

# Fairhaven Town Hall



## Town of Fairhaven ADA Transition Plan

February 2025



Institute for Human Centered Design

560 Harrison Ave, Unit 401, Boston, MA 02118  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/ tty

### Background

Year Built: 1892      Year Renovated: 1990, 2020

Fairhaven Town Hall is a building located at 40 Center Street. The building was added to the National Register of Historic Places in 1981 and a Preservation Restriction was enacted in 1998. Town Hall has meeting spaces for various Town activities, including areas for voting, and it is also the location for a variety of municipal offices that serve members of the public.

The building’s first and second floors (including the stage) are connected by an elevator and two (2) interior stairs. No accessible means of vertical access is provided to the building’s lower level or third floor, or to offices located on the first floor (south side). The building has an accessible entrance on the north side and an inaccessible main entrance on the south side. There is also one (1) non-accessible egress on the northwest side. Additionally, on the east and west sides there are four (4) non-accessible egresses from staff-only offices. Outside the building, there are benches, a bike rack, a picnic table, and on-street parking.

Areas surveyed on the lower level include offices for Human Resources, Director of Finance/Treasurer, Accountant and Retirement System, and a single-user toilet room.

**Note:** IHCD team was told that members of the public do not typically access the lower level of the building. As a result, a staff-only toilet room and break room located on the building’s lower level were not included in the survey.

Areas surveyed on the first floor include offices for the Town Clerk and Registrar, Town Administrator and Select Board, Conservation and Sustainability, a meeting area, and a single-user toilet room

Areas surveyed on the mezzanine level include offices for the Assessor, Board of Health, Building Department, and for the Tax Collector and Treasurer.

Areas surveyed on the second floor include offices for the Planning and Economic Department, Harbormaster and Shellfish Warden, and Cable Access. An auditorium (including the stage), the East Room, and two single-user toilet rooms were also surveyed on this level.

Areas surveyed on the third floor include Gallery Seating for the Auditorium.

**Note:** Alterations to historic properties must comply to the maximum extent feasible. Where the State Historic Preservation Officer or Advisory Council on Historic Preservation determines that compliance with the requirements for accessible routes, entrances, or toilet facilities would threaten or destroy the historic significance of the building or facility, the exceptions for alterations to qualified historic buildings or facilities for that element is permitted to apply.

### General Navigation Observations

While additional information will appear later in this text regarding issues like navigation and wayfinding, we would like to present some general building navigation recommendations. Multiple public-facing offices at Town Hall are not located on an accessible route. Also, at the Town Hall’s exterior and throughout the building, signage and other navigational queues such as the elevator car level control buttons are inconsistent, missing, misleading or noncompliant. As a result, visitors are dependent on locating and asking staff for directions or must find their way through trial and error.

IHCD team was told by members of the Commission on Disability (COD) that the accessible parking space was difficult to locate, and on the day of the survey it was blocked by trash and recycling containers. IHCD was also told that the accessible entry is difficult to find, and surveyors found that the exterior ramp to the accessible entry is not fully compliant. In addition, exterior mail slots that allow residents to deposit census forms, tax documents and similar materials at all hours were not located on an accessible route.

Town Hall

Once inside the building, IHCD team was pleased to discover building directories at multiple locations including inside the elevator. However, the fact that some offices are not on an accessible route because they are on a sunken level or on the third floor, both areas not reached by the elevator, is not indicated on the existing directories, nor are there instructions informing visitors who cannot access these offices what steps they should take in order to meet with someone who works in an inaccessible location.

It is important to consistently identify destinations to create a sense of predictability and familiarity to help ease navigational anxiety. It would also be very helpful if office names were shown on offices. To improve both safety and navigation, room numbers and office names should be provided at all permanent rooms including conference rooms and meeting rooms, and signs at these locations should have tactile characters and braille. For increased usability, office signage could have employees’ photographs as well as names, which would especially help new visitors and employees and individuals with brain-based disabilities.

Compliant egress signage, updated egress plans and the location of emergency equipment are essential. An emergency egress plan for people with disabilities needs to be in place – including how to inform visitors who cannot use stairs with signage describing how they will be evacuated from floors above or below the ground level – and emergency evacuation procedures need to be practiced on a regular basis so that all staff are familiar with them.

Accessible exits, egress stairs and egress routes must be regularly inspected to ensure they are free of obstructions. Egress maps showing the accessible egress routes can double as a wayfinding tool for each floor. These should be consistently positioned at key decision points such as by the elevator area, stair entrances and at each egress door. Information on these maps should include a prominent “You-Are-Here” symbol, primary, secondary and accessible routes, locations of life safety

equipment such as manual pull stations, fire extinguishers, exterior meeting areas and emergency phone numbers.

Information on these maps should also be available in downloadable and raised-line versions. Stair identification is also important.

Finally, many people, especially those who have disabilities, depend on the internet to get navigational information before visiting their destination. It is critical that all information posted on Town Hall and related municipal web site pages be current, in an accessible format readable by screen reader software, and be consistent with accurate instructions regarding how members of the public should arrange to meet with staff who are in Town Hall offices that are not on an accessible route. It is also important to develop a procedure for posting updates and train key department members on the latest navigational information.

Key Accessibility Issues

Exterior Routes

Accessibility issues include excessive cross and running slopes, excessive changes in level, routes with surfaces that are not slip-resistant, and lack of an accessible route to bike racks and a picnic table. Additionally, curb ramps have excessive running slopes, lack a flush transition to the street, and have instances of water accumulation.

Ramps

Accessibility issues at the exterior ramp include instances of excessive running and cross slopes, surface openings greater than allowed, surfaces that are not slip-resistant, lack of handrail extensions, and handrails that do not return properly.

Accessibility issues at one (1) interior ramp include excessive running slopes and lack of the minimum required clear width at the ramp.

Stairs

Accessibility issues at interior and exterior stairs include lack of handrails on both sides of stairs, handrails mounted lower than

allowed, stairs that are not slip-resistant, lack of handrail extensions, and handrails that do not return properly. Additionally, exterior stairs have risers that are higher than allowed.

Interior Routes

Accessibility issues include lack of an accessible vertical route to the third floor and part of the first floor\*; routes obstructed by protruding objects, and mats that are not secured.

Accessibility issues at the elevator include lack of an elevator reopening device and lack of the minimum required illumination levels within the elevator car.

**\*Note:** At the time of the survey the elevator only provided accessible vertical access to Floor 2 (including the stage) and parts of Floor 1. Consequently, there is no accessible route to Floor 3 and offices on part of Floor 1: Registrar, Town Clerk, Town Administrator, and Select Board. Ensure accessible vertical access is provided to the third floor and the entirety of the first floor, or relocate any programs or services provided at locations that are not on an accessible route to an accessible location in the building as needed until renovation occurs.

Signage

Accessibility issues with exterior signage include signs not located on an accessible route, lack of a sign that contains the International Symbol of Accessibility (ISA) at the accessible entrance (north side) and lack of a directional sign with the ISA at the inaccessible route to the entrances (northwest, southwest and south sides) directing visitors to the nearest accessible entrance.

Accessibility issues with interior signage include lack of designation signs with raised characters and braille located on the latch side of the door, informational and directional signs not located on an accessible route, signs with a noncompliant character style, signs that lack a non-glare finish and lack sufficient contrast, signs with the incorrect room designation, lack of a directional sign at the non-accessible single-user toilet room indicating the location of the nearest accessible toilet room, lack

of tactile signs (with braille and raised characters) at the emergency egresses, and lack of directional signs at the non-accessible emergency exits indicating the location of the accessible means of egress. When the illuminated exit signs at the accessible exits are replaced, illuminated signs with the International Symbol of Accessibility (ISA) should be provided.

Doors and Doorways

Accessibility issues include doors that lack the minimum required clear width, doors that lack maneuvering clearance, doors with non-compliant hardware that requires tight grasping, pinching or twisting of the wrist, doors that require an opening force greater than allowed, lack of clear floor space at one (1) automatic door opener, and thresholds that are higher than allowed.

Toilet Rooms

Accessibility issues at single-user toilet rooms include lack of turning space and lack of accessible fixtures within three (3) toilet rooms, a toilet with the centerline located further from the wall than allowed, and a side grab bar mounted closer to the rear wall than allowed. Additional accessibility issues include lavatories that lack knee and toe clearance and lack clear floor space, one (1) mirror and coat hooks are mounted higher than allowed, and a paper towel dispenser acts as a protruding object.

Assembly Area

Accessibility issues include lack of at least one (1) wheelchair accessible seat and companion space in the gallery seating, and lack of an assistive listening system in the auditorium, meeting area (near the accessible entrance), and in the East Room.

**Note:** In each assembly area where audible communication is integral to the use of the space, an assistive listening system must be provided, and the assistive listening system shall be identified by a sign with the International Symbol of Access for Hearing Loss. The ADA 2010 Standards Section 219 outlines the type of receivers that are required based on the capacity of each assembly area.

**Additional Accessibility Issues**

- Some items such as drop-off boxes and a fire extinguisher are not located on an accessible route or there is lack of clear floor space at the fire extinguisher.
- Items such as fire extinguishers, AED's, pamphlets, and coat hooks are located higher than allowed.
- Ten (10) service counters are higher than allowed.
- Lack of at least one (1) compliant work surface, with knee and toe clearance, in the office of the Building Department.
- Lack of an accessible picnic table with knee and toe clearance.

**Order of Magnitude Cost Estimates**

- Renovate toilet rooms: \$64,120
- Renovate doors (including providing one (1) automatic door opener): \$55,654
- Provide compliant signage (designation, egress, informational, and directional): \$12,150
- Renovate ten (10) service counters: \$11,440
- Provide assistive listening systems: \$5,350
- Provide one (1) accessible picnic table: \$1,400
- Miscellaneous corrective actions (work surface, coat hook, cane-detectable barrier, reach ranges): \$1,969

**Total: \$152,083\***

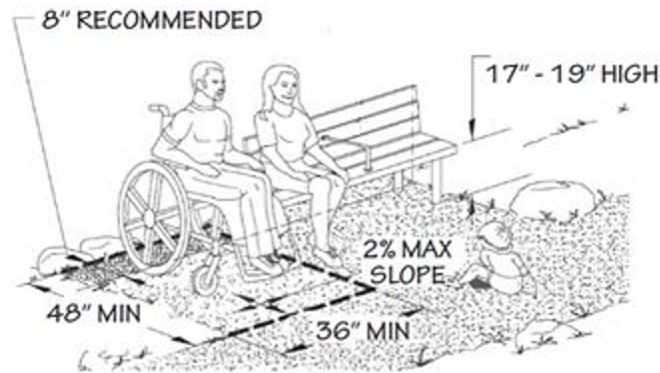
**\*Note:** IHCD is not providing costs for accessibility renovations to outdoor areas or stair handrails.

**Best Practice and Inclusive Design**

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

- Along Walnut Street and William Street, recommend providing a compliant on-street parking space with an identification sign with the International Symbol of Accessibility (ISA).

- At all stairs that do not have them, recommend providing a contrasting strip at each stair tread so that each tread is readily apparent when viewed in descent.
- In the meeting area in the lobby and auditorium, recommend an adjustable height podium with knee and toe clearance positioned for a forward approach.
- At the bench that is located on the south side of the building, recommend providing a 36" by 48" min. stable, firm and slip-resistant area alongside the bench on the accessible route so that a person using a wheelchair or other mobility device is able to sit alongside someone seated on the bench with their shoulders aligned.





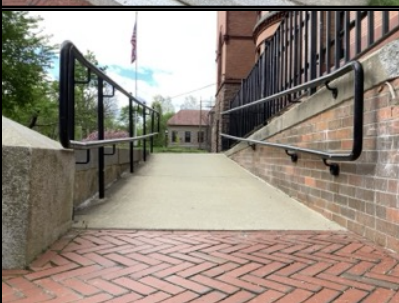


- Recommend providing signs indicating that the elevator is located through the Board of Health Office.
- At one of the entrances to the Office of Conservation and Sustainability, recommend providing a sign that says "Employees Only".
- At the main entrance located on the south side of the building, recommend relocating the directional sign with the International Symbol of Accessibility (ISA) that is presently located by the stairs to the walkway at the base of the stairs in order to prevent backtracking.
- At the ramp located on the north side of the building, recommend providing a sign with the International Symbol of Accessibility (ISA), indicating the location of the accessible route and entrance to Town Hall.
- Although the toilet room located in the basement is not used by members of the public so it is outside of the scope of this survey, recommend locating the designation sign on the latch side of the door between 48 and 60 inches from the floor to






Town Hall

- the baseline of the lowest tactile character (raised lettering or braille).
- Recommend providing informational signs indicating the location of offices with identical floor-level designations as the elevator car. The offices of the Board of Health, Building Department, Assessors, and Town Collector and Treasurer are located on the mezzanine level, but the current directory sign incorrectly indicates they are located on Floor 1.








ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Exterior Access Route												
1	Walkway From Walnut Street Towards Exterior Ramp	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%)	3.7%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	-
2	Southwest Side - Near Office	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%)	3%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	-
3	West Side	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%)	3%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	-
4	Main Entrance (South Side)	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5.00%)	6.8%	Reduce running slope to be no steeper than 1:20 (5.00%).	1	-	-
5	Exterior Ramp Northeast Side	Ext.		Exterior Access Route	Ramp		Level changes > 1/4"	0.5"	Alter change in level to be 1/4" high max. or 1/2" max. beveled.	1	-	-

Town of Fairhaven  
Fairhaven Town Hall

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6	Exterior Ramp Northeast Side	Ext.		Exterior Access Route			Level changes > 1/4"	0.5"	Alter change in level to be 1/4" high max. or 1/2" max. beveled.	1	-	-
7	Southeast Side	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	0.5"	Alter change in level to be 1/4" high max. or 1/2" max. beveled.	1	-	-
8	Southwest Side - From Office	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	0.5"	Alter change in level to be 1/4" high max. or 1/2" max. beveled.	1	-	-
9	East Side - Walnut Street	Ext.		Exterior Access Route	Sidewalk		Surface is not stable, firm, and slip-resistant	-	Surface can be slippery in some conditions such as when there is snow, ice or rain. Recommend applying ice melt or other treatments that can reduce the slipperiness of the surface as needed. <b>Note:</b> Recommendation applies to all areas with a comparable surface.	1	-	-
10	Northwest Side - William Street	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided to the bike rack, or relocate the bike rack to an accessible route.	1	-	-






# Town of Fairhaven

## Fairhaven Town Hall

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11	South Side - Center Street	Ext.		Exterior Access Route			Accessible route not provided	-	Ensure an accessible route is provided to the bike rack, or relocate the bike rack to an accessible route.	1	-	-
Curb Ramp												
12	South Side - Intersection at Center Street and William Street	Ext.		Curb Ramp	Perpendicular		Running slope is > 1:12 (8.33%) Transition from curb ramp to street not flush	11.4% -	Reduce running slope to be no steeper than 1:12 (8.33%). Ensure transition from curb ramp to street is flush or free of changes in level.	1	-	-
13	Walnut Street at Northeast Corner of Building	Ext.		Curb Ramp	Perpendicular		Does not prevent accumulation of water	-	Repair curb ramp to prevent accumulation of water.	1	-	-
Exterior Ramp												
14	Exterior Ramp Northeast Side	Ext.		Exterior Ramp	N/A		Running slope > 1:12 (8.33%) Handrails do not extend 12" past top & bottom Handrails do not return properly	8.9%, 11.3% 10.5" -	Reduce running slope to be no steeper than 1:12 (8.33%). Alter handrails to extend horizontally above the landing for 12" min. beyond the top and bottom of ramp runs. Ensure that handrail extensions return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent ramp run.	1	-	-
15	Exterior Ramp Northeast Side	Ext.		Exterior Ramp	N/A		Cross slope of ramp > 1:50 (2.00%)	2.6%	Reduce cross slope to be no steeper than 1:50 (2.00%).	1	-	-








Town of Fairhaven  
Fairhaven Town Hall






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
16	Exterior Ramp Northeast Side	Ext.		Exterior Ramp	N/A		Surface openings > 1/2"	-	Ensure the surface opening is no greater than 1/2" max.	1	-	-
17	Exterior Ramp Northeast Side	Ext.		Exterior Ramp	N/A		Surface is not stable, firm, and slip-resistant	-	Repair surface at top of ramp to ensure it is stable, firm, and slip-resistant.	1	-	-
18	Exterior Ramp Northeast Side	Ext.		Exterior Ramp	N/A		Handrails do not return properly	-	Ensure that handrail extensions return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent ramp run.	1	-	-
Exterior Stair												
19	Main Entrance (South Side)	Ext.		Exterior Stair	N/A		Handrail height < 34" or > 38" Handrails do not extend 12" from stair at top Bottom handrail extends < 12" + one tread Cross section of handrail is not compliant Handrail not provided on both sides Surface not stable, firm, and slip-resistant	32" - - - - -	Alter so the handrails are 34"- 38" high above the ground. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight. Provide handrails with 1 1/4" - 2" circular cross sections. Provide a handrail on each side. Repair the surface.	1	-	-
20	Main Entrance (South Side)	Ext.		Exterior Stair	N/A		Handrail height < 34" or > 38" Handrails do not extend 12" from stair at top Bottom handrail extends < 12" + one tread Cross section of handrail is not compliant Handrail not provided on both sides	30" - - - -	Alter so the handrails are 34"- 38" high above the ground. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight. Provide handrails with 1 1/4" - 2" circular cross sections. Provide a handrail on each side.	1	-	-



Town of Fairhaven  
Fairhaven Town Hall






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
21	Northwest - Near Elevator Entry	Ext.		Exterior Stair			Handrail height < 34" or > 38" Bottom handrail extends < 12" + one tread Cross section of handrail is not compliant Handrail not provided on both sides Surface not stable, firm, and slip-resistant	29.75" - - - -	Alter so the handrails are 34"- 38" high above the ground. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight. Provide handrails with 1 1/4" - 2" circular cross sections. Provide a handrail on each side. Repair the surface.	1	-	-
22	East Egress From Lower Level Office	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair at top Bottom handrail extends < 12" + one tread Cross section of handrail is not compliant Handrail not provided on both sides Risers > 7" high	- - - - 8.25"	Top: Ensure handrails extend horizontally above the landing for 12" min. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing. Provide handrails with 1 1/4" - 2" circular cross sections. Provide a handrail on each side. Further study will be needed to determine whether it is technically feasible to bring the stair risers into compliance with the ADA Standards.	1	-	-
23	Southeast Egress From Lower Level Office	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair at top Bottom handrail extends < 12" + one tread Handrail not provided on both sides Risers > 7" high	- - 8.25"	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight. Provide a handrail on each side. Further study will be needed to determine whether it is technically feasible to bring the stair risers into full compliance with ADA Standards.	1	-	-
24	Southwest Side - Office Egress	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair at top Bottom handrail extends < 12" + one tread Handrail not provided on both sides	- - -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight. Provide a handrail on each side.	1	-	-
25	Southwest Side - Lower Level Office	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair at top Bottom handrail extends < 12" + one tread Handrail not provided on both sides	- - -	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight. Provide a handrail on each side.	2	-	-

Town of Fairhaven  
Fairhaven Town Hall






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
26	Entrance to Elevator - Northwest Side	Ext.		Exterior Stair	N/A		Handrails do not extend 12" from stair at top Bottom handrail extends < 12" + one tread Handrail not provided on both sides Surface not stable, firm, and slip-resistant	<ul style="list-style-type: none"><li>-</li><li>-</li><li>-</li><li>-</li></ul>	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight. Provide a handrail on each side. Repair the surface.	1	-	-
27	Northwest Side	Ext.		Exterior Stair	N/A		Bottom handrail extends < 12" + one tread Handrail not provided on both sides	<ul style="list-style-type: none"><li>-</li><li>-</li></ul>	Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight. Provide a handrail on each side.	1	-	-
28	Southwest Side - Near Office	Ext.		Exterior Stair	N/A		Surface not stable, firm, and slip-resistant Handrails not provided	<ul style="list-style-type: none"><li>-</li><li>-</li></ul>	Repair the surface. Provide handrails on both sides.	1	-	-
Entrance												
29	Main Entrance - South Side	Ext.		Entrance	Main Entrance		Entrance not on an accessible route Directional sign to accessible entrance not provided	<ul style="list-style-type: none"><li>-</li><li>-</li></ul>	Provide a directional sign indicating the location of the nearest accessible entrance. Provide signs both at this door and at the base of the stairs to this door in order to prevent backtracking.	2	450	\$900
											900	
30	Southwest Side - Egress From Offices	Ext.		Entrance	Other		Directional sign to accessible entrance not provided	<ul style="list-style-type: none"><li>-</li></ul>	At the base of the stairway, provide a directional sign indicating the location of the nearest accessible entrance. Ensure sign is located in a manner to prevent backtracking.	1	450	\$450
											450	



Town of Fairhaven  
Fairhaven Town Hall






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
31	Northwest Side - to Entrance	Ext.		Entrance	Secondary Entrance		Directional sign to accessible entrance not provided	-	At the base of the stairway, provide a directional sign indicating the location of the nearest accessible entrance. Ensure sign is located in a manner to prevent backtracking.	1	450	\$450
											450	
32	Secondary Entrance - Accessible (North Side)	Ext.		Entrance	Secondary Entrance		International Symbol of Accessibility not provided	-	Provide a sign with the International Symbol of Accessibility (ISA).	1	450	\$450
											450	
Access to Goods and Services												
Means of Egress												
33	Southeast Egress - From Lower Level	LL		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48"- 60" above the finished floor located on the latch side of the door.	1	250	\$250
											250	
34	Northwest Entry/Exit	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48"- 60" above the finished floor located on the latch side of the door. When the door is renovated and brought up to compliance and when the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	250	\$250
											250	
35	Secondary Entrance - Accessible (North Side)	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is repaired or replaced, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	250	\$250
											250	

Town of Fairhaven  
Fairhaven Town Hall

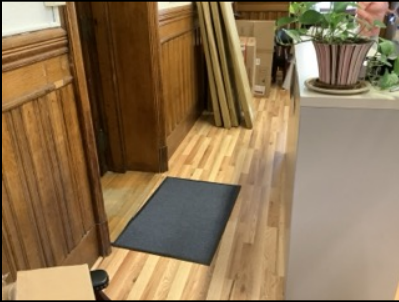




ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation	
36	Main Egress - South Side	0.5		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48" - 60" above the finished floor located on the right side of the right most door assuming all door leaves are active. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	250 250	\$500	
37	Northwest Entry/Exit	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48"- 60" above the finished floor on the right side of the right door if both door leaves are active. Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	250 250	\$500	
Interior Access Route													
38	Assessors Office	1		Interior Access Route	N/A		Obstructed by protruding objects	11.75"	Provide a cane-detectable barrier at both ends of the service counter.	2	398	\$796	
39	By Town Administratior and Select Board Office	0.5		Interior Access Route	N/A		Obstructed by protruding objects Counter > 36" high	9" 42"	Provide a cane-detectable barrier. Provide a counter that is 36" max. above the finished floor.	1	398 1144	\$1542	
40	Near Women's Multi-User Toilet Room	LL		Interior Access Route	N/A		Accessible vertical route not provided	-	Provide accessible vertical access. <b>Note:</b> At the time of the survey the elevator only provided accessible vertical access to Floor 2 (including the Stage) and parts of Floor 1. Ensure accessible vertical access is provided to the third floor and to the entirety of the first floor, or relocate any programs or services provided at non-accessible locations to an accessible one in the building as needed until renovation occurs.	1	Labor	Labor	








Town of Fairhaven  
Fairhaven Town Hall

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Doors, Doorways, & Gates												
41	Northwest Entry/Exit	1		Doors, Doorways, & Gates	Emergency Egress		Clear width at door < 32" Mat not securely attached Threshold > 1/2" high	31" - 2"	Install offset hinges to ensure that the door has a clear width of 32 inches. Secure the mat. Alter the threshold to be 1/2" high max.	1	2902 Labor 1000	\$3902
											<b>3902</b>	
42	Town Administrator and Select Board Office	0.5		Doors, Doorways, & Gates	Office		Clear width at door < 32" Threshold > 1/2" high Hardware not compliant	29.25" 1.25" -	Widen the door so that there is 32" min. clear width. Alter the threshold to be 1/2" high max. beveled Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	4376 1000 750	\$6126
											<b>6126</b>	
43	Assessors Office	1		Doors, Doorways, & Gates	Office		Clear width at door < 32" Threshold > 1/2" high Hardware not compliant	27.5" 0.75" -	Provide an automatic door opener that opens both doors simultaneously when activated. Alter the threshold to be 1/2" high max. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Alternately, both doors can be left open at all times when the Town Hall is open for business.	1	6000 1000 750	\$7750
											<b>7750</b>	
44	Planning Department (Entry by Auditorium)	2		Doors, Doorways, & Gates	Office		Clear width at door < 32" Threshold > 1/2" high Hardware not compliant	29" 0.75" -	Widen the door so that there is 32" min. clear width. Alter the threshold to be 1/2" high max. beveled. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	4376 1000 750	\$6126
											<b>6126</b>	
45	Single-User Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	14"	Provide an automatic door opener.	1	6000	\$6000
											<b>6000</b>	

Town of Fairhaven  
Fairhaven Town Hall






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
46	Town Administrator and Select Board Office	0.5		Doors, Doorways, & Gates	Floor Mat		Mat not securely attached	-	Secure the mat.	1	Labor	Labor
47	Registrar's and Town Clerk's Office	0.5		Doors, Doorways, & Gates	Office		Mat not securely attached Threshold > 1/2" high	- 1.25"	Secure the mat. Alter the threshold to be 1/2" high max. beveled.	1	1000	\$1000
											1000	
48	Director of Finance/Treasurer, Accountant, and Retirement System	LL		Doors, Doorways, & Gates	Office		Mat not securely attached Threshold > 1/2" high	- 1.25"	Secure the mat. Alter the threshold to be 1/2" high max. beveled.	1	1000	\$1000
											1000	
49	Main Egress - South Side	0.5		Doors, Doorways, & Gates	Emergency Egress		Mat not securely attached Hardware not compliant	- -	Secure the mat. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	750	\$750
											750	
50	Auditorium	2		Doors, Doorways, & Gates	Meeting Room		Threshold > 1/2" high	0.75"	Alter the threshold to be 1/2" high max. beveled.	1	1000	\$1000
											1000	

Town of Fairhaven  
Fairhaven Town Hall

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
51	Auditorium	2		Doors, Doorways, & Gates	Meeting Room		Threshold > 1/2" high	-	Alter the threshold to be 1/2" high max. beveled.	1	1000	\$1000
											1000	
52	East Room	2		Doors, Doorways, & Gates	Meeting Room		Threshold > 1/2" high	0.75"	Alter the threshold to be 1/2" high max. beveled.	1	1000	\$1000
											1000	
53	Stairway to Offices	LL		Doors, Doorways, & Gates	Circulation		Threshold > 1/2" high	1.25"	Alter the threshold to be 1/2" high max. beveled.	1	1000	\$1000
											1000	
54	Tax Collector Office	1		Doors, Doorways, & Gates	Office		Threshold > 1/2" high Hardware not compliant	0.75" -	Alter the threshold to be 1/2" high max. beveled. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	1000 750	\$1750
											1750	
55	Building Department	1		Doors, Doorways, & Gates	Office		Threshold > 1/2" high Hardware not compliant	0.75" -	Alter the threshold to be 1/2" high max. beveled. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	1000 750	\$1750
											1750	








Town of Fairhaven  
Fairhaven Town Hall


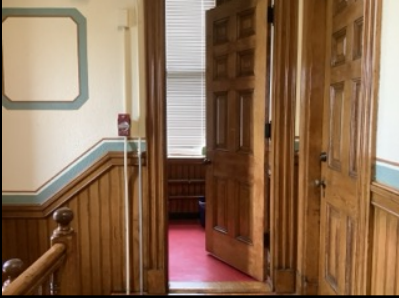



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
56	Board of Health	1		Doors, Doorways, & Gates	Office		Threshold > 1/2" high Hardware not compliant	0.75" -	Alter the threshold to be 1/2" high max. beveled. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	1000 750	\$1750
											1750	
57	Office of Conservation and Sustainability	1		Doors, Doorways, & Gates	Office		Threshold > 1/2" high Hardware not compliant	0.75" -	Alter the threshold to be 1/2" high max. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	1000 750	\$1750
											1750	
58	Planning Department	2		Doors, Doorways, & Gates	Office		Threshold > 1/2" high Hardware not compliant	0.75" -	Alter the threshold to be 1/2" high max. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	1000 750	\$1750
											1750	
59	Human Resources Office	LL		Doors, Doorways, & Gates	Office		Threshold > 1/2" high Hardware not compliant	1.25" -	Alter the threshold to be 1/2" high max. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	1000 750	\$1750
											1750	
60	East Egress	LL		Doors, Doorways, & Gates	Emergency Egress		Threshold > 1/2" high Hardware not compliant	2" -	Alter the threshold to be 1/2" high max. beveled. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	1000 750	\$1750
											1750	






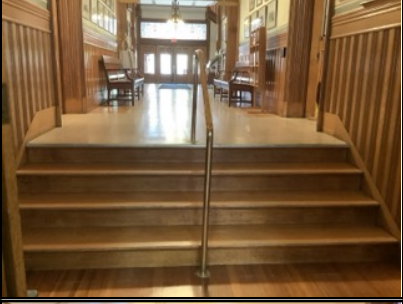

Town of Fairhaven  
Fairhaven Town Hall

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
61	Board of Health	1		Doors, Doorways, & Gates			Hardware not compliant	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	750	\$750
62	Board of Health, by Elevator	1		Doors, Doorways, & Gates	Office		Hardware not compliant	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	750	\$750
63	Single-User Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Hardware not compliant	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	750	\$750
64	Cable Access Department	1.5		Doors, Doorways, & Gates	Office		Hardware not compliant	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	750	\$750
65	Cable Access and Harbormaster Offices	1.5		Doors, Doorways, & Gates	Office		Hardware not compliant	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	750	\$750

Town of Fairhaven  
Fairhaven Town Hall






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation	
66	Tax Collector - Exterior Drop-Box	Ext.		Doors, Doorways, & Gates	N/A		Hardware not compliant	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	750	\$750	
											750		
67	Single-User Toilet Room by Auditorium Stage	S		Doors, Doorways, & Gates	Toilet Room		Hardware not compliant	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	750	\$750	
											750		
68	To Accessible Entrance/Exit	1		Doors, Doorways, & Gates	Circulation		Hardware not compliant Door requires > 5 lbs. of force to open	- 15 lbs.	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Adjust closers so doors do not require more than 5 pounds of force to open.	1	750 Labor	\$750	
											750		
69	To Accessible Entrance/Exit	1		Doors, Doorways, & Gates	Circulation		Hardware not compliant Door requires > 5 lbs. of force to open	- 15 lbs.	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Adjust closers so doors do not require more than 5 pounds of force to open.	1	750	\$750	
											750		
70	Accessible Entrance Lobby to Elevator Lobby	1		Doors, Doorways, & Gates	Circulation		Door requires > 5 lbs. of force to open	15 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	Labor	

Town of Fairhaven  
Fairhaven Town Hall

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
71	Board of Health to Elevator	1		Doors, Doorways, & Gates	Office		Clear floor space at opener not provided	11.75"	Relocate stored items to provide a 30" x 48" clear floor space at automatic door opener.	1	-	-
Ramps												
72	Southeast Egress - From Lower Level	LL		Ramps	Egress		Ramp < 48" wide Running slope >1:12 (8.33%)	29.5" 25%	Provide a ramp with a width that is 48" wide min. Further study will be needed to determine whether it is technically feasible to bring the ramp into full compliance with the ADA Standards.	1	Labor	Labor
Stairways												
73	Lobby	1		Stairways	Interior		Handrail height < 34" or > 38" Handrail not provided on both sides Handrails do not extend 12" from stairs at top Bottom handrail extends < 12" and one tread	- - - -	Alter so the handrails are 34"- 38" high above the floor. Provide handrail on one side. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight.	1	-	-
74	Lobby by Accessible Entrance to Floor M	1		Stairways	Interior		Handrail height < 34" or > 38" Handrail not provided on both sides Handrails do not extend 12" from stairs at top Bottom handrail extends < 12" and one tread	32.5" - - -	Alter so the handrails are 34"- 38" high above the floor. Provide handrail on one side. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure that the sloped bottom extension extends one tread depth min. beyond last riser nosing in same direction as stair flight.	1	-	-
75	Stair to Lower Level	0.5		Stairways	Interior		Handrail not provided on both sides	-	Provide a compliant handrail on one side.	1	-	-








Town of Fairhaven  
Fairhaven Town Hall




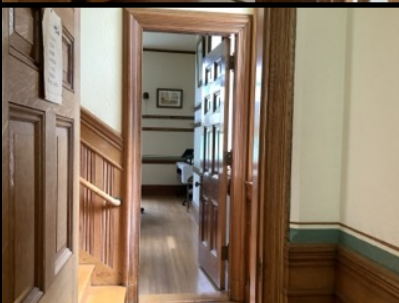
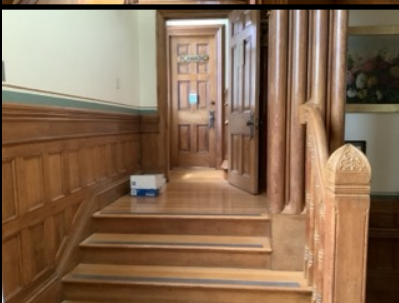
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
76	Auditorium to Stage, Elevator, and Toilet Room	2		Stairways	Interior		Handrail not provided on both sides	-	Provide a compliant handrail on one side.	1	-	-
77	To East Room	2		Stairways	Interior		Handrail not provided on both sides	-	Provide a compliant handrail on one side.	1	-	-
78	Planning Department	2		Stairways	Interior		Handrail not provided on both sides	-	Provide a compliant handrail on one side.	1	-	-
79	Northeast Stairway	2		Stairways	Egress		Handrail not provided on both sides	-	Provide a compliant handrail on one side.  Recommendation applies to all levels of the stairway.	1	-	-
80	To Cable Access Department From Elevator	2		Stairways	Interior		Handrails lack a compliant cross section	-	Provide handrails with 1 1/4" - 2" circular cross sections.	1	-	-








Town of Fairhaven  
Fairhaven Town Hall

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
81	Auditorium	2		Stairways	Interior		Handrails not provided	-	Provide compliant handrails.	1	-	-
Elevator												
82	Elevator - Entry by Board of Health	1		Elevator	Interior		Elevator reopening device not provided	-	Provide an elevator reopening device.	1	-	-
83	Elevator	1		Elevator			Illumination levels are lower than 54 lux (5 ft. candles)	-	If the light levels inside the elevator car are less than 5 foot candles, increase illumination level to 5 foot candles min.	1	Labor	Labor
Signage												
84	Town Clerk's Office	Ext.		Signage	Informational			-	Provide accessible town clerk's office drop-off boxes for ballots and for census forms located on an accessible route near the Town Hall.	1	Labor	Labor
85	Cable Access and Harbormaster Offices	1.5		Signage	Designation		Signage is not provided	-	Locate compliant signage with raised characters and braille alongside the door on the latch side.	1	250	\$250
											250	

Town of Fairhaven  
Fairhaven Town Hall






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
86	Auditorium (Entry by Elevator)	2		Signage	Designation		Signage is not provided	-	Locate compliant signage with raised characters and braille alongside the door on the latch side.	1	250	\$250
											250	
87	Auditorium to Northwest Stairway and Elevator	2		Signage	Egress		Signage is not provided	-	Locate compliant egress stair signage with raised characters and braille alongside the door on the latch side.	1	250	\$250
											250	
88	East Room	2		Signage	Designation		Signage is not provided	-	Locate compliant signage with raised characters and braille alongside the door on the latch side.	1	250	\$250
											250	
89	East Room	2		Signage	Designation		Signage is not provided	-	Locate compliant signage with raised characters and braille.	1	250	\$250
											250	
90	Planning Department	2		Signage	Designation		Signage is not provided		Locate compliant signage with raised characters and braille alongside the door on the latch side.	1	250	\$250
											250	

Town of Fairhaven  
Fairhaven Town Hall




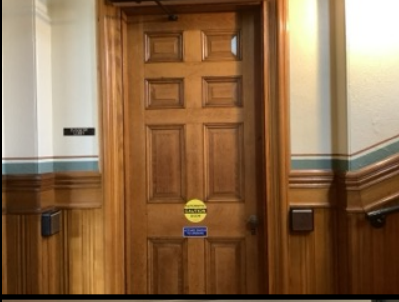

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
91	Planning Department (Entry by Auditorium)	2		Signage	Designation		Signage is not provided	-	Locate compliant signage with raised characters and braille alongside the door on the latch side.	1	250	\$250
											250	
92	Auditorium	2		Signage	Designation		Signage is not provided Location of tactile sign not compliant	-	Provide compliant signage with raised characters and braille. Where a tactile sign is provided at double door with two active leafs, locate the sign to the right of the right-hand door.	1	250	\$250
											250	
93	East Room, Single-User Toilet Room	2		Signage	Designation		Signage is not provided International Symbol of Acc. not provided	- -	Locate compliant signage with raised characters and braille alongside the door on the latch side. When the toilet room is renovated and brought up to compliance, ensure the sign contains the International Symbol of Accessibility (ISA).	2	250	\$500
											500	
94	Town Administrator and Select Board Office Designation Signs	0.5		Signage	Designation		Raised characters not provided on sign Raised characters < 48" or > 60" above ground Braille not provided on sign Character style not compliant	- 37" - -	Provide text with raised characters duplicated in braille on the sign. Mount the sign so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor. Provide a sign with compliant characters. Characters should be sans serif.	2	250	\$500
											500	
95	Registrar's and Town Clerk's Office	0.5		Signage	Designation		Raised characters not provided on sign Raised characters < 48" or > 60" above ground Braille not provided on sign Location of tactile sign not compliant Character style not compliant	- 78", 90" - - -	Provide text with raised characters duplicated in braille on the sign. Mount the sign so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above the finished floor. Locate sign alongside the door on the latch side. Provide a sign with compliant characters. Characters should be sans serif. <b>Note:</b> Applies to all designation signs of this type	1	250	\$250
											250	








Town of Fairhaven  
Fairhaven Town Hall

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
96	Cable Access Department	1.5		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on the sign. Provide braille on the sign.	1	250	\$250
											250	
97	Tax Collector	Ext.		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	-	Provide text with raised characters duplicated in braille on the sign. Provide a sign located on the latch side of the door.	1	450	\$450
											450	
98	Human Resources Office	LL		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on the sign.	1	250	\$250
											250	
99	Assessors Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Location of tactile sign not compliant	- - -	Provide text with raised characters duplicated in braille on the sign. Locate sign alongside the door on the latch side. Where a tactile sign is provided at double doors with one active leaf, locate the sign on the inactive leaf. Where a tactile sign is provided at double door with two active leafs, locate the sign to the right of the right-hand door. Where there is no wall space, locate sign on the nearest adjacent wall.	1	250	\$250
											250	
100	Tax Collector Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Location of tactile sign not compliant	- - -	Provide text with raised characters duplicated in braille on the sign. Locate sign alongside the door on the latch side.	1	250	\$250
											250	

Town of Fairhaven  
Fairhaven Town Hall


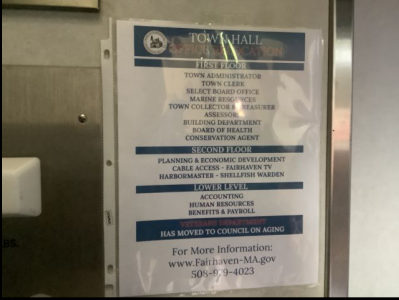



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
101	Building Department	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Location of tactile sign not compliant	- - -	Provide text with raised characters duplicated in braille on the sign. Locate sign alongside the door on the latch side.	1	250	\$250
											250	
102	Board of Health	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Location of tactile sign not compliant	- - -	Provide text with raised characters duplicated in braille on the sign. Locate sign alongside the door on the latch side.	1	250	\$250
											250	
103	Board of Health, by Elevator	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Location of tactile sign not compliant	- - -	Provide text with raised characters duplicated in braille on the sign. Locate sign alongside the door on the latch side.	1	250	\$250
											250	
104	To Elevator Lobby by Northwest Entry/Exit	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Location of tactile sign not compliant	- - -	Provide text with raised characters duplicated in braille on the sign. Locate sign alongside the door on the latch side.	1	250	\$250
											250	
105	Office of Conservation and Sustainability	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Location of tactile sign not compliant	- - -	Provide text with raised characters duplicated in braille on the sign. Locate sign alongside the door on the latch side.	1	250	\$250
											250	

Town of Fairhaven  
Fairhaven Town Hall






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation	
106	Single-User Toilet Room	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Location of tactile sign not compliant Non-glare finish and contrast not provided on sign	- - - -	Provide text with raised characters duplicated in braille on the sign. Locate sign alongside the door on the latch side. Install a sign with a non-glare finish with characters that have a high contrast to the background.	1	250	\$250	
107	Town Clerk's Office	Ext.		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Non-glare finish and contrast not provided on sign	- - -	Provide text with raised characters duplicated in braille on the sign. Install a sign with a non-glare finish with characters that have a high contrast to the background.	1	450 Labor	\$450	
108	Planning Department	2		Signage	Designation		Braille not provided on sign Location of tactile sign not compliant Hardware not compliant	- -	Provide braille on the sign. Locate sign alongside the door on the latch side. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	250 750	\$1000	
109	Accessible Entry/Exit to Lobby	1		Signage	Directional		Visual characters < 40" above ground	38.5"	Mount the sign so that the baseline of the lowest visual character is 40" min. above the finished floor or ground.	1	Labor	Labor	
110	By Town Administrator and Select Board Office	0.5		Signage	Directional		Non-glare finish and contrast not provided on sign	-	Install a sign with a non-glare finish with characters that have a high contrast to the background.	1	Labor	Labor	








Town of Fairhaven  
Fairhaven Town Hall

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
111	Main Egress-South Side	0.5		Signage			Non-glare finish and contrast not provided on sign	-	Install a sign with a non-glare finish with characters that have a high contrast to the background.	1	Labor	Labor
112	Elevator	1		Signage	Informational		Non-glare finish and contrast not provided on sign	-	Install a sign with a non-glare finish with characters that have a high contrast to the background.	1	Labor	Labor
113	Accessible Entry/Exit to Lobby	1		Signage	Informational		Non-glare finish and contrast not provided on sign	-	Install a sign with a non-glare finish with characters that have a high contrast to the background.  Recommendation applies to all similar signs.	1	Labor	Labor
114	Auditorium to Stage, Elevator, and Toilet Room	2		Signage	Directional		Non-glare finish and contrast not provided on sign	-	Install a sign with a non-glare finish with characters that have a high contrast to the background.	1	Labor	Labor
115	Tax Collector Office	1		Signage	Directional		Non-glare finish and contrast not provided on sign Character style not compliant	- -	Install a sign with a non-glare finish with characters that have a high contrast to the background. Provide a sign with compliant characters. Characters should not have an unusual form.	1	Labor	Labor

Town of Fairhaven  
Fairhaven Town Hall






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
116	Auditorium to Stage, Elevator, and Toilet Room	2		Signage	Directional		Directional sign to access. toilet not provided	-	Install a sign indicating the location of the nearest accessible toilet room.	1	250	\$250
											250	
117	Pay Your Water Bill Directional Sign	0.5		Signage	Directional		Signage not located on an accessible route	-	Relocate directional sign to an accessible route such as to an area near the elevator.	1	Labor	Labor
118	Main Entrance - South Side	Ext.		Signage	Informational		Signage not located on an accessible route	-	Relocate signs with notices of town meetings and similar information to an accessible location such as to the informational signage area by the accessible entry on the north side of the building.	1	Labor	Labor
Service Counter												
119	Town Administrator and Select Board Office	0.5		Service Counter	N/A		Counter > 36" high	40.5"	Provide a counter that is 36" max. above the finished floor.	1	1144	\$1144
											1144	
120	Registrar's and Town Clerk's Office	0.5		Service Counter	N/A		Counter > 36" high	43.75"	Provide a counter that is 36" max. above the finished floor.	1	1144	\$1144
											1144	

Town of Fairhaven  
Fairhaven Town Hall

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
121	Assessors Office	1		Service Counter	N/A		Counter > 36" high	38.5"	Provide a counter that is 36" max. above the finished floor.	1	1144	\$1144
122	Tax Collector Office	1		Service Counter	N/A		Counter > 36" high	42.75"	Provide a counter that is 36" max. above the finished floor.	1	1144	\$1144
123	Building Department	1		Service Counter	N/A		Counter > 36" high	39"	Provide a counter that is 36" max. above the finished floor.	1	1144	\$1144
124	Board of Health	1		Service Counter	N/A		Counter > 36" high	39"	Provide a counter that is 36" max. above the finished floor.	1	1144	\$1144
125	Office of Conservation and Sustainability	1		Service Counter	N/A		Counter > 36" high	39"	Provide a counter that is 36" max. above the finished floor.	1	1144	\$1144








Town of Fairhaven  
Fairhaven Town Hall

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
126	Human Resources Office	LL		Service Counter	N/A		Counter > 36" high	42"	Provide a counter that is 36" max. above the finished floor.	1	1144	\$1144
											1144	
127	Director of Finance/Treasurer, Accountant, and Retirement System	LL		Service Counter	N/A		Counter > 36" high	41.75"	Provide a counter that is 36" max. above the finished floor.	1	1144	\$1144
											1144	
Operable Parts / Reach Range												
128	Tax Collector	Ext.		Operable Parts / Reach Range	Drop-Off Slot in Door		Element not on an accessible route	-	Provide an accessible tax collectors office drop-off box located on an accessible route near the town hall.	1	Labor	Labor
129	By Registrar's and Town Clerk's Office	0.5		Operable Parts / Reach Range	Equipment		Element not on an accessible route Clear floor space is not provided Reach < 15" or > 48"(forward/side approach)	- - 59"	Ensure fire extinguisher is located on an accessible route. Provide a 30" min. by 48" min. clear floor space at the fire extinguisher Relocate fire extinguisher so that controls are between 15"- 48" above the finished floor.	1	Labor	Labor
130	Registrar's and Town Clerk's Office	0.5		Operable Parts / Reach Range	Equipment		Reach < 15" or > 48"(forward/side approach)	60"	Relocate the AED so that controls are 48" above the finished floor.	1	Labor	Labor






# Town of Fairhaven

## Fairhaven Town Hall

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
131	By Board of Health	1		Operable Parts / Reach Range	N/A		Reach < 15" or > 48"(forward/side approach)	51"	Ensure that staff is available to assist visitors who need assistance.	1	Labor	Labor
132		2		Operable Parts / Reach Range	Clothes Rod/Hooks		Reach < 15" or > 48"(forward/side approach)	66"	Provide a coat hook located between 15"- 48" above the finished floor.	1	75	\$75
Dining or Work Surfaces												
133	Building Department	1		Dining or Work Surfaces	Work Surface		Top of dining/work surface < 28" or > 34"	39"	If the computer is used by members of the public provide at least one comparable computer on a work surface with tops between 28"- 34" above the floor and 27" clear height underneath.	1	700	\$700
Assembly Area												
134	Auditorium, Gallery Seating	3		Assembly Area	N/A		Number of designated wheelchair spaces Minimum # wheelchair spaces not provided	- -	Provide wheelchair spaces with companion seating on the ground floor of the auditorium based on the total auditorium seat count in compliance with Table 221.2.1.1 Number of Wheelchair Spaces in Assembly Areas in the 2010 Standards for Accessible Design.	1	Labor	Labor
135	Lobby by Accessible Entrance	1		Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system.  <b>Note:</b> Cost for a transmitter, receiver, ear speaker, neck loop and USB charger - Capacity: 50 or less.	1	1578	\$1578






# Town of Fairhaven





## Fairhaven Town Hall






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
136	Auditorium	2		Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system.  <b>Note:</b> Cost for a transmitter, receiver, ear speaker, neck loop and USB charger - Capacity: 50 or more.	1	2194	\$2194
											<b>2194</b>	
137	East Room	2		Assembly Area			Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system.  <b>Note:</b> Cost for a transmitter, receiver, ear speaker, neck loop and USB charger - Capacity: 50 or less.	1	1578	\$1578
											<b>1578</b>	
Picnic Tables												
138	Northwest - Near Elevator Entry	Ext.		Picnic Tables	N/A		At least 5% accessible spaces not provided Picnic table not on an accessible route Clear floor space not provided Knee clearance less than 19" deep	- - - 7"	Ensure that at least 5% (minimum one) of picnic tables are accessible and that the picnic table is connected to an accessible route. Ensure that at a 30" by 48" firm, stable and slip resistant clear floor space positioned for a forward approach is provided at the picnic table. Provide at least one picnic table with knee clearance that is 19" deep min.	1	1400	1400
Toilet & Bathing Rooms												
Overall Access												
139	Single-User Toilet Room	1		Overall Access	Toilet Room		Turning space not provided	34.5"	Add an accessible single-user toilet room.	1	31985	\$31985
											<b>31985</b>	
140	East Room, Single-User Toilet Room	2		Overall Access	Toilet Room		Turning space not provided Accessible plumbing fixtures or stalls not provided	- -	Add an accessible single-user all gender toilet room. <b>Note:</b> One of the two single-user toilet rooms on this floor should be made accessible and designated as all-gender. The other single-user toilet room on this floor should also be designated as all-gender, and it should have a sign directing users to the accessible single-user all-gender toilet room on this floor once that renovation is complete.	1	31985	\$31985
											<b>31985</b>	



Town of Fairhaven  
Fairhaven Town Hall


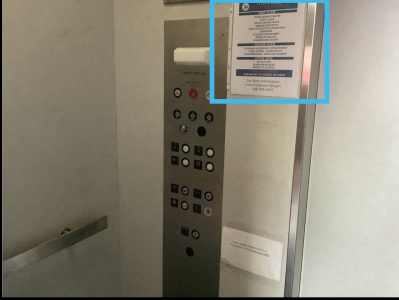



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
141	Single-User Toilet Room by Auditorium Stage	S		Overall Access	Toilet Room		Turning space not provided Accessible plumbing fixtures or stalls not provided	- -	Provide a directional sign to the accessible toilet.	1	250	\$250
Lavatory											250	
142	Single-User Toilet Room	1		Lavatory	N/A		Clear floor space not provided at lavatory Mirror above lavatory w/reflective surface > 40" Dispenser acts as a protruding object	29" 43"	Provide at least one lavatory with a 30" min. by 48" min. clear floor space positioned for a forward approach. Lower mirror so that the bottom surface is at 40" max. above the finished floor. Relocate paper towel dispenser out of the circulation path or provide a cane-detectable barrier under the paper towel dispenser. <b>Note:</b> Costs to make the referenced renovations in this toilet room are included in ID #139.	1	-	-
143	East Room, Single-User Toilet Room	2		Lavatory	N/A		Toe or knee clearances not provided Dispenser acts as a protruding object	-	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. Relocate paper towel dispenser out of the circulation path or provide a cane-detectable barrier under the paper towel dispenser. <b>Note:</b> Cost to renovate sink and the dispenser are covered in ID #140.	1	-	-
Single-User Toilet												
144	Single-User Toilet Room	1		Single-User Toilet	N/A		Centerline < or > 18" (MAAB) Side grab bar < 54" from back wall	19.25" 47"	Relocate toilet so that the centerline is 18" from the side wall. Provide a side wall grab bar that is 42" long min. located 12" max. from the rear wall. <b>Note:</b> Costs to make the referenced renovations in this toilet room are included in ID #139.	1	-	-
145	Single-User Toilet Room	1		Single-User Toilet	N/A		Hook located > 54" high	66", 68.75"	Locate and additional coat hook no higher than 48" above the finished floor.	1	150	\$150
Best Practice											150	



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Accessible On-Street Parking Space												
146	Southwest Side - Intersection at William Street and Center Street	Ext.		Accessible On-Street Parking Space	N/A			-	Recommend providing a compliant on-street parking space at this location with an identification sign that has the International Symbol of Accessibility (ISA) mounted so there is 60" min. measured to the bottom of the sign and 96" max. measured to the top of the sign. <b>Note:</b> Price is for the accessible parking identification sign.	1	-	-
147	Northeast Side - Walnut Street	Ext.		Accessible On-Street Parking Space	N/A			-	Recommend providing a compliant on-street parking space at this location with an identification sign that has the International Symbol of Accessibility (ISA) mounted so there is 60" min. measured to the bottom of the sign and 96" max. measured to the top of the sign. <b>Note:</b> Price is for the accessible parking identification sign.	1	-	-
Exterior Bench												
148	Main Entrance (South Side)	Ext.		Exterior Bench	N/A			-	Recommend providing a 36" min. by 48" min. stable, firm and slip-resistant surface adjacent to at least one bench in each area where benches are provided positioned to allow a person in a wheeled mobility device and a person sitting on the bench to have their shoulders aligned.	1	-	-
Exterior Stairs												
149	Main Entrance (South Side)	Ext.		Exterior Stairs	N/A			-	Recommend a contrasting color on the treads on all interior and exterior stairs that do not already have a contrasting color on the stair nosings.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Podium												
150	Lobby by Accessible Entrance	1		Podium	N/A			-	Recommend a height adjustable podium with knee and toe clearance propositioned for a forward approach.	1	-	-
151	Auditorium	2		Podium	N/A			-	Recommend an adjustable height podium with knee and toe clearance positioned for a forward approach.	1	-	-
Signage												
152	Registrar's and Town Clerk's Office	0.5		Signage	Informational			-	Recommend providing a blade sign indicating the location of the fire extinguisher as it would not be immediately visible when looking from one direction down this hall.	1	-	-
153	Board of Health	1		Signage	Informational			-	Recommend providing a sign indicating that the elevator is located through the Board of Health office.	1	-	-
154	Board of Health to Elevator	1		Signage	Informational			-	Recommend providing a sign indicating that the elevator is located through the Board of Health office.	1	-	-



Town of Fairhaven  
Fairhaven Town Hall

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
155	Board of Health, by Elevator	1		Signage	Informational			-	Recommend providing a sign indicating that access to the offices for the Assessors, Tax Collector and Building Department are located through this door for the Board of Health office.	1	-	-
156	Elevator	1		Signage	Informational			-	Recommend providing an informational sign indicating the location of offices with identical floor-level designations as the elevator car. <b>Note:</b> The offices of the Board of Health, Building Department, Assessors, and Town Collector and Treasurer are located on the mezzanine level, but the current directory sign incorrectly indicates they are located on Floor 1.	1	-	-
157	Office of Conservation and Sustainability	1		Signage	Informational			-	Recommend providing an Employee Only sign at this entry.	1	-	-
158	Main Entrance (South Side)	Ext.		Signage	Directional			-	Recommend relocating the directional sign with the International Symbol of Accessibility (ISA) that directs visitors to the accessible entrance to the walkway at the base of the stairs. <b>Note:</b> The sign with the ISA is located where the red-outlined rectangle has been drawn in the image.	1	-	-
159	Northeast Side - Exterior Ramp	Ext.		Signage	International Symbol of Accessibility			-	Recommend providing a sign with the International Symbol of Accessibility (ISA), indicating the location of the accessible route and entrance to Town Hall.	1	-	-

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
160	Staff Toilet Room	LL		Signage	Designation			-	Recommend, although this toilet room is not used by members of the public so it is outside of the scope of this survey, locating the designation sign on the latch side of the door between 48 and 60 inches from the floor to the baseline of the lowest tactile character (raised lettering or braille).	1	-	-
161	By Director of Finance/Treasurer, Accountant, and Retirement	LL		Signage	Informational			-	Recommend a more prominent informational sign indicating that the visitor is heading toward a restricted "Employee Only" area.	1	-	-