

Town of Manchester-by-the-Sea: Priority for ADA Transition Plan - Municipal Buildings

Priorities:

- Priority 1: Program Access* or Safety
- Priority 2: Navigational Issue
- Priority 3: Additional Access*
- Priority 4: Enhanced Usability

***Note:**

Some toilet rooms issues compromise Program Access.
Some toilet rooms with less central issues (e.g., partially accessible toilet rooms), fall under Additional Access.

****IHCD Cost Estimation Notes:**

- Cost of design is not included.
- Does not include costs when note indicates future work.
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Information Provided by Institute for Human Centered Design

Project Management for the Town of Manchester-by-the-Sea

ID	Facility Name	Element	Issue/Physical Barrier	Location	Fl.	Rm.	Town Priority	Priority for Barrier Removal	Remedies	Quantity	Estimated Cost of Barrier Removal	Project Management for the Town of Manchester-by-the-Sea		
												Project Start Date	Project Completion Date	Responsible for Barrier Removal
1	Fire Department	A. Exterior Access Route	G. Cross slope > 1:50 (2.00%)	Towards Main Entrance	Ext.		Priority 1	Program Access	Reduce cross slope to be no steeper than 1:50 (2.00%) in all directions.	1	\$0			
2	Fire Department	C. Off-Street Parking Lot or Garage	C. Total # of designated van accessible spaces E. Vehicle space < 132" wide at van space J. Access aisle < 60" wide at car/van space N. Sign not provided O. Sign does not have the designation "Van Accessible"	Parking Lot	Ext.		Priority 1	Program Access	Provide a van accessible space that is at least 132" wide with an access aisle that is at least 60" wide. Provide a sign with the bottom of the sign 60" min. above the ground and the top 96" max. above the ground. Add the designation "Van Accessible" to the sign.	1	\$1,850			
3	Fire Department	E. Exterior Ramp	G. Handrails do not extend 12" past top & bottom	Main Entrance	Ext.		Priority 1	Program Access	Alter handrails to extend horizontally above the landing for 12" min. beyond the top and bottom of ramp runs.	2	\$1,600			
4	Fire Department	G. Entrance	B. Entrance not on an accessible route C. Directional sign to accessible entrance not provided	Employee Entrance	Ext.		Priority 1	Program Access	Provide a directional sign indicating the location of the nearest accessible entrance.	1	\$346			
5	Fire Department	A. Means of Egress	B. Tactile exit sign not provided				Priority 1	Program Access	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door.	1	\$232			

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6	Fire Department	A. Means of Egress	B. Tactile exit sign not provided C. Directional sign to accessible emergency exit not provided	Meeting Room	1		Priority 1	Program Access	Ensure a tactile exit sign with raised characters and braille is provided at exit door. Mount sign between 48"- 60" above finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest emergency exit.	1	\$232			
7	Fire Department	A. Means of Egress	B. Tactile exit sign not provided C. Directional sign to accessible emergency exit not provided	Exit to Parking	B		Priority 1	Program Access	Ensure a tactile exit sign with raised characters and braille is provided at exit door. Mount sign between 48"- 60" above finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest emergency exit.	1	\$232			
8	Fire Department	A. Means of Egress	B. Tactile exit sign not provided O. Illuminated ISA symbol not provided (MAAB)	Exit to Apparatus	B		Priority 1	Program Access	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door. Provide an illuminated International Symbol of Accessibility.	1	\$432			
9	Fire Department	A. Means of Egress	C. Floor level designation not provided	Towards Meeting Room	1		Priority 1	Program Access	Provide a sign on the interior of the stairway enclosure indicating the floor level.	1	\$232			
10	Fire Department	A. Means of Egress	O. Illuminated ISA symbol not provided (MAAB)	Exit	1		Priority 1	Program Access	Provide an illuminated International Symbol of Accessibility.	1	\$200			
11	Fire Department	C. Doors, Doorways, & Gates	H. Mat not securely attached M. Door requires > 5 lbs. of force to open	Towards Meeting Room	1		Priority 3	Additional Access	Secure the mat. Adjust closers so doors do not require more than 5 pounds of force to open.	2	\$0			
12	Fire Department	C. Doors, Doorways, & Gates	M. Door requires > 5 lbs. of force to open	Men's Toilet Room			Priority 3	Additional Access	Adjust closers so doors do not require more than 5 pounds of force to open.	1	\$0			
13	Fire Department	H. Signage	A. Signage is not provided	Men's Toilet Room	1		Priority 1	Program Access	Locate compliant signage alongside the door on the latch side.	1	\$232			
14	Fire Department	H. Signage	B. Raised characters not provided on sign C. Raised characters < 48" or > 60" above ground G. Sign not located on the latch side of the door L. Directional sign to access. toilet not provided	Men's and Women's Toilet Room	1		Priority 2	Navigational	Provide text with raised characters duplicated in braille on sign. Mount signs between 48" min. and 60" max. above finished floor. Locate sign alongside the door on the latch side. Install a sign indicating the location of the nearest accessible toilet room.	3	\$696			
15	Fire Department	A. Overall Access	B. Turning space not provided C. Accessible plumbing fixtures or stalls not provided	Women's Toilet Room	1		Priority 1	Program Access	Provide one accessible single-user toilet room.	1	\$24,604			

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16	Fire Department	A. Overall Access	B. Turning space not provided C. Accessible plumbing fixtures or stalls not provided	Men's Toilet Room	1		Priority 1	Program Access	Provide one accessible single-user toilet room. See ID #15.	1	\$0			
17	Fire Department	A. Overall Access	C. Accessible plumbing fixtures or stalls not provided	Men's Toilet Room	1		Priority 1	Program Access	Provide one accessible wheelchair compartment.	1	\$6,182			
18	Fire Department	B. Lavatory	D. Faucet is not operable with a closed fist F. Mirror above lavatory w/reflective surface > 40"	Men's Toilet Room	1		Priority 3	Additional Access	Provide a faucet that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist for at least one lavatory. Lower mirror so that the bottom surface is at 40" max. above finished floor.	1	\$1,242			
18	Fire Department	B. Lavatory	E. Plumbing underneath is exposed	Men's Toilet Room	1		Priority 1	Safety	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	\$92			
19	Fire Department	E. Urinal	A. Rim > 17" high	Men's Toilet Room	1		Priority 1	Program Access	Provide an urinal with the rim no higher than 17" above the finished floor.	1	\$3,248			
20	Fire Department	Transfer Shower		Men's Toilet Room	1		Priority 4	Universal Design	Recommend providing an accessible shower.	1	\$0			

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****IHCD Cost Estimation Notes:**

- Cost of design is not included.
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1	Public Library	A. Exterior Access Route	G. Cross slope > 1:50 (2.00%)	Central/ Union Street at Path to Main Entrance	Ext.		Priority 1	Program Access	Reduce cross slope to be no steeper than 1:50 (2.00%). (Cost for 3'x3' of asphalt to correct slope.)	1	\$90			
2	Public Library	A. Exterior Access Route	J. Level changes > 1/4"	Path to Children's Area Entrance	Ext.		Priority 1	Program Access	Alter change in level to be 1/4" high max.	1	\$144			
3	Public Library	A. Exterior Access Route	N. Accessible route not provided	By Ramp	Ext.		Priority 1	Program Access	Ensure an accessible route is provided to the bike rack. (Cost for a 3'x3' concrete patch.)	1	\$144			
4	Public Library	A. Exterior Access Route	N. Accessible route not provided	Front of Library Near Union Street	Ext.		Priority 1	Program Access	Ensure an accessible route is provided to the table and chairs in front of library along Union Street. (Cost based on a 48" wide 30' long stone dust walkway to table area.)	1	\$960			
5	Public Library	A. Exterior Access Route	N. Accessible route not provided	Near Church Street Ramp	Ext.		Priority 1	Program Access	Ensure an accessible route is provided to the pet tie-up area. (Cost based on a 48" wide x 6' long stone dust path.)	1	\$192			

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6	Public Library	A. Means of Egress	B. Tactile exit sign not provided Illuminated Int. Symbol of Acc. not provided	Exit to Ramp	1		Priority 1	Program Access	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48" - 60" above finished floor located on the latch side of the door. Provide a sign with an illuminated International Symbol of Accessibility (ISA).	1	\$432			
7	Public Library	A. Means of Egress	B. Tactile exit sign not provided Illuminated Int. Symbol of Acc. not provided	Central/ Union Street Exit	1		Priority 1	Program Access	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48" - 60" above finished floor located on the latch side of the door. Provide a sign with an illuminated International Symbol of Accessibility (ISA).	1	\$432			
8	Public Library	B. Interior Access Route	A. Route < 36" wide	Main Room	1		Priority 3	Additional Access	Ensure that a clear width of 36" min. is maintained at the accessible route (shift location of large stand).	1	\$0			
9	Public Library	B. Interior Access Route	A. Route < 36" wide	Path to Stairs to Mezzanine	1		Priority 3	Additional Access	Ensure that a clear width of 36" min. is maintained at the accessible route (relocate items to create a 36" min. wide path to stairs).	1	\$0			
10	Public Library	B. Interior Access Route	H. Accessible route not provided	Friends of Library Volunteer Area	1		Priority 1	Program Access	Providing an accessible route to the basement Friends of Library area may be technically infeasible. To provide program access, recommend relocating the Friends of the Library area to an accessible location as needed.	1	\$0			
11	Public Library	B. Interior Access Route	H. Accessible route not provided	Stairs to Mezzanine	1		Priority 1	Program Access	Provide an accessible route to the mezzanine teen area. (Cost based on a new interior lift.)	1	\$21,660			
12	Public Library	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Staff Office	1		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$484			
13	Public Library	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Single-User Toilet Room	1		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$484			
14	Public Library	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Friends of Library Volunteer Area	1		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$484			

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15	Public Library	E. Stairways	D. Handrails do not extend 12" from stairs	Mezzanine	M		Priority 3	Additional Access	Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. (Cost based on welding extensions on existing railing at top and bottom of stairs.)	4	\$568			
16	Public Library	E. Stairways	O. Stair has open risers	Stairs to Mezzanine	1		Priority 3	Additional Access	Ensure stairs have closed risers. (Cost based on filling in 16 metal risers.)	1	\$2,624			
17	Public Library	J. Service Counter		Circulation Desk	1		Priority 3	Additional Access	Keep accessible service counter clear of stored and displayed items.	1	\$0			
18	Public Library	T. Benches	A. No accessible route to 20% of benches B. 20% of benches have clear space < 36" x 48"	Front of Library Near Union Street	Ext.		Priority 1	Program Access	Provide an accessible route to bench in this area. Ensure bench has a stable, firm and slip resistant clear floor space of 36" wide min. by 48" deep min. adjacent to the bench at one end. (Cost based on a 48" wide 15' long stone dust walkway to table area.)	1	\$480			
19	Public Library	A. Overall Access	B. Turning space not provided	Single-User Toilet Room	1		Priority 1	Program Access	Add an accessible single-user toilet room.	1	\$24,604			
20	Public Library	Ceiling Height		Friends of Library Volunteer Area	B		Priority 4	Universal Design	Recommend providing a sign at the entrance to the Friends of the Library area that reads, 'Low Ceiling' as the ceiling is just 72" high.	1	\$0			
21	Public Library	Entrance Door		Door at Ramp to Children's Area	Ext.		Priority 4	Universal Design	Recommend providing an automatic door opener. (The opening force for the door is at the heavy end of the allowable range, but multiple library users have said the door is too heavy for them to open when carrying books and in similar situations.)	1	\$0			

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22	Public Library	On-Street Parking		Church Street Parking	Ext.		Priority 4	Universal Design	Recommend designating the street parking space closest to the route to the ramp by the children's area entrance as accessible by installing a sign with the International Symbol of Accessibility (ISA) with the base of the sign 60" min. and the top of the sign 96" max. above the ground.	1	\$0			

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1	Seaside 1 Firehouse	A. Exterior Access Route	M. Route not maintained in operable working condition	Walkway by Parking	Ext		Priority 1	Program Access	Ensure the accessible route is maintained in operable working condition (remove snow).	1	\$0			
2	Seaside 1 Firehouse	A. Exterior Access Route	M. Route not maintained in operable working condition	Walkway to Museum Accessible Entrance	Ext		Priority 1	Program Access	Ensure the accessible route is maintained in operable working condition (remove snow).	1	\$0			
3	Seaside 1 Firehouse	C. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces E. Vehicle space < 132" wide at van space J. Access aisle < 60" wide at car/van space N. Sign not provided O. Sign does not have the designation "Van Accessible"	Parking	Ext.		Priority 1	Program Access	Provide a van accessible parking space that is at least 132" wide min. with a marked access aisle that is at least 60" wide min. Provide a sign with the International Symbol of Accessibility (ISA). Add the designation "Van Accessible" to the sign located at the van accessible space, and mount the sign 60" min. and 96" max. above the ground.	1	\$1,850			
4	Seaside 1 Firehouse	E. Entrance	B. Entrance not on an accessible route C. Directional sign to accessible entrance not provided L. Hardware not operable with a closed fist	Entrance to Museum and Meeting Room	Ext		Priority 1	Program Access	Provide a directional sign indicating the location of the nearest accessible entrance. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$830			

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5	Seaside 1 Firehouse	A. Means of Egress	A. Illuminated exit sign not provided B. Tactile exit sign not provided	Egress to Stairs	1		Priority 1	Program Access	Ensure illuminated exit signs are provided at exits and exit doors. Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48" - 60" above finished floor located on the latch side of the door.	1	\$432			
6	Seaside 1 Firehouse	A. Means of Egress	A. Illuminated exit sign not provided B. Tactile exit sign not provided D. Illuminated Int. Symbol of Acc. not provided (MAAB)	Accessible Exit to Ramp	1		Priority 1	Program Access	Ensure illuminated exit signs are provided at exits and exit doors. Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48" - 60" above finished floor located on the latch side of the door. Provide an illuminated International Symbol of Accessibility (ISA).	1	\$964			
7	Seaside 1 Firehouse	B. Interior Access Route	B. Obstructed by protruding objects	Museum	1		Priority 3	Additional Access	Provide a cane-detectable barrier.	1	\$306			
8	Seaside 1 Firehouse	C. Doors, Doorways, & Gates	C. Maneuvering clearance(s) not provided	Accessible/ Rear Museum Entrance	Ext		Priority 3	Additional Access	Provide an automatic door opener.	1	\$3,060			
9	Seaside 1 Firehouse	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Single-User Toilet Room in Museum and Meeting Space	1		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$484			
10	Seaside 1 Firehouse	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Planning Office	2		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$484			
11	Seaside 1 Firehouse	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Entrance to Conservation and Planning Offices	Ext		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$484			
12	Seaside 1 Firehouse	K. Operable Parts	D. Side reach > 54"	By Ground Floor Exit from Conservation and Planning Offices	1		Priority 3	Additional Access	Relocate coat hooks so that they are between 15" - 48" above finished floor.	1	\$256			
13	Seaside 1 Firehouse	K. Operable Parts	D. Side reach > 54"	Single-User Toilet Room	1		Priority 3	Additional Access	Relocate coat hooks so that they are between 15" - 48" above finished floor.	1	\$256			
14	Seaside 1 Firehouse	K. Operable Parts	D. Side reach > 54"	Entrance to Conservation and Planning Offices	Ext		Priority 3	Additional Access	Relocate intercom and doorbell so that controls are between 15" - 48" above finished floor.	1	\$884			
15	Seaside 1 Firehouse	M. Dining or Work Surfaces	C. Knee or toe clearance not provided	Museum Meeting Room	1		Priority 1	Program Access	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	\$700			

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17	Seaside 1 Firehouse	B. Lavatory	E. Plumbing underneath is exposed	Single-User Toilet Room	1		Priority 1	Safety	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	\$92			
17	Seaside 1 Firehouse	B. Lavatory	F. Mirror above lavatory w/reflective surface > 40"	Single-User Toilet Room	1		Priority 3	Additional Access	Lower mirror so that the bottom surface is at 40" max. above finished floor.	1	\$256			
18	Seaside 1 Firehouse	C. Single-User Toilet	B. Flush control not on open side M. Toilet paper dispenser is not compliant	Single-User Toilet Room	1		Priority 3	Additional Access	Relocate the flush control to the open side. Relocate toilet paper so that it is 15" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet.	1	\$1,080			
19	Seaside 1 Firehouse	B. Sink	E. Exposed plumbing underneath sink	Museum	1		Priority 1	Safety	Insulate or otherwise configure pipes at sink.	1	\$92			
20	Seaside 1 Firehouse	Stairs		Entrance to Conservation and Planning Offices	Ext		Priority 4	Universal Design	Recommend providing handrails with extensions at bottom landing on both sides of stair.	1	\$0			
21	Seaside 1 Firehouse	Stairway Railing		Stairway to Offices	2		Priority 4	Universal Design	Recommend providing vertical handrail above existing railing at top of stairs.	1	\$0			
22	Seaside 1 Firehouse	Stairways		Entrance to Museum and Meeting Space	Ext		Priority 4	Universal Design	Recommend providing handrails with extensions at bottom landing on both sides of stair.	1	\$0			
23	Seaside 1 Firehouse	Walkway		Elevated Walkway to Museum and Meeting Space Accessible Entrance	Ext		Priority 4	Universal Design	Recommend providing edge protection along the elevated portion of walkway along the north side of the building that leads to the museum and meeting space accessible entrance.	1	\$0			

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1	Town Hall	A. Exterior Access Route	G. Cross slope > 1:50 (2.00%)	Route From Library			Priority 1	Program Access	Reduce cross slope to be no steeper than 1:50 (2.00%). Note: This area is going to be redesigned.	1	\$0			
2	Town Hall	A. Exterior Access Route	G. Cross slope > 1:50 (2.00%)	North Side Main Entrance	Ext.		Priority 1	Program Access	Reduce cross slope to be no steeper than 1:50 (2.00%). Note: This area is going to be redesigned.	1	\$0			
3	Town Hall	A. Exterior Access Route	H. Running slope > 1:20 (5%)	Towards the Police Station	Ext.		Priority 1	Program Access	Reduce running slope to be no steeper than 1:20 (5%). Note: This area is going to be redesigned.	1	\$0			
4	Town Hall	A. Exterior Access Route	H. Running slope > 1:20 (5%)	Towards Accessible Entrance - East Side	Ext.		Priority 1	Program Access	Reduce running slope to be no steeper than 1:20 (5%). Note: This area is going to be redesigned.	1	\$0			
5	Town Hall	C. Off-Street Parking Lot or Garage	K. Access aisle < 96" wide at van space	Parking Lot	Ext		Priority 1	Program Access	Provide a marked access aisle that is at least 96" wide.	1	\$300			
6	Town Hall	C. Off-Street Parking Lot or Garage	G. Access aisle not provided	Parking - East Side	Ext.		Priority 1	Program Access	Provide a marked access aisle that is at least 96" wide.	1	\$300			

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7	Town Hall	E. Exterior Ramp	B. Ramp < 48" wide C. Running slope > 1:12 (8.3%) T. Not maintained in operable working condition	Towards Accessible Entrance - East Side	Ext.		Priority 3	Additional Access	Widen ramp so that the clear width is 48" min. Reduce running slope to be no steeper than 1:12 (8.3%). Ensure the ramp is maintained in operable working condition.	1	\$14,646			
8	Town Hall	G. Entrance	M. Mat not securely attached N. Threshold not beveled	East Side - Accessible Entrance	B		Priority 3	Additional Access	Secure the mat. Bevel threshold.	1	\$150			
9	Town Hall	A. Means of Egress	B. Tactile exit sign not provided	Exit - Near Selectmen Town Admin.	1		Priority 1	Program Access	Ensure a tactile exit sign with raised characters and braille is provided at exit door. Mount sign between 48"- 60" above finished floor located on the latch side of the door.	1	\$232			
10	Town Hall	A. Means of Egress	C. Floor level designation not provided	Exit - Near Selectmen Town Admin.	1		Priority 1	Program Access	Provide a sign on the interior of the stairway enclosure indicating the floor level.	1	\$232			
11	Town Hall	A. Means of Egress	O. Illuminated ISA symbol not provided (MAAB) M. Mat not securely attached	Near Town Clerk - Parking Clerk	1		Priority 1	Program Access	Provide an illuminated International Symbol of Accessibility. Secure the mat to prevent tripping hazard.	1	\$200			
12	Town Hall	A. Means of Egress	B. Tactile exit sign not provided	Egress Near Room 9	2		Priority 1	Program Access	Ensure a tactile exit sign with raised characters and braille is provided at exit door. Mount sign between 48"- 60" above finished floor located on the latch side of the door.	1	\$232			
13	Town Hall	A. Means of Egress	C. Floor level designation not provided	Exit Near Meeting Room	2		Priority 1	Program Access	Provide a sign on the interior of the stairway enclosure indicating the floor level.	1	\$232			
14	Town Hall	A. Means of Egress	O. Illuminated ISA symbol not provided (MAAB)	Towards Parking Lot	B		Priority 1	Program Access	Provide an illuminated International Symbol of Accessibility.	1	\$200			
15	Town Hall	A. Means of Egress	O. Illuminated ISA symbol not provided (MAAB) M. Mat not securely attached	Hallway - Near Harbormaster Office	B		Priority 1	Program Access	Provide an illuminated International Symbol of Accessibility. Secure the mat to prevent tripping hazard.	1	\$200			
16	Town Hall	B. Interior Access Route	A. Route < 36" wide	Town Clerk - Parking Clerk	1	4	Priority 3	Additional Access	Relocate printer to ensure that a clear width of 36" min. is maintained at the accessible route.	1	\$0			
17	Town Hall	B. Interior Access Route	A. Route < 36" wide	Selectmen's Meeting Room	2	5	Priority 3	Additional Access	Relocate chairs to ensure that a clear width of 36" min. is maintained at the accessible route.	1	\$0			
18	Town Hall	B. Interior Access Route	H. Mat not securely attached	Exit Near the Council on Aging	B		Priority 3	Additional Access	Secure the mat.	1	\$0			
19	Town Hall	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Selectmen Town Admin.	1	3	Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$484			

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**Project Management for the
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20	Town Hall	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Assessors	1	2	Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$484			
21	Town Hall	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Town Clerk - Parking Clerk	1	4	Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$484			
22	Town Hall	C. Doors, Doorways, & Gates	H. Mat not securely attached L. Hardware not operable with a closed fist	Public Works Water & Sewer	2	6	Priority 1	Program Access	Install an ADA-compliant walk-off mat. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$484			
23	Town Hall	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Meeting Room	2	7	Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$484			
24	Town Hall	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Board of Health	2	8	Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$484			
25	Town Hall	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Parks and Recreations	2	9	Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$484			
26	Town Hall	C. Doors, Doorways, & Gates	C. Maneuvering clearance(s) not provided L. Hardware not operable with a closed fist	Council on Aging	B		Priority 3	Additional Access	Remove coat hook to maintain the maneuvering clearance at the door. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$484			
27	Town Hall	C. Doors, Doorways, & Gates	C. Maneuvering clearance(s) not provided M. Door requires > 5 lbs. of force to open	Council on Aging	B		Priority 3	Additional Access	Relocate table to maintain the maneuvering clearance at the door. Adjust closers so doors do not require more than 5 pounds of force to open.	1	\$0			
28	Town Hall	C. Doors, Doorways, & Gates	L. Hardware not operable with a closed fist	Harbormaster	B		Priority 1	Program Access	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	\$484			
29	Town Hall	C. Doors, Doorways, & Gates	M. Door requires > 5 lbs. of force to open	Harbormaster	B		Priority 3	Additional Access	Adjust closers so doors do not require more than 5 pounds of force to open.	1	\$0			
30	Town Hall	H. Signage	B. Raised characters not provided D. Braille not provided G. Sign not located on the latch side of the door	Employee Break Room	1		Priority 2	Navigational Issue	Provide text with raised characters duplicated in braille. Locate sign alongside the door on the latch side.	1	\$232			

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**Project Management for the
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31	Town Hall	H. Signage	B. Raised characters not provided on sign C. Raised characters < 48" or > 60" above ground D. Braille not provided on sign	Selectmen Town Administration	1	3	Priority 2	Navigational Issue	Provide text with raised characters duplicated in braille on sign. Mount 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 finished floor.	1	\$232			
32	Town Hall	H. Signage	C. Raised characters < 48" or > 60" above ground G. Sign not located on the latch side of the door	Assessors	1	2	Priority 2	Navigational Issue	Mount signs so that the baseline of the lowest tactile character is 48" min. above finished floor and the baseline of the highest tactile character is 60" max. above finished floor. Locate sign at permanent rooms alongside the door on the latch side.	1	\$0			
33	Town Hall	H. Signage	G. Sign not located on the latch side of the door L. Directional sign to access. toilet not provided	Employee Toilet Room	1		Priority 2	Navigational Issue	Locate sign alongside the door on the latch side. Install a sign indicating the location of the nearest accessible toilet room.	1	\$232			
34	Town Hall	H. Signage	G. Sign not located on the latch side of the door L. Directional sign to access. toilet not provided	Men's Toilet Room	1		Priority 2	Navigational Issue	Locate sign alongside the door on the latch side. Install a sign indicating the location of the nearest accessible toilet room.	1	\$232			
35	Town Hall	H. Signage	H. Non glare finish and contrast not provided on sign	Collector Treasures	1	1	Priority 2	Navigational Issue	Install a sign with a non-glare finish with characters that have a high contrast to the background.	1	\$232			
36	Town Hall	H. Signage	B. Raised characters not provided on sign D. Braille not provided on sign G. Sign not located on the latch side of the door	Parks and Recreations	2	9	Priority 2	Navigational Issue	Provide text with raised characters duplicated in braille on sign. Locate sign at permanent rooms alongside the door on the latch side.	1	\$232			
37	Town Hall	H. Signage	G. Sign not located on the latch side of the door	Public Works Water & Sewer	2	6	Priority 2	Navigational Issue	Locate sign at permanent rooms alongside the door on the latch side.	1	\$0			
38	Town Hall	H. Signage	G. Sign not located on the latch side of the door	Selectmen's Meeting Room	2	5	Priority 2	Navigational Issue	Locate sign on the inactive door (left hand door).	1	\$0			
39	Town Hall	H. Signage	G. Sign not located on the latch side of the door L. Directional sign to access. toilet not provided	Men's and Women's Toilet Rooms	2		Priority 2	Navigational Issue	Locate signs on the nearest adjacent wall Install a sign indicating the location of the nearest accessible toilet room.	3	\$696			
40	Town Hall	H. Signage	A. 18" by 18" clear space not provided	Council on Aging	B		Priority 2	Navigational Issue	Ensure a clear 18" min. by 18" min. clear floor space is provided. Ensure the clear floor space is centered on the tactile characters	1	\$0			
41	Town Hall	J. Service Counter	B. Counter > 36" high	Assessors	1	2	Priority 3	Additional Access	Provide a counter that is 36" max. above the ground or finished floor.	1	\$880			

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42	Town Hall	J. Service Counter	B. Counter > 36" high	Collector Treasures	1	1	Priority 3	Additional Access	Provide a counter that is 36" max. above the ground or finished floor.	1	\$880			
43	Town Hall	J. Service Counter	B. Counter > 36" high M. Mat not securely attached	Selectmen Town Administration	1	3	Priority 3	Additional Access	Provide a counter that is 36" max. above the ground or finished floor. Secure the mat to prevent tripping hazard.	1	\$880			
44	Town Hall	J. Service Counter	B. Clear floor space is not provided	Board of Health	2	8	Priority 3	Additional Access	Relocate table to maintain the required 30" min. by 48" min. clear floor space at the counter.	1	\$0			
45	Town Hall	J. Service Counter	B. Counter > 36" high	Parks and Recreations	2	9	Priority 3	Additional Access	Provide a counter that is 36" max. above the finished floor.	1	\$880			
46	Town Hall	K. Operable Parts	C. Reach < 15" or > 48"(forward/side approach)	Lobby	1	1	Priority 3	Additional Access	Mount AED cabinet 48" max. above finished floor.	1	\$256			
47	Town Hall	K. Operable Parts	C. Reach < 15" or > 48"(forward/side approach)	Hallway	1		Priority 3	Additional Access	Mount flyers rack 48" max. above finished floor.	1	\$256			
48	Town Hall	M. Dining or Work Surfaces	C. Knee or toe clearance not provided	Hallway	B		Priority 1	Program Access	Remove items to maintain knee and toe clearance at the work surface.	1	\$0			
49	Town Hall	N. Assembly Area	P. Assistive listening devices not provided	Meeting Room	2	7	Priority 1	Program Access	If audible communication is integral to the use of the space, provide an assistive listening system.	1	\$1,214			
50	Town Hall	N. Assembly Area	P. Assistive listening devices not provided	Selectmen's Meeting Room	2	5	Priority 1	Program Access	If audible communication is integral to the use of the space, provide an assistive listening system.	1	\$1,214			
51	Town Hall	A. Overall Access	B. Turning space not provided C. Accessible plumbing fixtures or stalls not provided	Men's and Women's Toilet Rooms	2		Priority 1	Program Access	Provide an accessible single-user toilet room.	1	\$24,604			
52	Town Hall	B. Lavatory	E. Plumbing underneath is exposed	Single-User Toilet Room	1		Priority 1	Safety	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	\$92			
52	Town Hall	B. Lavatory	F. Mirror above lavatory w/reflective surface > 40"	Town Common	1		Priority 3	Additional Access	Lower mirror so that the bottom surface is at 40" max. above finished floor.	1	\$256			
53	Town Hall	Benches		South Side of Building	Ext.		Priority 4	Universal Design	Recommend providing a 30" by 48" clear floor space adjacent to the benches.	1	\$0			
54	Town Hall	Benches		Lobby	Ext.		Priority 4	Universal Design	Recommend providing a 30" by 48" clear floor space adjacent to the benches.	1	\$0			
55	Town Hall	Directory		Across From Elevator	1	1	Priority 4	Universal Design	Recommend relocating the directory to avoid glare.	1	\$0			
56	Town Hall	Directory		Across From Elevator	1	1	Priority 4	Universal Design	Recommend providing a directory here.	1	\$0			
57	Town Hall	Directory		Parking Lot - Accessible EV Space	2		Priority 4	Universal Design	Recommend providing a directory here.	1	\$0			
58	Town Hall	EV Parking Space		Towards Elevator	Ext.		Priority 4	Universal Design	Recommend providing an accessible route on both sides of the vehicle spaces that connects to the charging station.	1	\$0			

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59	Town Hall	Signage		From 1st Floor to 2nd Floor	B		Priority 4	Universal Design	Recommend providing a more visible sign.	1	\$0			
60	Town Hall	Stairs		From 1st Floor to 2nd Floor	1		Priority 4	Universal Design	Recommend adding contrasting strips at the edge of each step at interior stairs.	1	\$0			
61	Town Hall	Stairs		Main Entrance	2		Priority 4	Universal Design	Recommend providing handrail extensions at top and bottom of stairs.	1	\$0			
62	Town Hall	Stairs			Ext.		Priority 4	Universal Design	Recommend adding contrasting strips at the edge of each step at exterior stairs.	1	\$0			

Town of Manchester-by-the-Sea: Priority for ADA Transition Plan - Municipal Buildings

Priorities:

- Priority 1: Program Access* or Safety
- Priority 2: Navigational Issue
- Priority 3: Additional Access*
- Priority 4: Enhanced Usability

***Note:**

Some toilet rooms issues compromise Program Access.
Some toilet rooms with less central issues (e.g., partially accessible toilet rooms), fall under Additional Access.

****IHCD Cost Estimation Notes:**

- Cost of design is not included.
- Does not include costs when note indicates future work.
- Labor cannot be estimated for all remedies.
- There is no cost noted when it's presumed to be a maintenance issue.
- Cost based on a national average. Cost is not based on prevailing wage.
- There is no cost noted when it's presumed to be a maintenance issue. *Estimates are intended as a guide to budgeting access modifications and are not intended to be absolutely comprehensive or definitive.*

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Project Management for the Town of Manchester-by-the-Sea

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1	Water Treatment Plant	C. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces C. Total # of designated van accessible spaces D. Vehicle space < 96" wide at car space E. Vehicle space < 132" wide at van space K. Access aisle < 96" wide at van space N. Sign not provided O. Sign does not have the designation "Van Accessible"	Parking Lot Near Wastewater Treatment Plant	Ext.		Priority 1	Program Access	Provide a car accessible space 96" wide min. with an access aisle 60" wide min. (re-stripe.) Provide a van accessible space near the ramp to the accessible entrance 96" wide min. with an access aisle 96" wide min. (Relocate one accessible space.) Provide a sign with the International Symbol of Accessibility (ISA) at both spaces. Add the designation "Van Accessible" to the van parking space sign.	1	\$2,950			
2	Wastewater Treatment Plant	F. Emergency Exit	B. Tactile exit sign not provided B. Emergency exit not on an accessible route C. Directional sign to accessible emergency exit not provided	Main Entrance Vestibule	1		Priority 1	Program Access	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48" - 60" above finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest accessible emergency exit.	2	\$464			

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3	Wastewater Treatment Plant	A. Means of Egress	B. Tactile exit sign not provided	Main Building Path Back Towards Main Entrance and Egress	1		Priority 1	Program Access	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48" - 60" above finished floor located on the latch side of the door.	1	\$232			
4	Wastewater Treatment Plant	A. Means of Egress	B. Tactile exit sign not provided	Exit to Vestibule and Ramp			Priority 1	Program Access	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48" - 60" above finished floor located on the latch side of the door.	1	\$232			
5	Wastewater Treatment Plant	A. Means of Egress	B. Tactile exit sign not provided D. Illuminated Int. Symbol of Acc. not provided (MAAB)	Main Building Emergency Egress	1		Priority 1	Program Access	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48" - 60" above finished floor located on the latch side of the door. Provide an illuminated International Symbol of Accessibility.	1	\$432			
6	Wastewater Treatment Plant	A. Means of Egress	B. Tactile exit sign not provided D. Illuminated Int. Symbol of Acc. not provided (MAAB)	Exit to Ramp	1	A	Priority 1	Program Access	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48" - 60" above finished floor located on the latch side of the door. Provide an illuminated exit sign with an illuminated International Symbol of Accessibility.	2	\$432			
7	Wastewater Treatment Plant	C. Doors, Doorways, & Gates	C. Maneuvering clearance(s) not provided	Women's Toilet Room			Priority 3	Additional Access	Relocate water cooler and refrigerator so as not to obstruct maneuvering clearance at door.	1	\$0			
8	Water Treatment Plant	C. Doors, Doorways, & Gates	M. Door requires > 5 lbs. of force to open	Men's Toilet Room	1		Priority 3	Additional Access	Adjust closers so doors do not require more than 5 pounds of force to open.	1	\$0			
9	Wastewater Treatment Plant	D. Ramps	F. Handrails do not extend 12" past top & bottom J. Level changes > 1/4"	Main Entrance to Main Building	Ext.		Priority 3	Additional Access	Alter handrails to extend horizontally above the landing for 12" min. beyond the bottom of ramp run on one side. Alter change in level to be 1/4" high max. (Cost based on welding on one rail extension and a 3'x3' asphalt patch at base of ramp.)	1	\$178			

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10	Wastewater Treatment Plant	E. Stairways	C. Handrail not provided on both sides H. Accessible route not provided	Water Aeration Area	Ext.		Priority 1	Program Access	Provide handrail on one side. During tours, provide information (photos, text) about aeration area at an accessible location. (Cost based on one 30' wall-mounted metal handrail.)	1	\$2,220			
11	Wastewater Treatment Plant	E. Stairways	D. Handrails do not extend 12" from stairs H. Accessible route not provided	Clarifier Tanks	Ext.		Priority 1	Program Access	Bottom of stairs: Ensure handrails extend to one tread depth beyond the last riser. During tours, provide information (photos, text) about clarifier tanks at an accessible location. (Cost based on welding on rail extensions.)	2	\$284			
12	Wastewater Treatment Plant	U. Kitchens and Kitchenettes	J. Plumbing underneath is exposed	Main Building			Priority 1	Safety	Insulate or otherwise configure pipes to prevent contact.	1	\$92			
13	Wastewater Treatment Plant	B. Lavatory	E. Plumbing underneath is exposed	Women's Toilet Room			Priority 1	Safety	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	\$92			
13	Wastewater Treatment Plant	B. Lavatory	D. Dispenser acts as a protruding object	Women's Toilet Room			Priority 3	Additional Access	Relocate plastic paper towel dispenser out of the circulation path.	1	\$706			
14	Water Treatment Plant	B. Lavatory	E. Plumbing underneath is exposed	Men's Toilet Room	1		Priority 1	Safety	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	\$92			
14	Water Treatment Plant	B. Lavatory	F. Mirror above lavatory w/reflective surface > 40" G. Dispensers not within reach range	Men's Toilet Room	1		Priority 3	Additional Access	Lower mirror so that the bottom surface is at 40" max. above finished floor. Relocate dispenser to 42" max. above the floor.	1	\$966			
15	Water Treatment Plant	D. Toilet Compartment	D. Door has malfunctioning self-closing hinge	Men's Toilet Room			Priority 3	Additional Access	Repair hinge.	1	\$0			
16	Wastewater Treatment Plant	Exterior Route to Ramp Landing		Parking Near Exterior Ramp	Ext.		Priority 4	Universal Design	Recommend providing striping by the exterior ramp landing so access to the landing is not obstructed by parked cars.	1	\$0			