



REPORT TO THE CITY OF SCOTTS VALLEY

Section 2: City Hall, Police Station

November 23, 2015

Legend of Abbreviations

aff... above the finished floor (or
above the finished ground)
AR... Accessible Route
CIL... Change in Level
CFS... Clear Floor Space
lbf... Pounds of Force

Background

RAC staff conducted an access audit at the City Hall, Police Station. Our findings are below.

There are three format additions in this report. We included cells for these items: responsible employee (required by regulation), progress towards completion (best practice), and date of completion (required by regulation). We have added the projected costs of work as a best practice, and costs are found in the transition grid.

1.1 Parking -

[[CHECKLIST-POLICE](#)] lacks access aisle [CH226](#); lacks van accessible stall (checklist); non-compliant signage that is not reflectorized (checklist); sign mounted at 44" [CH227](#)

Recommendations (City Hall/Police Station is a site designated as accessible so 1.1.1 through 1.1.4 is integral to compliance with title II program access test):

- 1.1.1 **Repaint** stalls and access aisles to be 9' and 5' each (CH226)
- 1.1.2 **Add one van parking sign** to one accessible stall and repaint stall and access aisle to 12' and 5' or 9' and 8' (checklist)
- 1.1.3 **Acquire and mount** at appropriate heights and locations compliant reflectorized accessible parking signs for all the stalls (checklist)
- 1.1.4 **Raise** existing accessible parking signs so the lowest end of bottom sign is min 60" aff or 80" aff if along EAR (CH227)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

[[CHECKLIST-CITY HALL](#)] access aisle slope 2.6% [CH409](#) [CH410](#); signage mounted at 34" [CH411](#) and 45" [CH412](#); non-compliant signage (checklist)

Recommendations (City Hall/Police Station is a site designated as accessible so 1.1.1 through 1.1.3 is integral to compliance with title II program access test):

- 1.1.1 **Repair or correct slope** of parking space and access aisle to max 2.08% in any direction (CH409, CH410)
- 1.1.2 **Raise** existing accessible parking signs so the lowest end of bottom sign is min 60" aff or 80" aff if along EAR (CH411, CH412)
- 1.1.3 **Acquire and mount** at appropriate heights and locations compliant reflectorized accessible parking signs for all the stalls where indicated (checklist)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

1.2 Exterior Accessible Route (includes common area and stairs)-
[\[CHECKLIST-EAR\]](#) [\[CHECKLIST-STAIRS\]](#) [\[CHECKLIST-RAMP\]](#)

Exterior Route: police station- AR to entrance through vehicular way [CH226](#); City Hall- curb ramp lacks detectable warning [CH416](#); curb landing 3.5% slope [CH415](#), [CH416](#); right side flare 9.6% [CH417](#), [CH418](#); steep AR to car garage (checklist); 1" CIL at entrance [CH419](#), [CHP420](#)

Recommendations (City Hall/Police Station is a site designated as accessible so 1.2.1 through 1.2.6 is integral to compliance with title II program access test):

- 1.2.1 **Create lined cross walk** where pedestrian pathway crosses through vehicular traffic as a smart practice (CH226)
- 1.2.2 **Install compliant detectable warning** at curb ramps as a smart practice (CH416)
- 1.2.3 **Create** a level landing at the top of the curb ramp max slope 2.085, 36" deep and as wide as ramp (CH415, CH416)
- 1.2.4 **Correct slope** of curb ramp side flares to max 8.33% (CH417, CH418)
- 1.2.5 **Correct or repair** AR to car garage to be max 5% slope, or treat as a ramp and provide handrails for routes between 5% and 8.33% (checklist)
- 1.2.6 **Repair, bevel, or ramp** CIL along AR (CH419, CH420)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

Stairs: from council chambers- handrail 32" and 31" aff [CH429](#), [CH430](#), [CH428](#); from squad room- treads 12.25" to 13" [CH434](#), [CH435](#); top landing lacks detectable warning [CH439](#); bottom handrails extend on only one side [CH440](#), [CH439](#); handrail 29" and 31.5" aff [CH436](#), [CH437](#); stairs from upper level- risers 6" to 6.5" [CH443](#), [CH444](#); stairs lack detectable warning at top landing (checklist); handrails 32.5" aff [CH445](#)

Recommendations (City Hall/Police Station is a site designated as accessible so 1.2.1 through 1.2.4 is integral to compliance with title II program access test):

- 1.2.1 **Install** handrails on both sides of stairway, mounted 34" to 38" aff with top and bottom extensions and having a 1.25" – 2" in diameter, or a non-circular grip that has a perimeter dimension of 4"- 6.25" max (CH429, CH430, CH428, CH436, CH437, CH445, CH440, CH439)

- 1.2.2 **Correct tread depth** on stairs so they are 11” minimum and consistent, leave as is if technically infeasible (CH434, CH435)
- 1.2.3 **Install** detectable warning strip on top tread of each stairway as a smart practice (CH439, checklist)
- 1.2.4 **Correct riser heights** on stairs to consistent height between 4” to 7”, leave as is if technically infeasible (CH443, CH444)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

Ramp: bottom landing 3.7% [CH422](#), [CH423](#); first landing 60” X 64.5” [CH424](#); second landing 65” X 65” [CH425](#), [CH426](#); third landing 65” X 65”; handrails 32” aff [CH428](#), [CH427](#); handrails fail to extend at bottom [CH421](#)

Recommendations (City Hall/Police Station is a site designated as accessible so 1.2.1 through 1.2.3 is integral to compliance with title II program access test):

- 1.2.1 **Correct or repair** landing slope to max 2.08% in any direction (CH422, CH423)
- 1.2.2 **Enlarge landing** on ramp where directions change to 60” by 72” (CH424, CH425, CH426, checklist)
- 1.2.3 **Replace or remount** handrails to 34” to 38” aff with compliant handrail extensions (CH428, CH427, CH421)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

1.3 Exterior Entry Signage - [\[CHECKLIST\]](#) lacks signage at accessible entries (checklist)

Recommendations (City Hall/Police Station is a site designated as accessible so 1.3.1 is integral to compliance with title II program access test):

- 1.3.1 **Mount signage** at entrance designating it as accessible (checklist)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

1.4 Exterior Entry Doors - [\[CHECKLIST\]](#)

NOTE: providing maneuvering clearance is sometimes accomplished by removing temporary barriers such as garbage cans or chairs, or removing and rehanging doors to open in opposite direction, removing closers, providing power door openers, or other similar means. For reference to the technical standards for doorway maneuvering clearance, see Chapter 4, [section 404](#) of the 2010 Standards.

Police Station

Maneuvering Clearance: side exit near int. rooms- wall at 14" [CH51](#); Exit from squad- garbage and chairs on pull [CH61](#), [CH62](#), stairs on push [CH64](#); main entry- slope 2.9% [CH6](#), [CH7](#); side exit near int. rooms- 8.8% slope [CH52](#), [CH53](#); Exit from squad- 4.2% slope [CH63](#), [CH64](#)

Change in level: main entry- 1.25" [CH8](#); employee entry- 1" [CH15](#), [CH17](#); exit from squad- 4" [CH65](#)

LBF: 4 of 4 doors with closers exceed 5 lbf (checklist)

Closer: 2 of 4 doors are fast (checklist)

Sidelights/Windows: employee entry- 52" [CH16](#); side exit near int. rooms 52" [CH54](#); exit from squad- 52.25" [CH66](#)

Recommendations (City Hall/Police Station is a site designated as accessible so 1.4.1 through 1.4.8 is integral to compliance with title II program access test):

- 1.4.1 For all doors along the public circulation route, **provide** required maneuvering clearance on push and pull side of doors (CH51, CH64)
- 1.4.2 For all doors along the public circulation route, **relocate storage, furniture, and other obstacles** to create 60" maneuvering space around doors (CH61, CH62)
- 1.4.3 For all doors along the public circulation route, **correct or repair slope** at doorway landing to max 2.08% in any direction for level CFS (CH6, CH7, CH52, CH53, CH63, CH64)
- 1.4.4 For all doors along the public circulation route, **repair, bevel, or ramp CIL** at door entries to max .25" (CH8, CH15, CH17, CH65)
- 1.4.5 For all doors along the public circulation route, **inspect, adjust, and maintain 5 lbf** to open exterior doors (checklist)
- 1.4.6 For all doors along the public circulation route, **inspect, adjust, and maintain** closing speed on door closers (checklist)
- 1.4.7 For all doors along the public circulation route, **replace doors** with ones having sidelight viewing windows max 43" aff (CH16, CH54, CH66)
- 1.4.8 **Upon renovation;** make above corrections to employee only doors

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE TWO

City Hall

Maneuvering Clearance: council chambers entry- table on push [CH239](#); hall exit- 10.5" to wall on push [CH257](#), garbage and chair on pull [CH260](#), [CH261](#); main entry- 1" CIL under mat [CH278](#); Hall storage- supplies on pull [CH307](#); exit near building department- wall on push, railing back on pull (checklist); Steve's exit- table on pull [CH360](#); Exit near copier- 16" to ramp edge [CH389](#); council chambers entry- 10.3% slope [CH229](#), [CH230](#); Exit near copier- 6.2% slope [CH387](#), [CH388](#)

Dimension (32"X80"): hall storage- fails to open to 90 degrees [CH308](#)

Change in level: hall exit- 3" [CH258](#), [CH259](#); main entry- 1" threshold [CH279](#); exit near building department- 3.5" [CH356](#); Steve's exit- 3" [CH361](#)

Threshold: front entry to restroom- lipped (checklist); main entry- 1" threshold [CH279](#)

Hardware: Steve's exit- knob [CH360](#)

LBF: 6 of 6 doors with closers do exceed 8.5 lbf (checklist)

Sidelights/Windows: council chambers entry- 43.5" [CH231](#); hall exit- 43.25" [CH262](#); front entry to restroom - 43.5"; main entry- 43.5" [CH281](#); exit near building department- 50.25" [CH357](#); exit near copier- 43.5" (checklist)

Recommendations (City Hall/Police Station is a site designated as accessible so 1.4.1 through 1.4.10 is integral to compliance with title II program access test):

- 1.4.1 For all doors along the public circulation route, **relocate storage, furniture, and other obstacles** to create 60" maneuvering space around doors (CH239, CH260, CH261, CH307, CH360, CH308)
- 1.4.2 For all doors along the public circulation route, **provide** required maneuvering clearance on push and pull side of doors (CH257, CH389, checklist)
- 1.4.3 For all doors along the public circulation route, **correct or repair CIL** at doorway landing to max .25" for level CFS (CH278)
- 1.4.4 For all doors along the public circulation route, **correct or repair slope** at doorway landing to max 2.08% in any direction for level CFS (CH229, CH230, CH387, CH388)
- 1.4.5 For all doors along the public circulation route, **repair, bevel, or ramp CIL** at door entries to max .25" (CH258, CH259, CH279, CH356, CH361)
- 1.4.6 For all doors along the public circulation route, **replace thresholds** at exterior doors with ADA thresholds (CH279, checklist)

- 1.4.7 For all doors along the public circulation route, **replace hardware** with lever hardware where indicated (CH360)
- 1.4.8 For all doors along the public circulation route, **inspect, adjust, and maintain** 8.5 lbf to open exterior doors as a smart practice (checklist)
- 1.4.9 For all doors along the public circulation route, **replace doors** with ones having sidelight viewing windows max 43" aff (CH231, CH262, CH281, CH357, checklist)
- 1.4.10 **Upon renovation**; make above corrections to employee only doors

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

1.5 Elevator or Lift - not applicable

DRAFT

POLICE STATION

DRAFT

1.6 Interior Doors - [CHECKLIST]

Maneuvering Clearance: Chief's closet- wall back on pull, shredder [CH11](#), [CH12](#); Chief's RR- sink back, desk on pull [CH13](#); Lt office- chair on pull [CH18](#); Lt closet- storage int. [CH110](#), lacks 80" overhead due to stairs [CH20](#); hall closet- No entry [CH21](#); city file room- storage [CH114](#); conference 1- counter on pull [CH24](#); conference 2- counter on pull [CH23](#); stairwell- stairs (checklist); Sargent Millroy- chair back [CH26](#); adult investigation- recessed, shelf on pull [CH29](#); Lt 2- cabinet on pull [CH28](#); juvenile investigation- chair on pull [CH30](#); hallway- wall at 11" [CH31](#); break room- table back and garbage on pull [CH37](#), [CH38](#); break restroom- sink back [CH209](#); dispatch- desk and cabinet on pull [CH36](#); records- slope 3.7% on interior [CH40](#), [CH41](#); electronics- IT back on push [CH44](#); hall to custody- walls on both sides [CH48](#); women's LR- garbage on pull, bench back [CH49](#), [CH150](#); restroom near int. rooms- sink on push [CH220](#); lab- cabinet on pull [CH50](#); interview room A-cabinet [CH56](#); interview room B- bench back [CH58](#); intoxilyzer room- shelf back, small room [CH60](#); Sargent office- cabinets back on pull [CH67](#); training room- shelf on pull [CH68](#); report writing- garbage on pull [CH69](#); fitness- treadmill on pull [CH74](#); to lobby- shelf on pull; public RR- drug drop off on pull, brochure shelf [CH2](#), [CH4](#)

Dimension (32"X80"): Chief's closet- 27.5" [CH10](#); Chief RR- 27.5"; Lt closet- 28.25" [CH19](#); city file room- recessed door 33.5" [CH22](#); Sargent Millroy- 33" [CH25](#); adult investigation- 33.75" [CH27](#); break restroom- 27.25" [CH211](#); interview rooms A and B- 29.5" [CH55](#); intoxilyzer room- 27.5" [CH59](#); men's LR- 31" [CH78](#)

Hardware: Hall closet- knob [CH21](#); records- knob; electronics- knob; report writing- pull small handle [CH71](#); fitness- small [CH75](#)

LBF: 19 of 19 doors with closers exceed 5 lbf (checklist)

Closer: 7 of 19 doors are fast (checklist)

Sidelights: Chief's room- 47.5" [CH9](#); hallway- 48.5" [CH33](#); break room- 48" [CH34](#); interview rooms A and B- 52.5" [CH57](#); report writing- 48" [CH72](#); fitness- 48" [CH73](#); to lobby- 52.25" [CH1](#)

Recommendations (City Hall/Police Station is a site designated as accessible so 1.6.1 through 1.6.10 is integral to compliance with title II program access test):

NOTE: providing maneuvering clearance is sometimes accomplished by removing temporary barriers such as garbage cans or chairs, or removing and rehanging doors to open in opposite direction, removing closers, providing power door openers, or other similar means. For reference to the technical standards for doorway maneuvering clearance, see Chapter 4, [section 404](#) of the 2010 Standards.

1.6.1 For all doors along the public circulation route, **provide** required maneuvering clearance on push and pull side of doors ([CH11](#), [CH20](#), [CH21](#), [CH24](#), [CH23](#), [CH29](#), [CH31](#), [CH209](#), [CH44](#), [CH48](#), [CH220](#), [CH50](#), [CH56](#), [CH58](#), [CH60](#), [CH67](#), [CH68](#), checklist)

- 1.6.2 For all doors along the public circulation route, **relocate storage, furniture, and other obstacles** to create 60" maneuvering space around doors (CH12, CH13, CH18, CH110, CH114, CH26, CH28, CH37, CH38, CH36, CH49, CH150, CH69, CH74, CH2, CH4, checklist)
- 1.6.3 For all doors along the public circulation route, **correct or repair slope** at doorway landing to max 2.08% in any direction for level CFS (CH40, CH41)
- 1.6.4 For all doors along the public circulation route, **replace doors** with doors having 32" clear width where indicated (CH10, CH19, CH25, CH211, CH55, CH59, CH78, checklist)
- 1.6.5 For all doors along the public circulation route, **replace** doors with ones having 36" clear width at recessed doors (CH22, CH25, CH27, checklist)
- 1.6.6 For all doors along the public circulation route, **replace hardware** with lever hardware where indicated (CH21, CH71, CH75, checklist)
- 1.6.7 For all doors along the public circulation route, **inspect, adjust, and maintain** 5 lbf to open interior doors (checklist)
- 1.6.8 For all doors along the public circulation route, **inspect, adjust, and maintain** closing speed on door closers (checklist)
- 1.6.9 For all doors along the public circulation route, **replace doors** with ones having sidelight viewing windows max 43" aff (CH9, CH33, CH34, CH57, CH72, CH73, CH1)
- 1.6.10 For employee only doors; make above corrections **upon renovation**

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE TWO

1.7 Interior Accessible Route (includes common area and stairs) -
[\[CHECKLIST-INTERIOR\]](#) [\[CHECKLIST-STAIRS\]](#)

Interior Route: stairs only AR to squad room; fail to provide ramps for all CIL greater than .5"; reach range- panel 48.5" [CH194](#), [CH195](#), mailboxes 50" [CH196](#), [CH197](#), gun safe 56" [CH198](#), [CH199](#), hand sanitizer in hall of squad room [CH171](#), call button in lobby 58.5" [CH193](#), [CH191](#); panel has non-compliant hardware [CH195](#); call button in lobby lacks CFS [CH192](#)

Service Counter: main entry- 41.75" aff [CH190](#)

Recommendations (City Hall/Police Station is a site designated as accessible so 1.7.1 through 1.7.6 is integral to compliance with title II program access test):

- 1.7.1 Stairs only to squad room, **leave as is**, employee area only; reassign duties if an employee with a disability requires access here (checklist)
- 1.7.2 **Repair, bevel or ramp** CIL along AR (checklist)
- 1.7.3 **Lower operating mechanisms** along the interior AR to max 48" aff to the highest operable part (CH194, CH195, CH196, CH197, CH198, CH199, CH171, CH193, CH191)

- 1.7.4 **Replace hardware** on operable parts to not require tight pinch or grasp (CH195)
- 1.7.5 **Remove, or relocate storage** in CFS at fixtures and operable parts along the AR (CH192)
- 1.7.6 **Lower** 36" wide segment of service counter to max 34" aff, in the alternative, train staff to come out from around the counter to provide customer service (CH190)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE TWO

Stairs: to squad room- top stairs lacks detectable warning (checklist); bottom handrails fail to extend [CH222](#); handrails 31.5" aff [CH223](#)

Recommendations (City Hall/Police Station is a site designated as accessible so 1.7.1 through 1.7.3 is integral to compliance with title II program access test):

- 1.7.1 **Install** detectable warning strip on top tread of each stairway as a smart practice (checklist)
- 1.7.2 **Install** compliant handrail extensions at bottom of stair run (CH222)
- 1.7.3 **Replace or remount** handrails to 34" to 38" aff (CH223)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE TWO

1.8 Public Designated Use Spaces (includes classrooms, meeting rooms, special purpose rooms, and other spaces intended for use by the public) - [\[CHECKLIST\]](#)

36" Access Aisle: city file room- storage, narrow [CH114](#), [CH115](#); break- 34.5" at table [CH130](#), [CH131](#), 32" to sink [CH132](#); interrogation A/B- too small, one used for storage [CH156](#), [CH157](#)

60" Turning Space: city file room- narrow room (checklist); interrogation A/B- too small (checklist)

Reach Range: break- microwave 65" [CH133](#), 7 lockers with hooks and shelves high [CH137](#)

Work Surfaces: break- lacks toe clearance [CH135](#), [CH136](#)

Recommendations (City Hall/Police Station is a site designated as accessible so 1.8.1 through 1.8.4 is integral to compliance with title II program access test):

- 1.8.1 **Relocate obstacles** to create AR through spaces indicated (CH114, CH115, CH130, CH131, CH132, CH156, CH157)
- 1.8.2 **Relocate obstacles** to create turning space in spaces indicated (checklist)
- 1.8.3 **Lower operating mechanisms** in spaces indicated to max 48" aff to highest operable part; leave as is if employee only operated (CH133, CH137)
- 1.8.4 **Replace** one table in break room with one having required knee and toe clearance (CH135, CH136)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE TWO

1.9 Employee Offices and Spaces - [CHECKLIST]

36" Access Aisle: chief secretary- 23" to back files [CH96](#); chief's closet- shredder reduces to 29" [CH103](#); LT office- reduces 17" to files and back of desk [CH111](#); conference- lacks around table [CH116](#); adult invest- lacks to shelves; Sargent closet- no entry; adult invest- no entry [CH127](#); records- 29" [CH141](#), [CH142](#) and 33" around files [CH143](#), [CH144](#); IT- 32.5" from door [CH145](#), [CH146](#); women's lock room- 33" [CH213](#); intoxilyzer- too small (checklist); squad- reduces around table 21.5" [CH160](#), [CH161](#); men's locker room- too narrow at 32" [CH90](#), [CH91](#); fitness- narrow due to equipment [CH180](#), [CH80](#), [CH82](#); car- lacks AR with car in (checklist)

60" Turning Space: LT office- furniture [CH99](#) [CH98](#); adult invest- narrow (checklist); IT-servers (checklist); interrogation A/B-small (checklist); intoxilyzer- small (checklist); fitness- equipment [CH80](#) [CH81](#); men's lock room- narrow [CH91](#); car- not with car (checklist)

Protruding Objects: chief's closet- shelf 68" [CH106](#), [CH105](#); reception- shelf [CH140](#), key box 5.5" [CH138](#); IT- server 11.5" [CH147](#), [CH148](#), [CH149](#); lab- sharps disposal 6" [CH153](#); Training- shelf 12" [CH168](#); Report- sharps [CH170](#); armory- cabinet 9.75" [CH172](#), [CH173](#); fitness- shelf 10" [CH177](#); motor- shelf 8.5" [CH181](#), [CH182](#), 13.5" shelf [CH183](#)

CIL: women's locker room- steps to shower [CH151](#); men's lock room- step to shower [CH89](#)

Floor Surfaces: bike shed- stone [CH185](#)

Clear Floor Space: chief's office- white board, fridge [CH97](#); LT office- white board [CH112](#); sergeant- white board [CH119](#); special service- flashlight charger [CH124](#); adult- white board [CH125](#); lt 2- hooks [CH129](#); records- garbage at light [CH42](#); IT-servers and narrow (checklist); squad- white board and TV; sergeant - white board [CH165](#); armory- door at hooks [CH175](#); fitness- remote [CH179](#), light switch [CH93](#); LR- lockers, 0/20 accessible (checklist)

Reach Range: chief's closet- 65.5" to hooks [CH107](#); conference- 72" coat rack [CH117](#), phone high over counter 57" [CH118](#); special service- flashlight charger [CH124](#); Lt 2-hooks at 63" [CH128](#), [CH129](#); sergeant closet- 67" to hangers [CH121](#), [CH122](#); IT-servers high (checklist); lab- sharps, phone [CH155](#), sanitizer [CH152](#); Squad-thermostat 61" [CH162](#), clip boards- 72.5" [CH163](#), [CH164](#); sergeant - white board 54" [CH166](#); training- 59.5" to shelves [CH169](#); armory- hooks at 72" [CH174](#); fitness- 52" to remote [CH179](#); LR- hooks and shelves high [CH85](#); motor- hooks at 58" [CH184](#); car-outlets at 61" [CH189](#)

Hardware: intoxilyzer- knob dimmer non-compliant [CH159](#), [CH158](#)

Sinks: women's lock room- 36.5" [CH214](#); lab- 36" [CH154](#)

Recommendations (City Hall/Police Station is a site designated as accessible so 1.9.1 through 1.9.2 is integral to compliance with title II program access test):

- 1.9.1 Employee only area permit approach, entry, and exit, **relocate obstacles** to create AR through spaces indicated (CH96, CH103, CH111, CH116, CH127, CH141, CH142, CH143, CH144, CH145, CH146, CH213, CH160, CH161, CH90, CH91, CH180, CH80, CH82, checklist)
- 1.9.2 Employee only areas permit approach, entry, and exit, **relocate obstacles** to create turning space of 60" in spaces indicated (CH99, CH98, CH80, CH81, CH91, checklist)
- 1.9.3 For all other deficits, **leave as is**, employee work area pursuant to 2010 Standards 106.5 Defined Terms, until an employee with a disability works here (CH106, CH105, CH140, CH138, CH147, CH148, CH149, CH153, CH168, CH170, CH172, CH173, CH177, CH181, CH182, CH183, CH151, CH89, CH185, CH97, CH112, CH119, CH124, CH125, CH129, CH42, CH165, CH175, CH179, CH93, CH107, CH117, CH118, CH128, CH121, CH122, CH155, CH152, CH162, CH163, CH164, CH166, CH169, CH174, CH85, CH184, CH189, CH159, CH158, CH214, CH154, checklist)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE TWO

1.10 Assembly Areas - not applicable

1.11 Restrooms - [[CHECKLIST-SINGLE USER](#)]

Break room: not accessible; 74.5" x 53.5" [CH209](#), [CH210](#); lacks signage (checklist); lacks CFS to transfer (checklist); lacks turning space (checklist)

Interview room: not accessible; 46.5" X 83" [CH217](#), [CH220](#); lacks signage (checklist); lacks CFS to transfer (checklist); sink installed at 36" aff [CH218](#); pipes lack insulation (checklist); hook mounted at 60" [CH219](#); lacks turning space (checklist)

Lobby: signage 56.5" to Braille [CH201](#); centerline of toilet 18.5" [CH203](#); room 58" wide [CH200](#); seat height 15.5" [CH205](#); rear grab bar centered at 14.5" (checklist); flush control on incorrect side (checklist); bottom edge of mirror at 40.5" (checklist); storage in knee clearance of sink [CH208](#); sink installed 36.5" aff [CH202](#)

Recommendations (City Hall/Police Station is a site designated as accessible so 1.11.1 through 1.11.9 is integral to compliance with title II program access test): (Single Users)

- 1.11.1 Restrooms not accessible, **acquire and mount** signage directing patrons to accessible restroom where indicated (CH209, CH210, CH217, CH220, CH218, CH219, checklist)
- 1.11.2 **Remount** signage to max 48" to tactile characters (CH201)
- 1.11.3 **Remount** toilets to 17" to 18" from the side wall to centerline in lobby restroom (CH203)
- 1.11.4 **Widen** accessible toilet rooms to min. 60" clear width in lobby restroom (CH200)
- 1.11.5 **Replace toilet seat, or re-set or replace toilet** to 17" to 19" aff (CH205)
- 1.11.6 **Remount rear grab bar** behind the toilet, 12" to one side of center and 24" to the other and 33" to 36" aff in lobby restroom (checklist)
- 1.11.7 **Lower mirror** so reflective surface is max 40" aff in lobby restroom (checklist)
- 1.11.8 **Remove or relocate** storage in CFS at sink in lobby restroom (CH208)
- 1.11.9 **Lower** sinks to max 34" aff to front of rim in lobby restroom (CH202)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE TWO

1.12 Kitchen/Concessions - not applicable

1.13 Locker Rooms - not applicable

1.14 Aural and Visual Alarms - [[CHECKLIST](#)] IAR lacks audible and visible alarm in all areas

Recommendations (City Hall/Police Station is a site designated as accessible so 1.14.1 and 1.14.2 is integral to compliance with title II program access test):

- 1.14.1 **Install audible and visual alarms** in rooms and spaces where alarms have been installed since 1992 (checklist)
- 1.14.2 Upon renovation **install audible and visual** alarms in all rooms and spaces (checklist)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE TWO

1.15 Directional and Permanent Space Signs - [CHECKLIST] signs high above doors in police station [CH32](#); signs lack Braille (checklist)
Recommendations (City Hall/Police Station is a site designated as accessible so 1.15.1 through 1.15.3 is integral to compliance with title II program access test):

- 1.15.1 **Create template for signs** that addresses height of sign, size of characters, location of Braille, and other requirements (checklist)
- 1.15.2 **Implement a sign revision program** throughout the building, discriminating between directional signs and signs for permanent spaces (checklist)
- 1.15.3 **Mount signage** at all permanent rooms/spaces having Braille and the international symbol of accessibility, mounted 48" to baseline of lowest character and 60" to the baseline of the highest character sign and on the latch side of the door (CH32, checklist)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE TWO

1.16 Other - not applicable

DRAFT

CITY HALL

1.6 Interior Doors - [\[CHECKLIST\]](#)

Maneuvering Clearance: chambers back room- flag on pull side [CH243](#); back room closet- storage interior [CH252](#); Laurie's office- file cabinet on pull [CH301](#); server room- file desk on pull [CH303](#); hall storage- supplies on pull [CH307](#); furnace room- blocked with storage [CH310](#); men's restroom- 40" back on pull [CH315](#); women's restroom- 10" to wall on push [CH324](#); building department- shelf on pull [CH337](#); Michelle's office- desk back and cabinet on pull [CH339](#), [CH340](#); Taylor's office- chair back on pull [CH378](#); spare office- desk back [CH343](#), file cab on pull [CH342](#); planning library- file cabinet on push [CH344](#), [CH348](#); Tracey's office- chair back on pull [CH359](#); Tracey's closet- no entry; single restroom in break- sink on pull; Kristen's office- file cabinet on pull [CH373](#), [CH374](#); building inspector- garbage on pull [CH390](#); left building office- cabinets on push; [CH391](#) shelf on pull [CH392](#)

Dimension (32"X80"): Tracey's closet- 27.5" [CH362](#); single restroom in break- 27" [CH384](#); left building office- reduces to 28" at cabinets to enter [CH399](#), [CH400](#)

Change in level: back room- 7.75" step [CH244](#)

Hardware: back room closet- knob [CH251](#); women's restroom hall- small on pull [CH263](#); men's restroom hall- small on pull; men's restroom- small on pull [CH314](#); women's restroom- small; Tracey's closet- small sliding door hardware [CH363](#); right building office- small sliding door hardware (checklist)

LBF: 8 of 9 doors with closers exceed 5 lbf (checklist)

Closer: 1 of 12 doors closes too quickly (checklist)

Sidelights/Windows: double to hall- 52.5" [CH256](#); finance- 47.25" [CH292](#); Laurie's office- 45.25" [CH298](#); server room- 45.75" [CH302](#); building department- 47.75" [CH338](#); Tracey's office- 47.75"; building inspector- 47.75" (checklist)

Recommendations (City Hall/Police Station is a site designated as accessible so 1.6.1 through 1.6.8 is integral to compliance with title II program access test):

NOTE: providing maneuvering clearance is sometimes accomplished by removing temporary barriers such as garbage cans or chairs, or removing and rehanging doors to open in opposite direction, removing closers, providing power door openers, or other similar means. For reference to the technical standards for doorway maneuvering clearance, see Chapter 4, [section 404](#) of the 2010 Standards.

- 1.6.1 For all doors along the public circulation route, **provide** required maneuvering clearance on push and pull side of doors (CH315, CH324, CH337, CH339, CH340, CH343, CH342, CH392, checklist)
- 1.6.2 For all doors along the public circulation route, **relocate storage, furniture, and other obstacles** to create 60" maneuvering space around doors (CH243, CH252, CH301, CH303, CH307, CH310, CH378, CH344, CH348, CH359, CH373, CH374, CH390, CH391, CH399, CH400, checklist)

- 1.6.3 For all doors along the public circulation route, **replace** doors ones having 32" clear width where indicated (CH362, CH384)
- 1.6.4 For all doors along the public circulation route, **repair, bevel, or ramp CILs** at door entries to max .25" (CH244)
- 1.6.5 For all doors along the public circulation route, **replace hardware** with lever hardware where indicated (CH251, CH263, CH314, CH363, checklist)
- 1.6.6 For all doors along the public circulation route, **inspect, adjust, and maintain** 5 lbf to open interior doors (checklist)
- 1.6.7 For all doors along the public circulation route, **inspect, adjust, and maintain** closing speed on door closers (checklist)
- 1.6.8 For all doors along the public circulation route, **replace doors** with ones having sidelight viewing windows max 43" aff (CH256, CH292, CH298, CH302, CH338, checklist)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

1.7 Interior Accessible Route (includes common area and stairs) -
[\[CHECKLIST-INTERIOR\]](#)

Interior Route: access between levels limited to stairs (checklist); means of egress lacks compliant signage (checklist); some brochure racks mounted out of reach range [CH336](#); panel in hall lacks compliant hardware [CH358](#)

Service Counter: main reception- 35" aff [CH286](#); finance- 41.5" aff [CH284](#), [CH285](#); building counter 42" aff [CH335](#), [CH336](#)

Recommendations (City Hall/Police Station is a site designated as accessible so 1.7.1 through 1.7.5 is integral to compliance with title II program access test):

- 1.7.1 **Create** means of vertical access to all floors of the building (checklist)
- 1.7.2 **See 1.15** for corrections to signage (checklist)
- 1.7.3 **Lower operating mechanisms** along the interior AR to max 48" aff to the highest operable part (CH336)
- 1.7.4 **Replace hardware** on panel with hardware that does not require tight pinch or grasp (CH358)
- 1.7.5 **Lower** 36" wide segment of service counters to max 34" aff (CH286, CH284, CH285, CH335, CH336)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

1.8 Public Designated Use Spaces (includes classrooms, meeting rooms, special purpose rooms, and other spaces intended for use by the public) - [CHECKLIST]

Protruding Objects: chambers- TV 77" aff, 13" out [CH235](#), [CH236](#), [CH237](#)

Change in Level: no access to council table due to 7" step [CH234](#)

Clear Floor Space: chambers- light [CH238](#); break room- storage at cork board [CH386](#)

Reach Range: break room- 55" to cork board [CH379](#), toaster oven high [CH381](#)

Work Surfaces: chambers- podium at 41.5" [CH242](#), [CH241](#)

Sinks: break room- 36" [CH380](#)

Recommendations (City Hall/Police Station is a site designated as accessible so 1.8.1 through 1.8.6 is integral to compliance with title II program access test):

- 1.8.1 **Relocate protruding objects** in chambers or place cane detectable warning or bollard at foot of television (CH235, CH236, CH237)
- 1.8.2 **Provide** a ramp for access to the council table (CH234)
- 1.8.3 **Remove, or relocate storage** in CFS at fixtures and operable parts (CH238, CH386)
- 1.8.4 **Lower operating mechanisms** in spaces indicated to max 48" aff to highest operable part; leave as is if employee only operated (CH379, CH381)
- 1.8.5 **Provide** alternative to podium that is usable by a person using a wheelchair (CH242, CH241)
- 1.8.6 **Lower** sink height to max 34" aff (CH380)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

1.9 Employee Offices and Spaces - [CHECKLIST]

36" Access Aisle: back closet- storage [CH252](#); reception- reduces to 34.5"; back cubicle- 31" [CH295](#), [CH296](#); Laurie's office- 25" to desk [CH299](#), [CH300](#); hall storage- storage [CH307](#), [CH310](#); furnace- no entry, too small [CH309](#); Spare- chair [CH346](#); planning- 33" at file cab [CH347](#), [CH348](#); Steve's office- table placement [CH369](#), reduces to 25" [CH367](#), [CH368](#); Tracey's office- reduces to 28" to back desk [CH370](#), [CH371](#); Kirsten's office- lacks AR to back storage, 29" [CH376](#) [CH377](#); building- reduces to 34.5" [CH393](#), [CH394](#) and 28" to cubicles [CH395](#), [CH396](#); inspector's office- reduces to 32" at files [CH402](#), [CH401](#); CD- reduces to 29.5" to desk [CH404](#), [CH405](#)

60" Turning Space: back closet- storage [CH252](#); storage- storage (checklist); spare- furniture (checklist); inspector's office- furniture placement (checklist)

Protruding Objects: finance front- 5" fire extinguisher [CH294](#)

Clear Floor Space: chambers back room- thermostat [CH247](#); back closet- flashlight chargers, light switch [CH253](#), [CH254](#); reception- chairs in front of brochures and map in lobby [CH287](#), [CH288](#), [CH290](#); server- storage at panel [CH306](#); Michelle's office- table under white board [CH345](#); Steve's office- table at white board [CH364](#); inspector's office- outlets under desk [CH403](#); CD- white board [CH406](#)

Reach Range: chambers back room- thermostat 61" [CH245](#); back closet- flashlight charger 67" [CH254](#); reception- brochure racks up to 71.5" [CH291](#), [CH289](#); finance front- hook at 69" [CH293](#); back cubicle- 49.5" to bottom of corkboard [CH297](#); server- 68" to thermostat [CH305](#); white board too high [CH345](#); storage- 70" to mop storage [CH311](#); building- 62" to hook [CH397](#), [CH398](#); CD- hook on door 72" [CH407](#)

Operable Parts: server- dimmer [CH304](#); storage- mop holder [CH312](#)

Sinks: chambers back room- 35" aff [CH249](#) and lacks CFS [CH250](#)

Recommendations (City Hall/Police Station is a site designated as accessible so 1.9.1 and 1.9.2 is integral to compliance with title II program access test):

- 1.9.1 Employee only area permit approach, entry, and exit, **relocate obstacles** to create AR through spaces indicated (CH252, CH295, CH296, CH299, CH300, CH307, CH310, CH309, CH346, CH347, CH348, CH369, CH367, CH368, CH370, CH371, CH376, CH377, CH393, CH394, CH395, CH396, CH402, CH401, CH404, CH405)
- 1.9.2 Employee only areas permit approach, entry, and exit, **relocate obstacles** to create turning space of 60" in spaces indicated (CH252, checklist)
- 1.9.3 For all other deficits, **leave as is**, employee work area pursuant to 2010 Standards 106.5 Defined Terms, until an employee with a disability works here (CH294, CH247, CH253, CH254, CH287, CH288, CH290, CH306, CH345, CH364, CH403, CH406, CH245, CH291, CH289, CH293, CH297, CH305, CH311, CH397, CH398, CH407, CH304, CH312, CH249, CH250)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

1.10 Assembly Areas - not applicable

1.11 Restrooms - [[CHECKLIST-MULTIPLE USERS](#)]

Council Chambers

Both: sink 36" aff [CH264](#); pipes lack insulation [CH265](#); hook in stall mounted at 67" [CH267](#); seat height okay due to seat cover [CH274](#), [CH272](#); rear grab bars fail to

extend from the center line of the toilet 12" (checklist); stall doors have small external hardware [CH266](#); toilet paper dispenser too close [CH271](#)

Men's: toilet centerline 20" [CH273](#)

Women's: signage lacks Braille and accessibility symbol [CH313](#); toilet centerline 22" [CH268](#); side grab bar 53" to far end [CH269](#); flush control on incorrect side (checklist); door swings into CFS at tampon dispenser (checklist)

Recommendation (City Hall/Police Station is a site designated as accessible so 1.11.1 through 1.11.11 is integral to compliance with title II program access test): (Multiple Users)

- 1.11.1 **Lower** sinks to max 34" aff to front of rim in both (CH264)
- 1.11.2 **Insulate exposed pipes** under one sink in both (CH265)
- 1.11.3 **Lower hooks** in accessible stalls to max 48" aff in both (CH267)
- 1.11.4 **Remount rear grab bar** to behind the toilet, 12" to one side of center and 24" to the other and 33" to 36" aff in both (checklist)
- 1.11.5 **Replace** stall hardware on exterior with hardware operable without a tight pinch or grasp in both (CH266)
- 1.11.6 **Remount toilet paper dispenser** max 7" to 9" from front of toilet, 15" to 48" aff and min 12" above or 1.5" below grab bar in both (CH271)
- 1.11.7 **Remount** toilets to 17" to 18" from the side wall to centerline in both (CH273, CH268)
- 1.11.8 **Replace signage** with compliant signage mounted in compliant location at women's (CH313)
- 1.11.9 **Remount** side grab bar to max 12" from the rear wall at the close end and min 54" on the far end, and 33" to 36" aff in women's (CH269)
- 1.11.10 **Replace** toilet tank with one having flush mechanism on the open side, in the alternative, install an auto flush unit in women's (checklist)
- 1.11.11 **Relocate** tampon dispenser to have required CFS outside of stall door swing (checklist)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

City Hall

Both: pipes lack insulation [CH317](#); hook in stall mounted at 67" [CH267](#); side grab bar extends to 45" [CH321](#), [CH332](#); rear grab bars fail to extend from the center line of the toilet 12" (checklist); stall doors have small external hardware [CH266](#)

Men's: signage lacks Braille and accessibility symbol; sink 36" aff [CH264](#); toilet centerline 19.5" [CH320](#); seat height okay due to seat cover [CH322](#); door closer issues (checklist)

Women's: bottom edge of mirror at 40.5" [CH327](#); sink 36.5" aff [CH326](#); hook on all mounted at 64" [CH325](#); toilet centerline 20" [CH330](#); garbage in CFS of toilet [CH329](#); seat height 15.5" [CH331](#); flush control on incorrect side (checklist); stall not self-closing (checklist)

Recommendations (City Hall/Police Station is a site designated as accessible so 1.11.1 through 1.11.13 is integral to compliance with title II program access test): (Multiple Users)

- 1.11.1 **Insulate exposed pipes** under one sink in both (CH317)
- 1.11.2 **Lower hooks** in accessible stalls to max 48" aff in both (CH267, CH325)
- 1.11.3 **Remount** side grab bar to max 12" from the rear wall at the close end and min 54" on the far end, and 33" to 36" aff in both (CH321, CH322)
- 1.11.4 **Remount rear grab bar** to behind the toilet, 12" to one side of center and 24" to the other and 33" to 36" aff in both (checklist)
- 1.11.5 **Replace** stall hardware on exterior with hardware operable without a tight pinch or grasp in both (CH266)
- 1.11.6 **Acquire and mount** signage, including Braille and access symbol mounted on wall, latch side of door, 48" to baseline of lowest character and 60" to baseline of highest character in men's (checklist)
- 1.11.7 **Lower** sinks to max 34" aff to front of rim in both (CH264, CH326)
- 1.11.8 **Remount** toilets to 17" to 18" from the side wall to centerline in both (CH320, CH330)
- 1.11.9 **Adjust** stall door to be self-closing in both (checklist)
- 1.11.10 **Lower mirror** so reflective surface is max 40" aff in women's (CH327)
- 1.11.11 **Relocate** garbage can to not obstruct CFS at toilet in women's (CH329)
- 1.11.12 **Replace toilet seat, or re-set or replace toilet** to 17" to 19" aff in women's (CH331)
- 1.11.13 **Replace** toilet tank with one having flush mechanism on the open side, in the alternative, install an auto flush unit in women's (checklist)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

[\[CHECKLIST-SINGLE USER\]](#)

Break room: not accessible 45" X 79" [CH382](#), [CH383](#); lacks accessibility signage (checklist); lacks CFS to transfer

Recommendations (City Hall/Police Station is a site designated as accessible so 1.11.1 is integral to compliance with title II program access test): (Single User)

- 1.11.1 Restroom not accessible, **acquire and mount** signage directing patrons to accessible restroom until renovations occur (CH382, CH383)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

1.12 **Kitchen/Concessions** - not applicable

1.13 **Locker Rooms** - not applicable

1.14 **Aural and Visual Alarms** - [\[CHECKLIST\]](#) lacks compliant alarm system in all spaces (checklist)

Recommendations (City Hall/Police Station is a site designated as accessible so 1.14.1 is integral to compliance with title II program access test):

1.14.1 Upon renovation **install audible and visual** alarms in all rooms and spaces (checklist)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

1.15 **Directional and Permanent Space Signs** - [\[CHECKLIST\]](#) signage lacks symbol of accessibility and Braille [CH212](#), [CH313](#)

Recommendations (City Hall/Police Station is a site designated as accessible so 1.15.1 through 1.15.3 is integral to compliance with title II program access test):

1.15.1 **Create template for signs** that addresses height of sign, size of characters, location of Braille, and other requirements (CH212, CH313, checklist)

1.15.2 **Implement a sign revision program** throughout the building, discriminating between directional signs and signs for permanent spaces (checklist)

1.15.3 **Mount signage** at all permanent rooms/spaces having Braille and the international symbol of accessibility, mounted 48" to baseline of lowest character and 60" to the baseline of the highest character sign and on the latch side of the door (checklist)

Responsible Employee	Progress Towards Completion	Recommended Phase
Kristin Ard Division Manager 831/438-3251	(insert periodic notes regarding steps taken or work completed)	PHASE ONE

1.16 **Other** - not applicable