



REPORT TO THE CITY OF SCOTTS VALLEY

Section 6: Public Works

November 30, 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 Public Works. 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 - [\[CHECKLIST\]](#) lacks accessible stalls [PW117](#)

Recommendations (Pubic Works is a site designated as accessible so 1.1.1 is integral to compliance with title II program access test):

1.1.1 **Create one or more** 9' wide and 18' long accessible parking stalls, with one 5' adjacent access aisle, with proper signage and striping (PW117)

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

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

Ramp: slope 3% at bottom landing [PW122](#), [PW123](#); handrail height 32" [PW118](#), [PW119](#), [PW120](#), [PW121](#); 1" from wall to handrail [PW124](#), [PW125](#); handrails corroded (checklist)

Recommendations (Pubic Works 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 **Correct** ramp landing slope to max 2.08% in any direction (PW122, PW123)

1.2.2 **Remount** handrails to 34" to 38" aff (PW118, PW119, PW120, PW121)

1.2.3 **Adjust** handrails to have min 1.5" clearance along length of run (PW124, PW125)

1.2.4 **Replace** handrails with ones that are not corroded (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 THREE

1.3 Exterior Entry Signage - [\[CHECKLIST\]](#) accessible entries lack symbol of accessibility (checklist)

Recommendations (Pubic Works 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 THREE

1.4 Exterior Entry Doors - [CHECKLIST]

Maneuvering Clearance: back exit door- no entry/blocked [PW9](#)

Floor surfaces: side exit- 3.9% [PW51](#), [PW52](#)

Change in Level: lobby entrance- 1.5" CIL [PW3](#); exit in unused office- 1.25" CIL [PW15](#); side exit- 2" CIL [PW53](#)

Hardware: exit in unused office- knob (checklist); side exit- knob

Windows/Sidelights: lobby entrance- 45" [PW6](#); exit in unused office- 45" (checklist); side exit- 45.25" [PW55](#)

LBF: 1 of 3 doors with closers exceed 5 lbf (checklist)

Closer: 2 of 3 doors are fast (checklist)

Recommendations (Pubic Works is a site designated as accessible so 1.4.1 through 1.4.8 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.

- 1.4.1 For all doors along the public circulation route, **relocate storage, furniture, and other obstacles** to create 60" maneuvering space around doors (PW9)
- 1.4.2 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 (PW51, PW52)
- 1.4.3 For all doors along the public circulation route, **repair, bevel, or ramp CIL** at door entries to max .25" (PW3, PW15, PW53)
- 1.4.4 For all doors along the public circulation route, **replace hardware** with lever hardware where indicated (checklist)

- 1.4.5 For all doors along the public circulation route, **replace doors** with ones having sidelight viewing windows max 43" aff (PW6, PW55, checklist)
- 1.4.6 For all doors along the public circulation route, **inspect, adjust, and maintain 5 lbf** to open exterior doors as a smart practice (checklist)
- 1.4.7 For all doors along the public circulation route, **inspect, adjust, and maintain** closing speed on door closers (checklist)
- 1.4.8 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 THREE

1.5 Elevator or Lift - not applicable

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

Maneuvering Clearance: Scott's office- storage on pull [PW30](#); conference room- angled wall on pull side [PW7](#); empty office- file cabinet on pull [PW8](#); traffic office- cabinet in doorway [PW10](#); door to storage- storage and desk back on pull [PW11](#); unused office- storage on pull [PW12](#); locked door in unused office- Locked, no entry [PW17](#); men's restroom- wall on push; tool room- chair on pull; storage on push [PW57](#); janitor supplies- storage on pull [PW62](#), [PW84](#); maintenance locker room- storage on pull and lockers back on pull [PW63](#); storage near locker room- storage on both sides [PW85](#); small storage- storage on both sides [PW91](#)

Dimension (32"X80"): traffic office- Cabinet blocks route, narrow [PW10](#)

Hardware: knobs on all interior doors (checklist)

Windows/Sidelights: unused office- 45.25" [PW13](#), [PW14](#); from lobby to break room- 45.5" [PW48](#)

Closer: 1 of 1 door is fast (checklist)

Recommendations (Pubic Works is a site designated as accessible so 1.6.1 through 1.6.6 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, **relocate storage, furniture, and other obstacles** to create 60" maneuvering space around doors (PW30, PW8, PW10, PW11, PW12, PW17, PW57, PW62, PW84, PW63, PW85, PW91)
- 1.6.2 For all doors along the public circulation route, **provide** required maneuvering clearance on push and pull side of doors (PW7, checklist)
- 1.6.3 For all doors along the public circulation route, **replace hardware** with lever hardware where indicated (checklist)
- 1.6.4 For all doors along the public circulation route, **replace doors** with ones having sidelight viewing windows max 43" aff (PW13, PW14, PW48)
- 1.6.5 For all doors along the public circulation route, **inspect, adjust, and maintain** closing speed on door closers (checklist)
- 1.6.6 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 THREE

1.7 Interior Accessible Route (includes common area and stairs) - not applicable

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: reception- TV 31" [PW22](#), [PW23](#)

Clear Floor Space: reception- light switches have storage in CFS [PW24](#)

Reach Range: reception- TV too high [PW25](#), light switches too far over storage [PW24](#)

Work Surfaces: reception- 41.25" to service counter [PW1](#), [PW2](#)

Recommendations (Pubic Works 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 protruding objects** in spaces indicated or place cane detectable warning or bollard at foot of protrusions (PW22, PW23)
- 1.8.2 **Remove, or relocate storage** in CFS at fixtures and operable parts (PW24)
- 1.8.3 **Lower operating mechanisms** in spaces indicated to max 48" aff to highest operable part; leave as is if employee only operated (PW25, PW24)
- 1.8.4 **Lower** 36" wide segment of service counter to max 34" aff (PW1, PW2)

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

1.9 Employee Offices and Spaces - [\[CHECKLIST\]](#)

36" Access Aisle: unused office- storage [PW18](#); conference- aisle reduces to 28.5" at table to directing board [PW28](#); Scott's office- aisle reduces to 27" around table [PW29](#), [PW30](#); file room- floor storage [PW36](#), [PW34](#); traffic office- reduces to 31.5" due to table [PW40](#), [PW41](#); janitor room- storage [PW68](#); tool room- floor storage and cabinets [PW59](#); large storage- storage [PW86](#); small storage- storage [PW90](#)

60" Turning Space: Scott's office- furniture [PW30](#); Kimarie's office- furniture [PW32](#); file room- furniture [PW35](#); traffic office- furniture [PW42](#); lock room- 39" wide [PW64](#), [PW65](#); janitor room- storage [PW68](#); large storage- storage (checklist); small storage- small room (checklist)

Protruding Objects: tool room- overhead storage [PW61](#); maintenance back office- paper towels 9.5" [PW70](#), [PW71](#) and shelf 23.5" [PW72](#), [PW73](#)

Floor Surfaces: file room- carpet buckling; traffic office- carpet buckling [PW35](#); maintenance back office- carpet buckling (checklist)

Clear Floor Space: map room- bins in front of hooks [PW19](#); engineering section- light switch lacks CFS [PW21](#); conference- table at white board [PW26](#); Scott's office- white board blocked by table [PW31](#); Kimarie's office- outlets blocked [PW33](#); unused office- lacks CFS at phone [PW37](#), fire extinguisher [PW39](#), and panel [PW38](#) due to storage; traffic office- light switch lacks CFS due to storage [PW43](#); copier area- thermostat at 60" [PW45](#), [PW46](#), light switch and electrical panel blocked by file cabinets [PW44](#); tool room- thermostat and panel both have storage in CFS [PW60](#); maintenance back office- mail slots and thermostat have shelf below [PW75](#), chair in CFS of whiteboard [PW77](#); large storage- thermostat blocked by storage [PW87](#)

Reach Range: map room- hooks 76" [PW20](#); engineering section- requires reach over counter to switch [PW21](#); conference- white board high at 48" due to table [PW26](#), [PW27](#); traffic office- light switch blocked due to table [PW43](#); copier area- switch far [PW44](#); tool room- panel and thermostat high [PW60](#); maintenance back office- mail and thermostat high [PW76](#), whiteboard too high [PW77](#), and shelf too high [PW78](#); large storage- thermostat too high [PW87](#)

Operable Parts: copier area- panel requires pinch [PW47](#); tool room- switch broken [PW69](#)

Recommendations (Public Works is a site designated as accessible so 1.9.1 through 1.9.3 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 (PW18, PW28, PW29, PW30, PW36, PW34, PW40, PW41, PW68, PW59, PW86, PW90)
- 1.9.2 Employee only areas permit approach, entry, and exit, ***relocate obstacles*** to create turning space of 60" in spaces indicated (PW30, PW32, PW35, PW42, PW64, PW65, PW68, 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 (PW61, PW70, PW71, PW72, PW73, PW35, PW19, PW21, PW26, PW31, PW33, PW37, PW39, PW38, PW43, PW45, PW46, PW44, PW60, PW75, PW77, PW87, PW20, PW27, PW44, PW76, PW78, PW47, PW69, 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 THREE

1.10 Assembly Areas - not applicable

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

Men's: lacks compliant signage [PW104](#); bottom of mirrors mounted at 49.5" [PW105](#); pipes lack insulation [PW106](#); urinals mounted at 24" [PW107](#); restroom has ambulatory only, lacks accessible stall (checklist); ambulatory stall 42" wide by 58.5" [PW108](#) [PW109](#); centerline of toilet at 15" [PW110](#); stall lacks external hardware and is not self-closing [PW112](#); grab bar only extends to 51.5" [PW113](#), [PW114](#); paper towels protruding 6" [PW115](#), [PW116](#); door lacks accessible means of egress due to doorknob (checklist, see doors above); restroom includes inaccessible shower [PW103](#)

Recommendations (Public Works is a site designated as accessible so 1.11.1 through 1.11.7 is integral to compliance with title II program access test): (Multiple Users)

- 1.11.1 **Acquire and mount** signage, including Braille and access symbol mounted on wall, latch side of door, 48" to baseline of Braille characters and 60" to baseline of highest character (PW104)
- 1.11.2 **Lower mirror** so reflective surface is max 40" aff (PW105)
- 1.11.3 **Insulate exposed pipes** under one sink (PW106)
- 1.11.4 **Lower** urinal so that rim height is max 17" aff (PW107)
- 1.11.5 **Create** a wheelchair accessible stall with grab bars and fixtures mounted in correct locations and at correct heights (PW108, PW109, PW110, PW112, PW113, PW114)
- 1.11.6 **Relocate or recess** towel dispenser to not interfere with general circulation path, protrusions can't be greater than 4" (PW115, PW116)
- 1.11.7 **Create** accessible shower in restroom (PW103)

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

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

Women's: lacks compliant signage [PW92](#); side grab bar extends to 50.5" [PW99](#); flush controls mounted on incorrect side [PW97](#); toilet paper dispensers above grab bar [PW98](#); bottom of mirrors mounted at 50" [PW100](#); sink lacks knee clearance due to cabinet [PW93](#); sink controls- knob [PW94](#); hook mounted at 63.25" [PW95](#); paper towels lack CFS and mounted at 54" with forward reach [PW101](#), [PW102](#)

Recommendations (Public Works 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 **Acquire and mount** signage, including Braille and access symbol mounted on wall, latch side of door, 48" to baseline of Braille characters and 60" to baseline of highest character (PW92)
- 1.11.2 **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 (PW99)
- 1.11.3 **Replace** toilet tank with one having flush mechanism on the open side, in the alternative, install an auto flush unit (PW97)
- 1.11.4 **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 (PW98)
- 1.11.5 **Lower mirror** so reflective surface is max 40" aff (PW100)
- 1.11.6 **Remove under sink cabinets** to provide knee and toe clearances under sinks and insulate exposed pipes (PW93)
- 1.11.7 **Replace** faucet controls with lever controls (PW94)
- 1.11.8 **Lower hooks** in accessible stalls to max 48" aff (PW95)
- 1.11.9 **Relocate** paper towel dispenser to be max 48" aff to the highest operable part and in an area providing required CFS (PW101, PW102)

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

- 1.12 **Kitchen - [CHECKLIST]** table in CFS of sink [PW80](#); sink lacks knee clearance due to cabinet [PW80](#); oven controls on back [PW79](#); floor surfaces uneven due to carpet buckling [PW81](#); paper towels high over sink 55" [PW82](#), [PW83](#)

Recommendations (Public Works is a site designated as accessible so 1.12.1 through 1.12.5 is integral to compliance with title II program access test):

- 1.12.1 **Relocate** table to provide required CFS at sink (PW80)
- 1.12.2 **Remove under sink cabinets** to provide knee and toe clearances under sinks and insulate exposed pipes (PW80)
- 1.12.3 **Replace** oven with one having controls on front of unit (PW79)
- 1.12.4 **Secure** edges of carpeting or mats to prevent trip hazard (PW81)
- 1.12.5 **Lower operating mechanisms** to max 44" aff to highest operable part for a forward reach over the sink; leave as is if employee only operated (PW82, PW83)

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

1.13 Locker Rooms - not applicable

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

4 recommendations (Public Works is a site designated as accessible so 1.11.1 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 THREE

1.15 Directional and Permanent Space Signs - [\[CHECKLIST\]](#) restroom signage non-compliant [PW104](#)

Recommendations (Public Works 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 (PW104, 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 THREE

1.16 Other - not applicable