
Old Edgell Library	A (August – December 2006)		\$13,600.00
	CATEGORY 4 FACILITIES	=	\$13,600.00

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Category 5 buildings and facilities are facilities operated by the Framingham Public Library and include the Main Branch in the downtown and the McAuliffe branch located on Nicholas Road in Saxonville. Both facilities were built prior to the effective date of the ADA, January 26, 1992.

It is intended that all identified barriers that are not in compliance with applicable standards and guidelines be removed at these sites. The work will include items identified on the Facility Access Summary for each applicable Category 5 facility as identified under all four Barrier Removal Priorities (refer to legend Section 1.6).

Category 5 Facilities:

(Name - Address)

Framingham Public Library-Main Branch,

49 Lexington Street, Framingham, MA

FPL McAuliffe Branch Library,

10 Nicholas Road, Framingham, MA

FACILITY	PLANNED COMPLETION PERIOD	OPINION OF PROBABLE COST
Framingham Public Library-Main Branch		
50%COMPLETE	A <i>(August – December 2006)</i>	\$14,650.00
75%COMPLETE	B <i>(January – December 2007)</i>	\$16,445.00
100%COMPLETE	C <i>(August – December 2008)</i>	\$15,000.00
FPL – McAuliffe Branch		
50%COMPLETE	A <i>(August – December 2006)</i>	\$6,500.00
75%COMPLETE	B <i>(January – December 2007)</i>	\$10,795.00
	CATEGORY 5 FACILITIES	= \$63,390.00

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5.2 CRITERIA FOR CATEGORIZATION

Facilities were assigned to categories based on a number of criteria. The goal is to provide a schedule for facility access to support the programs being offered by the Town at a reasonable number of locations when program accessibility is viewed in its entirety for the Town.

Criteria, in the order of importance:

- 1) **Nature of unique programs or services:** Facilities with programs and services that are exclusive to one site, or only a few sites.
- 2) **Facilities already in compliance with program accessibility:** Facilities constructed as new construction or major renovations after the effective date of the ADA, January 26, 1992.
- 3) **Ability to relocate programs from one facility to another accessible facility:** With the Town offering programs in some cases at more than one location, consideration was reviewed as it related to compliance with special programs and services, Section 504, ADA Title II when viewed in terms of their offerings and distribution when viewed in their entirety.
- 4) **Community / Staff input:** Input from the community and members of the disability community as an important part of the transition plan process. Meetings were held with representatives of the Metrowest Center for Independent Living on August 11, 2005, and a public forum was held October 19, 2005 to gather community input regarding current accessibility concerns and priorities Town wide. Interviews were also conducted with department representatives to identify how programs and services are provided within each Department.
- 5) **Current State of Accessibility:** The current condition of each facility in terms of barriers already removed, or planned to be removed as identified by Town administration.

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5.3 USING THE “FACILITY ACCESS SUMMARY” FORMS

For each of the (13) Town buildings and facilities reviewed under this portion of the Transition Plan a Facility Access Summary has been compiled and presents clearly all recommendations for barrier removal work to be undertaken by the Town, and the priority for barrier removal.

Survey Categories:

There are five specific Survey Categories, Access to Facility, Access to Programs and Services, Access to Public Restrooms, Access to Amenities, and Access to Signage.

ADAAG and 521 CMR References:

Why do I see references to both ADAAG and 521 CMR MAAB on the Facility Access Summary Sheets and detailed facility surveys?

Although this Transition Plan is focused on compliance with ADA Title II, the Town also has obligations under State accessibility and building codes. Therefore we have provided the corresponding 521 CMR MAAB section for use by the Town and as a quick reference between the two requirements.

DATA INTERPRETATION

The facility data used in this transition plan is intended to provide a baseline for planning purposes. The required work generated from the data should be used to determine scope of work and budgets when planning barrier removal projects. It is understood that each project to remove access barriers, as well as general modernization projects, will review current conditions at the site and in specific areas of work to verify the conditions and work necessary. Recommended facility modifications form the basis for cost estimates. These modifications generally represent the best standard design solution to eliminate the identified barrier. In some cases, the solution or cost may be based on specific knowledge of the site conditions, in other cases it is based on a standard approach and/or average cost for that type of work.

**5.4 PRIORITIZATION OF FACILITY ELEMENTS –
 BARRIER REMOVAL LEGEND / PLANNED COMPLETION DATES**

The following tables present the Barrier Removal Priority Legend and Planned Completion Legend. For detailed explanation on the development of these legends please refer to Self-Evaluation Section III Transition Plan Development.

BARRIER REMOVAL PRIORITY LEGEND	
PRIORITY	DESCRIPTION
1	<i>SAFETY HAZARD</i> Highest priority - Access most urgently needed, this is typically related to a safety, life safety issue or an identified individual need.
2	<i>PRIMARY BARRIER</i> High priority - barrier severely impedes or completely blocks access to a program, service, and/or activity.
3	<i>MODERATE BARRIER</i> Moderate priority - a barrier exists with some access but complete access does not exist for all programs, activities, and/or services.
4	<i>LOW PRIORITY</i> Low priority - brings minor deviations up to accessibility standards or code.

PLANNED COMPLETION DATES

Planned completion dates were established with the following classifications and recommendations are distributed over a four-year implementation period:

PLANNED COMPLETION LEGEND	
Classification	Projected Completion Period
A	<i>August – December 2006</i>
B	<i>January – December 2007</i>
C	<i>January – December 2008</i>
D	<i>January – December 2009</i>
E	<i>January – December 2010</i>
F	<i>January – December 2011</i>

5.5 FACILITY ACCESS SUMMARY forms

FACILITY ACCESS SUMMARY

ATHENAEUM HALL CATEGORY 1

FACILITY NAME: ATHENAEUM HALL
FACILITY ADDRESS: 1580 CONCORD STREET, FRAMINGHAM, MA
FACILITY ADA CONTACT: JIM EGAN 508-620-4815
FACILITY CONTACT: JIM EGAN 508-620-4815

SURVEY CATEGORY:	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE AND DESCRIBE AS APPROPRIATE) 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	REMARKS:
ACCESS TO FACILITY				The building is currently vacant with no occupancy permit. Facility is uninhabitable.
ACCESS TO PROGRAMS / SERVICES				The building is currently vacant with no occupancy permit. Facility is uninhabitable.
ACCESS TO PUBLIC REST ROOMS				The building is currently vacant with no occupancy permit. Facility is uninhabitable.
ACCESS TO SIGNAGE AND AMENITIES				The building is currently vacant with no occupancy permit. Facility is uninhabitable.

FACILITY ACCESS SUMMARY

VILLAGE HALL CATEGORY 2

FACILITY NAME: VILLAGE HALL
FACILITY ADDRESS: 39 EDGEHILL ROAD, FRAMINGHAM, MA
FACILITY ADA CONTACT: JIM EGAN / 508.620.4809
FACILITY CONTACT: JIM EGAN / 508.620.4809

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE AND DESCRIBE AS APPROPRIATE)	OPINION OF PROBABLE COST:	REMARKS:
ACCESS TO FACILITY	Facility is not accessible. Though a small parking lot is provided, no striped parking is provided. An exterior ramp would be needed to access the facility and given the change in elevation from the parking area to the entrance the ramp would be a significant presence		1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	N/A	Recommendation: 1. As the facility is listed as an historic building on the Local and National Historic Registers, we recommend leaving the facility unchanged as any significant improvements necessary to provide access to the facility would impact the historical nature and importance of the facility.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE AND DESCRIBE AS APPROPRIATE) 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST:	REMARKS:
	to the facility which is historic.				2. Ensure that Town sponsored events are not held at the facility. 3. Place a notification on facility advertising and printed publications stating that the facility is "NOT" accessible to persons with disabilities.
ACCESS TO PROGRAMS / SERVICES				N/A	Recommendation: As the facility is listed as an historic building on the Local and National Historic Registers, we recommend leaving the facility unchanged as any significant improvements necessary to provide access to the facility would impact the historical nature and importance of the facility.
	An elevator would be required to provide access to the second level ballroom. The existing stairwells have head clearance at 75-76" AFF < 80" min. required.				

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE AND DESCRIBE AS APPROPRIATE) 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST:	REMARKS:
ACCESS TO PUBLIC REST ROOMS					
1	Men's and Women's Toilet Facilities - existing The existing toilet facilities are NOT accessible.			N/A	Recommendation: As the facility is listed as an historic building on the Local and National Historic Registers, we recommend leaving the facility unchanged as any significant improvements necessary to provide access to the facility would impact the historical nature and importance of the facility.
ACCESS TO SIGNAGE AND AMENITIES	N/A ACCESSIBLE SIGNAGE AND AMENITIES ARE NOT PROVIDED AT FACILITY			N/A	
				N/A	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

CUSHING CHAPEL CATEGORY 2

FACILITY NAME: CUSHING CHAPEL
FACILITY ADDRESS: DUDLEY ROAD + TERCENTENNIAL PARK, FRAMINGHAM, MA
FACILITY ADA CONTACT: JIM EGAN / 508.620.4815
FACILITY CONTACT: JIM EGAN / 508.620.4815

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE AND DESCRIBE AS APPROPRIATE) 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPIONION OF PROBABLE COST:	REMARKS:
ACCESS TO FACILITY					
1	Accessible route provided to main entry of facility. 60"x60" level landing is not provided at doors.	ADA 4.3 MAAB SECT. 20,22	2. PRIMARY BARRIER	\$5,500.00	Recommendation: Install automatic door opener and push button controls at exterior and interior to maintain accessible route.
2	(4) accessible parking spaces provided for parking of approx. 250 spaces. (7) total	ADA 4.13 MAAB	2. PRIMARY BARRIER	\$2,950.00	Recommendation: 1. Increase the total number of accessible parking

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	<p>accessible parking spaces are required with (1) of the (7) designated as van accessible.</p> <p>(1) "Van" accessible parking space is NOT provided.</p>	SECT. 26			<p>spaces to (7) including (1) space designated as van accessible. Provide required 60" striped aisles (can be shared).</p> <p>2. Provide required curb cuts or curb ramps for access from accessible parking directly to sidewalk in front of parking stalls. Provide required signage.</p> <p>3. Provide "van" accessible parking space with 96" striped aisle. Aisle can be shared with non-van accessible parking space-typical.</p>

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ACCESS TO PROGRAM / SERVICES					
1	Alter has steps and is not accessible.	ADA 4.33 MAAB SECT. 14	2. PRIMARY BARRIER	\$1000 (ALLOWANCE)	Providing a permanent ramp is technically infeasible and impracticable. Provide portable ramp upon request of persons renting or leasing the facility.
2	NO ALD in Chapel	ADA 4.33 MAAB SECT. 14	2.PRIMARY BARRIER	\$0	Recommendation: REFER TO SIGNAGE AND AMENITIES
3	Balcony and organist location not accessible.	ADA 4.33 MAAB SECT. 14		\$0	Recommendation: Adopt policy to provide alternate location on the accessible level of the chapel for persons leasing or renting the facility, as the facility is under 3000 SF and the balcony is used primarily as storage.

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	4 Waiting room door has knob type door hardware.	ADA 4.13 MAAB SECT. 26		\$75	Recommendation: Provide new lever type door hardware with privacy lockset and pushbutton and lever release control.
ACCESS TO PUBLIC REST ROOMS					
	1 Unisex public toilet off main lobby (right hand side) a. no room signage b. toilet flush control on wrong side c. distance between toilet and sink 46" < 48" min. required by MAAB. d. pullside CFS at 5" with canted wall- appears to be adequate area and maneuvering to open door.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$750	Recommendations: a. Provide accessible door signage with the international symbol of accessibility at latch side of door. Mount at 60" AFF to centerline of sign. b. Replace toilet tank and control to operate on opposite side (closet the door). c. Provide new sink (non-elongated) to achieve min. 48" between edge of

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					toilet and opposite wall/fixture.
				d. OK	
2	2ND Unisex Toilet Room – inadequate CFS for accessibility-technically infeasible and impracticable.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$75	Recommendations: a. Provide accessible door signage without the international symbol of accessibility, at latch side of door. Mount at 60" AFF to centerline of sign.
ACCESS TO SIGNAGE AND AMENITIES					
1	Accessible room signage with raised / Braille identifying room names/numbers is <u>not</u> present in the facility.	ADA 4.30 MAAB SECT. 41	2. PRIMARY BARRIER	\$0 (INCLUDED IN TOILET OPC)	Recommendation: Accessible signage required only at the toilet room facilities and waiting room.

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2	Chapel does not have ALD (Assisted Listening Devices) – portable devices could be provided as an accommodation if requested by party renting or leasing the facility.	ADA 4.33 MAAB SECT. 14	2. PRIMARY BARRIER	\$1000 (ALLOWANCE)	Recommendation: Provide a portable FM receiver for staff or visitors to trainings and programs as required.
				\$11,350.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

LINCOLN MEDICAL CENTER CATEGORY 3

FACILITY NAME: LINCOLN MEDICAL OFFICE BUILDING
FACILITY ADDRESS: 61 LINCOLN STREET, FRAMINGHAM, MA
FACILITY ADA CONTACT: JIM EGAN / 508.620.4815
FACILITY CONTACT: MARK STREHLKE / THE STREHLKE COMPANY

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE AND DESCRIBE AS APPROPRIATE) 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPIONION OF PROBABLE COST:	REMARKS:
ACCESS TO FACILITY					
1	a. Door lock release at both entrance 1 and 2 is mounted at 54" AFF > 48" max. required for accessible doors. b. Interior doors at vestibule had a door opening force of 7-10lbs > 5lbs max.	ADA 4.2, 13, 27 MAAB SECT. 6, 26, 39	2. PRIMARY BARRIER	\$15,000 (ALLOWANCE FOR 2 ENTRANCES NEW AUTOMATIC DOOR HARDWARE)	Recommendation: a. Replace door lock release hardware to height of 48" AFF max. for exterior doors at both entrance 1 and 2 of the facility. b. Adjust existing door closers to provide max.

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	required for interior doors.				5lbs. door opening force or replace existing door closers with new closers. Or; Given that the facility is used as a medical office building, provide automatic door openers with pushbutton controls at both the exterior and interior vestibule doors to assist all users and visitors to the facility.
2	Accessible routes (at both entrances) from existing accessible parking areas require a visitor to cross behind parked cars to access the curb cuts onto the sidewalk.	ADA 4.3 MAAB SECT. 20	2. PRIMARY BARRIER	\$2800 (ALLOWANCE)	<p>Recommendation (for both existing parking areas): Remove existing concrete curb at head of existing parking spaces and provide, curb bumpers and striped 60" wide access aisle from parking space access aisles to provide access without walking crossing parked vehicles.</p> <p>Or, Install built-up or cut-in curb ramps from accessible parking access aisles to accessible route and sidewalk.</p>

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3	Public parking provided in parking lot-exact number of spaces that serves the Lincoln building could not be determined as visitors to the Metrowest medical center were observed parking in the lot as well. (10) designated accessible parking spaces were observed with (4) of the (10) without access aisles and (0) van accessible parking spaces and required access aisles provided.	ADA 4.3, 4.6 MAAB SECT. 20, 23	2. PRIMARY BARRIER	\$5,400.00	<p>Recommendation (at each entrance side of the facility):</p> <p>Provide (1) van accessible parking closest each building entry in location of existing parking with 96" access aisle-typical. Access aisle can be shared for second accessible parking space. Provide (2) additional parking spaces with shared 60" access aisle (this may require cutting into or removing in entirety the existing traffic island to acquire 3' additional width.</p> <p>Provide additional accessible parking spaces with 60" access aisles (may be shared between two non-van parking spaces) to reach total (10) accessible parking spaces count.</p> <p>Provide accessible signage at</p>

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	Accessible routes (at both entrances) from existing accessible parking areas require a visitor to cross behind parked cars to access the curb cuts onto the sidewalk. NO accessible curb cuts are provided at the "head" of the parking stalls and sidewalk area.				each parking location-typical, add "van" signage at van accessible spaces- typical.
4	Curb cut at entrance 2 (facing medical center next door) – was measured at 10.8% slope > 8.3% max. required. Flared sides exceed 10% (1:10).	ADA 4.7 MAAB SECT. 21	2. PRIMARY BARRIER	\$800 (ALLOWANCE)	Recommendation: Remove and replace existing curb cut. Install new curb cut with slope at max. 8.3% and flared sides at max. 10% (though 8.3% for flared sides is recommended for all users.
5	An elevator is provided at the facility but does not have Braille and raised letters at elevator controls. Controls are within the	ADA 4.2, 13, 27 MAAB SECT. 6, 26, 39	2. PRIMARY BARRIER	\$1000 (ALLOWANCE FOR NEW CONTROLS)	Recommendation: Add Braille tape to existing controls to identify all controls-typical,

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	required heights.				Or Replace existing control panel with new compliant controls panel with raised letters and Braille.
6	Fire extinguishers at elevator lobbies on all three floor levels are mounted at 31" AFF with a 5" projection > 27" max. required to leading edge.	ADA 4.4 MAAB SECT. 20	1. SAFETY HAZARD	\$200	Recommendation: Lower existing fire extinguishers so that the leading edge is at or below 27" AFF.
7	Existing monumental stair between 1 st and 2 nd levels has wood handrails with a diameter of 2.75" > 1.5" max. required.	ADA 4.9 MAAB SECT. 27	4. LOW PRIORITY	\$5000 (ALLOWANCE)	Recommendation: Remove and replace existing handrails with new wood handrails with gripping diameter of 1.25-1.5". Note: Stair is not the designated accessible means of egress in the facility.

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ACCESS TO PROGRAMS / SERVICES	TOWN PROGRAMS AND SERVICES NOT PROVIDED IN THIS FACILITY				
ACCESS TO PUBLIC REST ROOMS	TOWN PROGRAMS AND SERVICES NOT PROVIDED IN THIS FACILITY				
1	1. Existing doors at all public toilet rooms-unisex (1) per floor, had knob type door hardware, lever handle hardware required. No door closures provided. Door locks at interior of toilet rooms were throw bolt type that require dexterity to operate. 2. CFS at push side < 12" min. required. structural modifications would	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$225.00	Recommendation: 1. Provide lever handle door hardware with pushbutton lockset and lever release at all public/common area toilet rooms. 2. Modifications would be technically infeasible and impracticable unless performing future renovation work in this area.

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	be required to modify the door opening.				
2	Unisex Level 1 (locked at time of survey), 2 and Level 3 a. door hardware-knob type (Level 3 toilet room has lever handles) b. no door closure c. push side clearance at door 6" w/ 13" recess from corridor wall. d. no accessible room signage e. Pipe wraps required at sink. f. Mirror – OK g. coat hook at 62" AFF > 48" AFF required for front approach. h. grab bars installed at 31" AFF < 33-36" min/max. required.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$2,790.00	Recommendation: a. Replace existing door hardware with lever type with pushbutton lockset and lever release-typical. b. Install new door closures at each toilet room, provide door opening force max. 5lbs.-typical. c. N/A d. Provide accessible room signage with raised letters and Braille, mount at 60" AFF to centerline at latch side of doors-typical. e. Provide pipe wraps at sink. f. N/A g. lower coat hooks to 48" AFF-typical. h. Raise garb bars to 24" AFF-typical.

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	i. Toilet seat height at 15" AFF < 17-19" AFF required.				i. Replace existing toilets with new wall toilets with seat height at 17-19" AFF. Provide auto flush or flush valve on approach side of toilet.
ACCESS TO SIGNAGE AND AMENITIES					
1	Accessible room signage with raised / Braille identifying room names/numbers is <u>not</u> present in the facility.	ADA 4.30 MAAB SECT. 41	2. PRIMARY BARRIER	\$4,500.00 ALLOWANCE FOR SIGNAGE)	Recommendation: First priority, provide accessible signage at all program spaces utilized by the public or visitors to the facility, for example, the elevator, public toilet rooms at each floor with directional signage to both. Second priority, phase in accessible signage at all rooms within the facility. Signage should indicate room number / name with Braille and raised lettering.

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				\$37,715.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

DANFORTH BUILDING CATEGORY 3

FACILITY NAME: DANFORTH BUILDING / DANFORTH MUSEUM AND SCHOOL OF ART

FACILITY ADDRESS: 123 UNION AVENUE, FRAMINGHAM, MA

FACILITY ADA CONTACT: JIM EGAN / 508.620.4815

FACILITY CONTACT: JIM EGAN / 508.620.4815

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE AND DESCRIBE AS APPROPRIATE)	OPINION OF PROBABLE COST:	REMARKS:
ACCESS TO FACILITY	Existing granite steps at the Union Avenue entrance of the museum have been patched with wood boards providing an uneven surface and tripping hazard.	ADA 4-5, 4.9 MAAB SECT. 22, 27, 29,	<ol style="list-style-type: none"> 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY 	\$1000 (ALLOWANCE)	Recommendation: Repair steps as required to provide level, unobstructed surface. Provide accessible site signage at base of stairs directing users to the accessible entrance on Pearl Street at the "Red" door.

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2	Exterior hazards at Union Ave and museum entrance. There is a loading ramp (down) on each side of the main entrance to the museum with no railings provided. There is a 21" drop off at the highest point creating a hazardous situation.	ADA 4.5 MAAB SECT. 22, 29,	2. PRIMARY BARRIER	\$4,500.00 (ALLOWANCE)	Recommendation: Provide railings /guardrails required by code to remove the hazardous condition.
3	56 parking spaces for the museum and school facility counted this day with (4) accessible designated spaces provided without required access aisles. (1) "Van" accessible parking space is NOT provided. Accessible designated parking spaces are provided at the Union Avenue side of the facility which is not	ADA 4.6 MAAB SECT. 23	2. PRIMARY BARRIER	\$1,100.00	Recommendation: 1. Relocate ALL (4) accessible parking spaces to be adjacent to the Pearl Street designated accessible entrance at the PAC / Red door entrance. Provide a 96" access aisle at the stall closest the accessible entrance for van access. 2. Provide accessible signage at all accessible parking spaces mounted on the building. Provide

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	accessible. Users would be required to walk around the perimeter of the building towards Pearl Street to access the "red" door and elevator access into the facility.				<p>the added signage "van accessible" at that space.</p> <p>3. Provide accessible directional signage at the Lexington Street, Union Avenue, and Pearl Street entrance to the museum and school directing all users to the Pearl Street / PAC / RED door accessible entrance.</p> <p>4. Provide accessible signage at the RED door entrance on Pearl Street identifying it as the designated accessible entrance for the museum and fine arts school.</p>
4	Existing handrails at Union Avenue entrance do not provide the required gripping diameter or required handrail extensions.	ADA 4.9 MAAB SECT. 27	2. PRIMARY BARRIER	\$4,500.00 (ALLOWANCE)	<p>Recommendation: Install new compliant handrails at the museum entrance.</p>
5	1. Lexington Street entrance is not accessible.	ADA 4.13	2. PRIMARY BARRIER	\$3000 ALLOWANCE	<p>Recommendation: 1. REFER TO ITEM 3 THIS</p>

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	2. Pearl Street entrance to fine arts school has a step up to the door and not accessible. 3. Door to elevator access is a heavy, steel door and may exceed 15lbs door opening force depending on weather conditions.	MAAB SECT. 26		(FOR DOOR REPLACEMENT T W/OUT AUTO DOOR CONTROLS)	SECTION. 2. REFER TO ITEM 3 THIS SECTION. 3. Designated accessible entrance door (red door) – given the age of the existing steel door (appears to have previously been a freight entrance for the facility), we would recommend either replacing the door and frame with new aluminum storefront system with glazing with door opening force at 15lbs or less, and / or install an automatic door opener with pushbutton controls in the event of inclement weather, or high wind conditions that would make it impossible for anyone to open the door.
6	1. Exterior site signage that directs users to accessible entrances is present at the Lexington Street entrance. However, there is no	ADA 4.30 MAAB SECT. 41	2. PRIMARY BARRIER	\$350 (ALLOWANCE)	Recommendation: 1. REFER TO ITEM 3 THIS SECTION. 2. REFER TO ITEM 3 THIS SECTION.

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	<p>Information as to where the accessible entrance is located, or how to get there.</p> <p>2. Accessible entrance is provided at Pearl Street at the elevator. However a user would not readily know that this is the accessible entrance as accessible signage is not present.</p>				
ACCESS TO PROGRAMS / SERVICES	<p>1. Interior fire stair handrails do not comply.</p> <p>2. Areas of refuge</p>	<p>ADA 4.9 MAAB SECT. 27</p>	<p>2. PRIMARY BARRIER</p>	<p>\$70,000 (35,000 ALLOWANCE PER FIRE STAIR TOWER)</p>	<p>Recommendation: 1. Interior fire stair handrails are not compliant. Areas of refuge / rescue assistance would serve as the accessible means of egress for the facility. 2. The existing facility is not</p>

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	not provided -- facility is not sprinklered.				sprinklered thus the requirement to provide areas of refuge / areas of rescue assistance. The existing fire stairwell landings appear large enough to accommodate an area of refuge. The egress doors at each level would be required to be removed and replaced with new doors that provide a min. 32" clear width to the area of refuge. Additionally, two-way communication emergency call boxes must be provided at each area of refuge as well as the required signage and illumination.
2	ALL doors at fine arts school classrooms are knob type.	ADA 4.13 MAAB SECT. 26	2.PRIMARY BARRIER	\$0	Recommendation: Responsibility of tenant, facility does not contain Town programs or services.

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ACCESS TO PUBLIC REST ROOMS	<p>1</p> <p>Toilet room at fine arts school</p> <p>a. remove baby changing table (standing) and replace with wall mounted baby changing counter-typical.</p> <p>b. Sinks –pipe wraps required at sink.</p>	<p>ADA 4.22 MAAB SECT. 30</p>	<p>2. PRIMARY BARRIER</p>	<p>\$45.00</p>	<p>Recommendations:</p> <p>a. Remove standing baby change table. Install wall mounted, fold down baby changing table. Mount table at height of 34" AFF to changing surface ensuring 27" AFF min. knee clearance. Provide all required CFS at amenity.</p> <p>b. Provide protective pipe wraps at all sinks-typical.</p>
	<p>2</p> <p>Women's Toilet room at museum</p> <p>a. Sinks –pipe wrap required at sink.</p>	<p>ADA 4.22 MAAB SECT. 30</p>	<p>2. PRIMARY BARRIER</p>	<p>\$45.00</p>	<p>Recommendation:</p> <p>a. Provide protective pipe wraps at all sinks-typical.</p>

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE AND DESCRIBE AS APPROPRIATE) 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST:	REMARKS:
3	Men's Toilet room at museum Sinks – pipe wrap required at sink. a. toilet paper dispenser beyond front edge of toilet b. flush valve on wrong side of toilet	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$260.00	Recommendation: a. Provide protective pipe wraps at all sinks-typical. b. Relocate toilet paper dispenser to location adjacent to toilet seat at accessible height min. 19" AFF max 48" AFF above grab bar-typical. c. replace flush valve- relocate flush control to opposite side or install motion sensor flush valve.
ACCESS TO SIGNAGE AND AMENITIES					
1	ACCESSIBLE ROOM SIGNAGE WITH RAISED / BRAILLE IDENTIFYING ROOM NAMES/NUMBERS IS <u>NOT</u> PRESENT IN THE FACILITY.	ADA 4.30 MAAB SECT. 41	2. PRIMARY BARRIER	\$1,500 (ALLOWANCE)	Recommendation: Facility is leased. Signs identifying tenant spaces should be provided by Town. Signage shall be accessible with raised letters and Braille and mounted at 60" AFF to the centerline.

FACILITY ACCESS SUMMARY

HOLLIS STREET COMMUNITY CENTER CATEGORY 3

FACILITY NAME: HOLLIS STREET COMMUNITY CENTER
 (BOYS AND GIRLS CLUB OF FRAMINGHAM)

FACILITY ADDRESS: 160 HOLLIS STREET, FRAMINGHAM, MA

FACILITY ADA CONTACT: JIM EGAN / 508.620.4815

FACILITY CONTACT: JIM EGAN / 508.620.4815

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE AND DESCRIBE AS APPROPRIATE) 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPIONION OF PROBABLE COST:	REMARKS:
ACCESS TO FACILITY	1 Location of existing accessible parking is at the side parking lot that accesses a fire stairway that is not accessible. Deteriorated site conditions and slopes exceeding 5% (without	ADA 4.6 MAAB SECT. 23	2. PRIMARY BARRIER	\$750.00	Recommendation: Relocate accessible parking to Hollis Street (front of building in front of existing garage doors). Provide (2) accessible parking spaces with a shared 96" wide striped, access aisle. Provide

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE AND DESCRIBE AS APPROPRIATE) 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST:	REMARKS:
	a ramp) would prohibit a visitor from parking at this location and traveling towards the accessible entrance of the facility on Hollis Street.				accessible signage mounted on the building designating the left hand parking stall as "van" accessible. Provide 60" striped accessible route at building face for unobstructed access from parking area to accessible entrance.
2	Entry doors at Main Entry are < 32" clear width required. Existing Verizon public telephone encroaches on the required pull side CFS at the door.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$7,500 (ALLOWANCE)	Recommendation: Remove existing entrance door and vestibule doors and replace with new doors that provides min. 32" clear width and required CFS at push and pull sides. If CFS requirements cannot be achieved we recommend the installation of automatic doors with pushbutton controls.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE AND DESCRIBE AS APPROPRIATE) 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST:	REMARKS:
ACCESS TO PROGRAM / SERVICES					
1	Reception desk in lobby provided at 40.5" AFF with no lowered portion at 36" AFF and 36" wide.	ADA 4.32 MAAB SECT. 35	2. PRIMARY BARRIER	\$1,500 (ALLOWANCE)	Facility was renovated in 1998 and required to meet standards for new construction under ADA and MAAB. Recommendation: Provide lowered counter 36" max. AFF and min. 36" wide at reception counter-typical.
ACCESS TO PUBLIC REST ROOMS					
1.	Men's public toilet Level 1 a. stall – coat hook at 62" > 48" max. ; b. no door lock at stall; c. grab bars	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$240.00	Recommendations: a. Lower coat hook in toilet stall to 48" AFF; b. replace toilet stall door hardware with paddle type that can be operated with a closed fist.

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SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE AND DESCRIBE AS APPROPRIATE) 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST:	REMARKS:
	installed at 36.75" AFF > 36" max.				c. mount both grab bars at 34" AFF-typical;
2	Men's Unisex Level 2 a. 13.5" pull side CFS at entrance door < 18" min. required. b. Trash can is located within CFS at pull side of door.	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER		Recommendations: a. Providing the required pull side CFS at this toilet room is technical infeasible and impracticable. We recommend designating this toilet room as unisex without the international symbol of accessibility. b. Relocate trash can.
3	Women's unisex – OK	ADA 4.22 MAAB SECT. 30	3. MODERATE BARRIER	\$0	Recommendations: We recommend designating this toilet room as unisex with the international symbol of accessibility.

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ACCESS TO SIGNAGE AND AMENITIES					
1	Paper towel dispenser at Level 1 is located in recreation area at 41" AFF with a 9" projection > 27" max. to leading edge.	ADA 4.4 MAAB SECT. 20	1. SAFETY HAZARD	\$75	Recommendation: Relocate existing dispenser to location that is not on an accessible route, or lower to a height with the leading edge at 27" max. AFF.
2	Drinking fountain is provided at Level 1 but is currently out of order.	ADA 4.15 MAAB SECT. 36	2. PRIMARY BARRIER	\$3000	Recommendation: Repair or replace existing drinking fountain as required to make operable.
3	Drinking fountain at Level 2 is mounted at 27.25" AFF with a projection > 4".	ADA 4.4, 15 MAAB SECT. 20, 36	1. SAFETY HAZARD	\$150	Recommendation: Adjust height of drinking fountain so that leading edge is at 27" AFF max.
4	Audible alarms not present in toilet rooms- visual alarms are provided at toilet rooms.	ADA 4.28 MAAB SECT. 40	2. PRIMARY BARRIER	\$2000 (ALLOWANCE)	Recommendation: Audible alarms were required at the time of substantial renovations undertaken in 1998

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					(MAAB). Install audible alarms at all toilet room locations.
				\$15,215.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

OLD EDGELL LIBRARY CATEGORY 4

FACILITY NAME: OLD EDGELL LIBRARY
FACILITY ADDRESS: 18 EDGELL ROAD, FRAMINGHAM, MA
FACILITY ADA CONTACT: JIM EGAN 508-620-4815
FACILITY CONTACT: JIM EGAN 508-620-4815

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE AND DESCRIBE AS APPROPRIATE) 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST:	REMARKS:
ACCESS TO FACILITY	(2) New accessible parking spaces provided off street adjacent to the new ramp and stairs. An access aisle is NOT provided. (1) "Van" accessible parking space and required access aisle is NOT provided.	ADA 4.6 MAAB SECT. 23	2. PRIMARY BARRIER	\$350.00	Recommendation: 1. Add 96" wide access aisle between the two existing parking spaces. Add "van accessible" sign at sign post of left parking space (adjacent stairs) when facing stall signage. Provide curb bumpers and 36" wide,

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE AND DESCRIBE AS APPROPRIATE) 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST:	REMARKS:
					striped, accessible route at head of parking stalls at ramp for access to ramp and stair.
2	New concrete stairs remain unfinished.	ADA 4.9 MAAB SECT. 27	2. PRIMARY BARRIER	\$3,000 (allowance)	Recommendation: Complete ramp and stair construction, remove exposed re-bar, clean ramp and stairs of debris.
3	Curb cuts at Edgell and Oak Streets and at Oak Street crossing have granite curbing that provide transition greater than 1/2".	ADA 4.7 MAAB SECT. 21	1. SAFETY HAZARD	\$1500 (allowance)	Recommendation: Repair and re-surface existing curb ramps as required to remove granite curbing obstruction and trip hazard.
4	Entry doors at Main Entry has lever handle door hardware but CFS at pull side is < 18" min, with recess > 6" max. CFS at push side < 12" min. required.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$7,500	Recommendation: Install new automatic door hardware and push button controls at top of ramp and at interior of entrance.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE AND DESCRIBE AS APPROPRIATE) 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPIONION OF PROBABLE COST:	REMARKS:
ACCESS TO PROGRAM S/ SERVICES					
1	Exposed pipe at interior entry at floor is a tripping hazard.	ADA 4.5 MAAB SECT. 22,29	1. SAFETY HAZARD	\$75	Recommendation: Remove exposed pipe, patch, plug hole at floor as required.
ACCESS TO PUBLIC REST ROOMS					
1	Door handle is knob type hardware – lever handle required. Door clear width at 29" < 32" clear min. required.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$400	Recommendation: Provide new door at toilet room with door clear width of 32" min. Swing door to open out (if allowed by the local inspectors); provide lever type hardware with historic detailing to match existing style within facility.
2	1. public toilet off main lobby c. Toilet does not have	ADA 4.22	2.PRIMARY BARRIER	\$775	Recommendation:

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	<p>required CFS.</p> <p>d. No grab bars present and space does not allow for (2) grab bars at toilet in its present location.</p> <p>e. Sinks – has vanity with material draped in front-no pipe wraps.</p> <p>f. Mirror– OK</p> <p>g. Inadequate turning clearance in toilet room (recommend having door swing “out” of room.</p> <p>h. Accessible door signage not present</p>	MAAB SECT. 30			<p>a. Relocate toilet to right hand corner from present location.</p> <p>b. Install new grab bars (2) 42” at 34” AFF-typical.</p> <p>c. Remove draped material at vanity- allow unobstructed knee clearance below sink – provide pipe wraps-typical.</p> <p>d. OK</p> <p>e. Refer to Access to Public Rest Rooms Item#1.</p> <p>f. Provide accessible door signage at latch side of door mounted 60” AFF to centerline.</p>

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ACCESS TO SIGNAGE AND AMENITIES	N/A			\$0	
				\$13,600.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

ACADEMY BUILDING CATEGORY 4

FACILITY NAME: ACADEMY BUILDING – FRAMINGHAM HISTORICAL SOCIETY
FACILITY ADDRESS: 16 VERNON STREET, FRAMINGHAM, MA
FACILITY ADA CONTACT: JIM EGAN 508-620-4815
FACILITY CONTACT: JIM EGAN 508-620-4815

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE AND DESCRIBE AS APPROPRIATE) 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST:	REMARKS:
ACCESS TO FACILITY; ACCESS TO PROGRAMS / SERVICES; ACCESS TO PUBLIC REST ROOMS; ACCESS TO					The existing Academy Building is utilized as the Framingham Historical Society's Museum. The Facility was built in 1837 and is listed on the local and National Historic Registers. Modifications to the facility to provide accessibility are not technically feasible and impracticable and would adversely impact the historic nature and character of the facility.

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE AND DESCRIBE AS APPROPRIATE) 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST:	REMARKS:
SIGNAGE AND AMENITIES					
				N/A	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

FRAMINGHAM PUBLIC LIBRARY CATEGORY 5

FACILITY NAME: FRAMINGHAM PUBLIC LIBRARY
FACILITY ADDRESS: 49 LEXINGTON STREET, FRAMINGHAM, MA
FACILITY ADA CONTACT: MARK CONTOIS / 508.879.3570
FACILITY CONTACT: MARK CONTOIS / 508.879.3570

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE AND DESCRIBE AS APPROPRIATE) 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPIONION OF PROBABLE COST:	REMARKS:
ACCESS TO FACILITY	Public parking is provided at the Lexington Street entrance at a parking garage and on-site parking lot including the accessible parking spaces. (2) accessible spaces are provided with direct access to sidewalks and a short distance to the accessible	ADA 4.3, 4.5, 4.6 MAAB SECT. 20, 22, 23, 29	1. SAFETY HAZARD	\$3,150 (allowance)	Recommendation: 1. Repair and re-surface the existing parking spaces and accessible route at the head of the parking stalls at the side walk adjacent the Lexington Street entrance. 2. Re-stripe existing spaces

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE AND DESCRIBE AS APPROPRIATE) 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST:	REMARKS:
	entrance ramp. However, the existing spaces are poorly striped and there is no space designated as "van" accessible. The sidewalk conditions at the head of the parking stalls is hazardous and deteriorated. There is no directional signage directing users / visitors to the accessible ramp entry. (1) "Van" accessible parking space is NOT provided.				to be (2) 96" parking stalls sharing a 96" access aisle-typical. Provide "van" accessible sign added to existing accessible signage.
2	Lexington Street Ramp a. No directional signage provided b. Handrails at 18" and 33" AFF – OK c. Ramp run #1 from sidewalk going UP at 3-5% measured in 10 locations – OK d. Landing #1 – OK e. Ramp run #2 at 3.8-4.2% going UP-OK	ADA 4.8 MAAB SECT. 24	2. PRIMARY BARRIER	\$3,200 (allowance)	Recommendation: a. Provide directional signage – Refer to Item #4 this section. b. OK c. OK d. OK e. OK f. OK g. OK

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	f. Landing #2 – OK g. Ramp run #3 going up at 4.3-5.2% - OK h. Handrails – OK until last ramp run. At last ramp run handrails are NOT continuous on (1) side (building side) of the ramp. i. Ramp width at 60" – typical full length of ramp.				h. Replace section of handrail along building side of Ramp run 3- handrails are not continuous. Ensure that handrails are continuous and are provided at heights compliant with ADA and MAAB. Provide all required handrail returns-typical. i. OK
3	Pearl Street a. Ramp run # 1 going Up at 3-5% for longer than 30' without landing – OK. Slope is 5% or less and not considered a ramp. b. Area of the ramp has deteriorated surface conditions that are hazardous. c. Landing – there is an area where the slope levels out that could be	ADA 4.8 MAAB SECT. 24	2. PRIMARY BARRIER	\$8,300 (allowance)	Recommendations: a. OK b. Repair deteriorated surface material at ramp slope as required. Include maintenance of the ramp slope and accessible route as part of library's annual maintenance plan. c. OK d. At ramp run #2 Provide / construct a second wall and or handrail that runs

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	<p>considered a landing, though not clearly defined.</p> <p>d. Ramp run #2 is at 7.1% but the width of the ramp is not consistent due to the design of the building planters - NO</p>				<p>parallel with the existing handrail parallel to the existing ramp to provide continuous handrails both side of the ramp. Ensure that handrails are continuous and are provided at heights compliant with ADA and MAAB. Provide all required handrail returns-typical.</p>
4	<p>Exterior site signage that directs users to accessible entrances is not present on-site and not in direct view from the accessible parking on Lexington Street or on Pearl Street.</p>	<p>ADA 4.6, 4.30 MAAB SECT. 23, 41</p>	2. PRIMARY BARRIER	\$350	<p>Recommendation: 1. Provide accessible site signage at the Lexington Street accessible parking spaces directing users towards the accessible ramp at Lexington Street as well as Pearl Street. 2. Provide accessible signage at the base of both the Lexington Street and Pearl Street ramps indicating "accessible entrance" with the international symbol of</p>

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SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE AND DESCRIBE AS APPROPRIATE) 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPINION OF PROBABLE COST:	REMARKS:
					accessibility and directional arrows as required.
ACCESS TO PROGRAMS / SERVICES	1. Level 2 Costin Room – fire extinguisher mounted with the leading edge > 27" max. AFF with projection > 4". 2. Level 1 – fire extinguisher mounted at 62" AFF with the leading edge > 27" max. AFF with projection > 4". 3. Staff coats at 57" AFF at lockers > 48"-54" AFF max. required. 4. Level 2 - Costin Room (auditorium space). Coat area – rod mounted at 61" AFF >	ADA 4.2 MAAB SECT. 6	2. PRIMARY BARRIER	\$575.00	Recommendations: 1. Lower fire extinguishers so that leading edge is at or below 27" AFF max. and the controls are 48" AFF max. 2. Lower fire extinguishers so that leading edge is at or below 27" AFF max. and the controls are 48" AFF max. 3. If requested by employee under ADA Title 1, lower coat rods/hooks to max. 48" AFF. 4. Lower coat rods/hooks in the Costin Room to 48"

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	<p>public.</p> <p>4. Level 2 transaction counter at offices at 38" AFF with no lowered portion at 36" AFF. Counter is used by the public. Counter and window no longer used for interactions with the public.</p> <p>5. Level 2 – desk heights at 26.5" AFF knee clearance < 27" AFF required.</p> <p>6. Level 2 / Level 3 – library catalog desk / computer desks (standing kiosk type desks) all have adjustable controls.</p>			<p>\$5,000 (allowance)</p>	<p>4. NO ACTION REQUIRED</p> <p>5. Desk and furniture knee clearances – if existing furniture is adjustable we recommend raising existing surface heights to obtain min. 27" AFF knee clearance and max. 34" surface height. If existing furniture cannot be modified we recommend phasing in the replacement starting with the required 5% and increasing the number as budget funding allows.</p> <p>6. OK</p>

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					<p>recommend raising existing surface heights to obtain min. 27" AFF knee clearance and max. 34" surface height. If existing furniture cannot be modified we recommend phasing in the replacement starting with the required 5% and increasing the number as budget funding allows.</p>
4	Level 2 - Costin Room (auditorium space). Doors at 11lbs door opening force > 5lbs. max. No ALD in Costin Room.	ADA 4.33 MAAB SECT. 14	2. PRIMARY BARRIER	\$5000 (allowance)	<p>Recommendation: Repair or replace existing door closure and doors as necessary to ensure a door opening force of 5lbs max. Given the age of the doors and door material, we recommend complete door removal and replacement with new doors with glass panels (fire glass as required by code) for greater visibility and security within the facility and complete new door hardware including power assisted doors as required</p>

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					to ensure a door opening force of 5lbs. max.
5	Level 2 and Level 3 study rooms are not accessible. The group study rooms are accessible (as furniture can be removed by staff). ALL rooms require sign-up and upon request individuals with disabilities can reserve the group study rooms in lieu of the individual study rooms.	ADA 4.33 MAAB SECT. 14	4. LOW PRIORITY	\$0	Recommendation: Library administration to provide assistance as requested by persons with and without disabilities including requests to reserve study carrels, study rooms, and assistance obtaining books and other items from high stacks and / or shelving. Library is currently satisfying their obligations to provide assistance under the ADA Title II.
ACCESS TO PUBLIC REST ROOMS					
1	Men's / Women's (not surveyed due to occupancy) public toilet off main lobby – Level 2 a. stall – coat hook at 54" > 48" max. ; NO self closing hinges; grab	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$750 (allowance)	Recommendations: a. Stall – provide self-closing hinges at accessible stall in both toilet rooms. Raise existing grab bars to 33-

TOWN OF FRAMINGHAM, MA – PHASE 4 FACILITIES
 ADA SELF-EVALUATION AND TRANSITION PLAN
 (DRAFT) MARCH 5, 2006

SURVEY CATEGORY	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE AND DESCRIBE AS APPROPRIATE) 1. SAFETY HAZARD 2. PRIMARY BARRIER 3. MODERATE BARRIER 4. LOW PRIORITY	OPIONION OF PROBABLE COST:	REMARKS:
	<p>bars installed at 30" AFF– grab bars required to be mounted at 33-36" AFF.;</p> <p>b. Urinal –OK</p> <p>c. Sinks – pipe wraps required.</p> <p>d. Soap dispenser at less than sink height < 31" AFF.</p> <p>e. Accessible door signage not provided.</p> <p>f. Entry door to toilet room (Men's) at 1" pull side < 18" min. required; and 12" push side-OK.</p>				<p>36" AFF; lower coat hook to 48" AFF.</p> <p>b. OK</p> <p>c. Provide pipe wrappings at all sinks</p> <p>d. Provide soap dispenser at height of 38" AFF (height for usability).</p> <p>e. REFER TO ACCESS TO SIGNAGE AND AMENITIES – provide accessible door signage at both toilet rooms mounted at the latch side of the door at 60" AFF to the centerline-typical.</p> <p>f. Obtaining the required CFS at the push and pull sides of the existing toilet room door would require structural modifications that are technically infeasible and</p>

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					impracticable.
2	<p>Level 1 staff only toilets</p> <p>a. Urinal Ok at Men's toilet</p> <p>b. Sinks –pipe wraps required at sinks.</p> <p>c. Toilet stall –self-closing hinges required; grab bars mounted at 31" AFF < 33-36" AFF required; toilet paper dispenser at 8" beyond front edge of toilet. Coat hook at 53" AFF > 48" AFF max.</p> <p>d. Entry door at 7" at pull side < 18" min. required. (hinge side of door could be changed to obtain required CFS).</p>	<p>ADA 4.22</p> <p>MAAB SECT. 30</p>	2. PRIMARY BARRIER	\$345.00	<p>Recommendations: While the staff only toilet room is not required to be accessible under ADA Title II and modifications and accommodations handled under ADA Title I-Employment. being sensitive to the security concerns within the facility and the unsupervised location of the staff toilet room facilities, we recommend bringing the toilet rooms into compliance and make them accessible to persons with disabilities upon request at the Children's reading room info desk.</p> <p>a. OK</p> <p>b. Provide pipe wraps at all sinks –typical.</p> <p>c. Stall – provide self-closing hinges at stall door. Raise existing grab bars to 33-36" AFF. Relocate toilet paper</p>

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					<p>dispenser to be adjacent to the toilet at an accessible height below or above the grab bars (48" AFF).</p> <p>d. Existing entry doors hinge side could be changed to the existing latch side to increase the available CFS at the push and pull side clearances of the doors.</p>
3	<p>Level 1 – Children’s area toilets NOT ACCESSIBLE NO accessible signage directing users to the accessible toilet rooms at Level 2.</p>	<p>ADA 4.22 MAAB SECT. 30</p>	<p>2. PRIMARY BARRIER</p>	<p>N/A</p>	<p>Existing toilet rooms are NOT accessible. Achieving accessibility in these two toilet rooms is technically infeasible and impracticable.</p> <p>Recommendations: Provide accessible directional signage with raised letters and Braille directing users to the accessible toilet room facilities (currently the staff toilet rooms) on the lower level, Level 1.</p>

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ACCESS TO SIGNAGE AND AMENITIES	1. Level 2 - Drinking fountain provided at 28.5" AFF > 27" AFF max. to the leading edge to the leading edge with a projection > 4" > 2. Level 3 - Drinking fountain provided at 27.75" AFF > 27" AFF max. to the leading edge to the leading edge with a projection > 4". 3. Level 1 - Drinking fountain provided adjacent the circulation / main desk at 29" AFF to the leading edge > 27" AFF max. to the leading edge with a projection > 4". 4. Level 1 (at children's	ADA 4.15 MAAB SECT. 36	2. PRIMARY BARRIER	\$2,000 (allowance)	Recommendations: 1. Lower existing drinking fountain so the leading edge is at 27" AFF and max. 36" to spout. 2. Lower existing drinking fountain so the leading edge is at 27" AFF and max. 36" to spout. 3. Lower existing drinking fountain so the leading edge is at 27" AFF and max. 36" to spout. 4. Lower existing drinking fountain so the leading edge is at 27" AFF and max. 36" to spout.

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	<p>area) - Drinking fountain provided adjacent the NON accessible toilet rooms in the children's area at 28" AFF to the leading edge > 27" AFF max. to the leading edge with a projection > 4".</p>				
2	<p>1. ACCESSIBLE ROOM SIGNAGE WITH RAISED / BRAILLE IDENTIFYING ROOM NAMES/NUMBERS IS NOT PRESENT IN THE FACILITY including directional signage to accessible components, for example, toilet rooms on Level 2 and elevator to all levels. 2. No accessible directional signage at the toilet room entries</p>	<p>ADA 4.33 MAAB SECT. 14</p>	2. PRIMARY BARRIER	\$3375.00 (allowance)	<p>Recommendations: 1. Provide accessible room signage and directional signage with raised letters and Braille throughout the facility. Spaces that have primary program functions should be given priority, for example, toilet rooms, information desks and computer stations, egress and emergency egress components, accessible</p>

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	adjacent the Costin Room.				elevator, and Costin Room. Signage for secondary spaces should be phased in over a 1.5 year period. 2. Provide accessible directional signage directing users to the accessible toilet rooms on the Level 2 across from the information and main circulation desk.
3	Level 2 - Public telephones are provided in lobby at Lexington Street. (2) are provided in alcove and not designated as accessible. (1) is surface mounted with the leading edge at 28" AFF and 55" AFF to volume control and change deposit with a 15" projection > 27" max. to leading edge with 54" max. to controls. NO TTY provided.	ADA 4.33 MAAB SECT. 14	2. PRIMARY BARRIER	\$900 (allowance)	Recommendations: Lower existing public telephone so that leading edge is at 27" AFF max. and 54" max. to controls and volume control. Provide TTY at this location on Level 2.

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4	Level 2 - Costin Room (auditorium space). Coat area – rod mounted at 61" AFF > 54" max., 48" preferred. Doors at 11lbs door opening force > 5lbs. max. No ALD in Costin Room.	ADA 4.33 MAAB SECT. 14	2. PRIMARY BARRIER	\$3,000 (allowance)	Recommendation: Provide a portable FM receiver system integrated into an existing or new PA system for staff, members of the public or visitors to trainings and programs as requested.
				\$46,095.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL

FACILITY ACCESS SUMMARY

FPL MCAULIFFE BRANCH CATEGORY 5

FACILITY NAME: MCAULIFFE BRANCH LIBRARY
FACILITY ADDRESS: 10 NICHOLAS ROAD, FRAMINGHAM, MA
FACILITY ADA CONTACT: MARK CONTOIS / 508.879.3570
FACILITY CONTACT: MARK CONTOIS / 508.879.3570

SURVEY CATEGORY :	DESCRIPTION OF BARRIERS:	ADAAG / 521 CMR REF.	IMPACT ON PROGRAM ACCESSIBILITY (INSERT APPROPRIATE CODE/AND DESCRIBE AS APPROPRIATE) 5. SAFETY HAZARD 6. PRIMARY BARRIER 7. MODERATE BARRIER 8. LOW PRIORITY	OPIONION OF PROBABLE COST:	REMARKS:
ACCESS TO FACILITY					
1	Exterior Book return drop box is located on sloped surface at 46" AFF.	ADA 4.2, 4.3 MAAB SECT. 6,20, 22	2. PRIMARY BARRIER	\$2,000 (allowance)	Recommendation: Relocate book drop to Nicholas Road at level ground surface with book drop slot height at 48" AFF typical.
2	Public parking provided across Nicholas Street on land owned by the Town.	ADA 4.6	2. PRIMARY BARRIER	\$500 (allowance)	Recommendation: Re-stripe parking area to

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	(4) reserved parking spaces with (2) additional designated as accessible are provided. Existing parking striping is faded and needs re-painting. (1) "Van" accessible parking space is NOT provided.	MAAB SECT. 23			provide (2) accessible parking spaces with a shared 96" access aisle centered on the existing striped accessible route that takes users cross Nicholas Road. Provide accessible signage for both parking spaces with the left hand parking stall (when facing the library) as "van" accessible.
3	Curb cut at Water Street and Nicholas Road (library side) exceeds 8.3%.	ADA 4.7 MAAB SECT. 21	2. PRIMARY BARRIER	\$500 (allowance)	Recommendation: Repair/replace existing curb cut as required to provide slope at or below 8.3% with flared sides at or below 10%-typical.
4	Egress door from main stacks area exits onto Water Street side of property but has a step down to grade. The building is not sprinklered and an area of refuge would be required to	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$6,000 (allowance)	Recommendation: Provide new exit ramp at this door location with level landing at door 60"x60" min. with 48" wide ramp not to exceed 8.3% slope. Provide all required handrails and

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	provide accessible egress from the facility.				edge protection per MAAB and ADA.
5	Main Entrance has sloped surfaces at the doors CFS at both the exterior and interior vestibule doors rendering the entrance inaccessible. The surface slope at the exterior door approach is 2.8" > level landing area. There is a modified threshold with height > 1/2" max. required. Interior vestibule has a sloped surface at 4.2-4.8% slope as measured in numerous locations. The interior vestibule doors have 28" clear width < 32" clear width min. required. Door opening force at 15+ lbs > 5lbs max. required. Door closers "jump" when closing.	ADA 4.13 MAAB SECT. 26	2. PRIMARY BARRIER	\$0 (being paid for with CDBG grants)	Recommendation: Town is undertaking replacement of the exterior and interior vestibule doors under a variance by the MAAB. New doors and automatic door openers with pushbutton controls are to be installed Spring/Summer 2006.

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ACCESS TO PROGRAM S / SERVICES						
	1	Interior lobby – Main Reception transaction counter at 39.5" AFF with no lowered portion at 36" AFF. Counter is used by the public.	ADA 4.32 MAAB SECT. 35	2. PRIMARY BARRIER	\$2,000	Recommendation: Renovate existing main reception counter to provide lowered portion at 36" AFF max. and 36" wide.
	2	Computer tables for catalog and internet searches at 25.75" knee clearance < 27" min. Min. 5% of tables and stations must be accessible.	ADA 4.32 MAAB SECT. 35	2.PRIMARY BARRIER	\$600	Recommendation: ADA and MAAB requires that library facilities provide a minimum of 5% of accessible seating locations, though a higher percentage is recommended. As most existing furniture was observed to be either adjustable in height or capable of being raised in height without much effort or expense, we recommend raising all furniture, except in

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					the children's area, to a max. 34" AFF with a min. knee clearance of 27" AFF.
3	Reading desks at 26.5" knee clearance < 27" min. knee clearance required. Min. 5% of tables and stations must be accessible.	ADA 4.32 MAAB SECT. 35	2.PRIMARY BARRIER	\$300	<p>Recommendation: ADA and MAAB requires that library facilities provide a minimum of 5% of accessible seating locations, though a higher percentage is recommended.</p> <p>As most existing furniture was observed to be either adjustable in height or capable of being raised in height without much effort or expense, we recommend raising all furniture, except in the children's area, to a max. 34" AFF with a min. knee clearance of 27" AFF.</p>

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ACCESS TO PUBLIC REST ROOMS	<p>1</p> <p>Designated accessible toilet room a. unisex toilet room 7' x 6'-9" – does not provide minimum dimensions required for door to swing into toilet room. Door swing should be changed to swing out. CFS at pull side of door at 8" < 18" min. required. b. Toilet paper dispenser mounted beyond the rim of the toilet. c. Coat hook mounted at 53" AFF > 48" required. d. Mirror at 41.5" AFF > 40" max. required. e. (2) Soap dispensers provided (1) within</p>	ADA 4.22 MAAB SECT. 30	2. PRIMARY BARRIER	\$895.00	<p>Recommendations:</p> <p>a. Swing existing toilet room door "out" of the toilet room (if allowed by the local code official). Install a closure at the exterior of the door to prevent the door from swinging open-ensure the door opening force as 5lbs. max.</p> <p>b. Relocate toilet paper dispenser to be located above the side grab bar at a max. height of 48" to dispenser. Center on</p>

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	<p>accessible heights the other at 56" AFF to control with reach over sink > 48" max.</p> <p>f. Toilet has booster seat to bring height into compliance-OK</p> <p>g. Sink height at 30.75" AFF – knee clearance OK. No pipe wraps provided.</p> <p>h. grab bars mounted at 30" AFF < 33-36" AFF min/max required.</p> <p>i. Accessible room signage mounted on hinge side of door as well as additional signage on the door – should be mounted at latch side of door, 60" AFF to centerline.</p>				<p>toilet.</p> <p>c. Lower coat hook to 48" AFF max.</p> <p>d. Lower mirror to max. 40" AFF to bottom edge-typical.</p> <p>e. Lower soap dispenser to 48" AFF max. with forward reach over the sink.</p> <p>f. OK</p> <p>g. Provide pipe wraps at sink.</p> <p>h. Raise grab bars to a height of 33"-36" AFF.</p> <p>i. relocate accessible room signage to latch side of door mounted at 60" AFF to centerline of signage-</p>

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					Typical.
ACCESS TO SIGNAGE AND AMENITIES	1 Accessible room signage with raised / Braille identifying room names/numbers is <u>not</u> present in the facility.	ADA 4.30 MAAB SECT. 41	2. PRIMARY BARRIER	\$1,000 (allowance)	Recommendation: First priority, provide accessible signage at all program spaces utilized by the public or visitors to the facility. Second priority, phase in accessible signage at all rooms within the facility. Signage should indicate room number / name with Braille and raised lettering.
	2 Public telephone provided in entrance vestibule on sloped surface. Height OK.	ADA 4.31 MAAB SECT. 37	2. PRIMARY BARRIER	\$500	Recommendation: Relocate public telephone to exterior location of the facility adjacent to accessible parking, adjacent to main entrance (on level surface), or other suitable location within

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					the facility where a 30" x 48" CFS can be provided at the device.
3	Drinking fountain provided is wall mounted at 29" AFF to the leading edge with a 13" projection > 27" AFF max. to leading edge.	ADA 4.15 MAAB SECT. 36	2. PRIMARY BARRIER	\$3,000	Recommendation: Replace existing drinking fountain with new drinking fountain (accessible model) mounted with the leading edge at 27" AFF and max. 36" to spout location.
				\$17,295.00	OPINION OF PROBABLE COST TOTAL FOR BARRIER REMOVAL