



# REPORT TO THE CITY OF PEORIA COMMUNITY SERVICES DEPARTMENT

## Section 1: Administration Offices

July 3, 2013

### 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 Administration Offices, viewing only those portions for which the Department is responsible, and areas such as parking which are integral to the site. Our findings are below.

**1.1 Parking - [[CHECKLIST-FRONT](#)]**

Front: slopes- 2.4% [AO9](#), [AO10](#); 2.6% [AO11](#), [AO12](#); sign heights- 59" [AO1](#), [AO2](#); 53" [AO3](#), [AO4](#); 59.5" [AO5](#), [AO6](#); 58.5" [AO7](#), [AO8](#)

***Recommendations (Administration Office is a site designated as accessible so 1.1.1 and 1.1.2 is integral to compliance with title II program access test): (Front)***

- 1.1.1 **Repair or correct slope** of parking spaces and access aisles to max 2.08% in any direction (AO9, AO10, AO11, AO12)
- 1.1.2 **Raise** existing accessible parking signs so lowest end of bottom sign is min 60" aff (AO1, AO2, AO3, AO4, AO5, AO6, AO7, AO8)

| Responsible Employee                                | Progress Towards Completion                                     | Recommended Phase |
|---|---|-------------------|
| Brenda Rehnke<br>Recreation Manager<br>623-773-7131 | (insert periodic notes regarding steps taken or work completed) | PHASE ONE         |

**[[CHECKLIST-TEMP/GARAGE](#)]**

Temp Lot: one aisle is 56.5" wide [AO15](#), [AO16](#); 2.8% slope in van space [AO13](#), [AO14](#); lacks fine signs [AO30](#); van signage mounting fails [AO18](#), [AO19](#)

***Recommendations (Administration Office is designated as accessible so 1.1.1 through 1.1.4 is integral to compliance with title II program access test): (Temp Lot)***

- 1.1.1 **Repaint** stalls and access aisles to be 8' and 5' each (AO15, AO16)
- 1.1.2 **Repair or correct slope** of parking space and access aisle to max 2.08% in any direction (AO13, AO14)
- 1.1.3 **Acquire** and mount correct fine sign for all stalls (AO30)
- 1.1.4 **Raise** existing accessible parking signs so lowest end of bottom sign is min 60" aff (AO18, AO19)

| Responsible Employee                                | Progress Towards Completion                                     | Recommended Phase |
|---|---|-------------------|
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Garage: needs one more accessible stall (checklist); 2.8% slope on second floor [AO28](#), [AO29](#); lacks fine signs [AO30](#); signage mounted at 33.5" aff [AO20](#), [AO21](#); 33.75" [AO22](#), [AO23](#); 33.5" [AO24](#), [AO25](#); and 33.5" [AO26](#), [AO27](#); second floor lift requires a key [AO32](#) and lifts must be independently operable

**Recommendations (Administration Office is designated as accessible so 1.1.1 through 1.1.5 is integral to compliance with title II program access test):**  
**(Garage)**

- 1.1.1 **Create one more** 8' accessible parking stalls, with one 5' adjacent access aisle, with proper signage and striping (checklist)
- 1.1.2 **Repair or correct slope** of parking space and access aisle to max 2.08% in any direction (AO28, AO29)
- 1.1.3 **Acquire** and mount correct fine sign for all stalls (AO30)
- 1.1.4 **Raise** existing accessible parking signs so lowest end of bottom sign is min 60" aff (AO20, AO21, AO22, AO23, AO24, AO25, AO26, AO27)
- 1.1.5 **Leave lift on** and operational at all times that the building is open; in the alternative, if upper level is for employees only, issue keys to employees requiring use of the lift for access (AO32)

| Responsible Employee                                | Progress Towards Completion                                     | Recommended Phase |
|---|---|-------------------|
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**1.2 Exterior Accessible Route (includes common area and stairs)-**  
[\[CHECKLIST-EAR\]](#) [\[CHECKLIST-RAMP\]](#)

Exterior Route: no marked crossing from side parking [AO39](#); pavement gaps deteriorate [AO33](#), [AO34](#), [AO35](#), [AO36](#), [AO37](#), [AO38](#); 6.6% running slope by parking garage [AO40](#), [AO41](#)

Ramp: no issues

**Recommendations (Administration Office 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 **Create lined cross walk** where pedestrian pathway crosses through vehicular traffic as a smart practice (AO39)
- 1.2.2 **Correct or fill** gap along AR (AO33, AO34, AO35, AO36, AO37, AO38)
- 1.2.3 **Correct or repair** sidewalk running slope along AR to max 5% (AO40, AO41)

| Responsible Employee                                | Progress Towards Completion                                     | Recommended Phase |
|---|---|-------------------|
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1.3 Exterior Entry Signage – didn't audit

**Recommendations (Administration Office is a site designated as accessible so 1.3.1 and 1.3.2 is integral to compliance with title II program access test):**

1.3.1 **Mount signage** at inaccessible entrances directing patrons in wheelchairs to accessible entrance

1.3.2 **Mount signage** at entrance designating it as accessible

| Responsible Employee                                | Progress Towards Completion                                     | Recommended Phase |
|---|---|-------------------|
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1.4 Exterior Entry Doors - [\[CHECKLIST\]](#)

Maneuvering Clearance: long term storage- 2.8% slope [AO53](#), [AO54](#)

LBF: 6 of 6 exterior doors with closers exceeds 8.5 lbf (checklist)

Closer: 1 of 6 exterior doors with a closer closes to fast (checklist)

Side Lights: employee entry- 45" [AO51](#), [AO52](#)

**Recommendations (Administration Office is a site designated as accessible so 1.4.1 through 1.4.5 is integral to compliance with title II program access test):**

1.4.1 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 ([AO53](#), [AO54](#))

1.4.2 For all doors along the public circulation route, **inspect, adjust, and maintain** 8.5 lbf to open exterior doors as a smart practice (checklist)

1.4.3 For all doors along the public circulation route, **inspect, adjust, and maintain** closing speed on door closers so that doors do not close to 3" faster than 3 seconds when started at 70 degrees (checklist)

1.4.4 For all doors along the public circulation route, **replace doors** with ones having sidelight viewing windows max 43" aff ([AO51](#), [AO52](#))

1.4.5 **Upon renovation;** make above corrections to employee only doors

| Responsible Employee                                | Progress Towards Completion                                     | Recommended Phase |
|---|---|-------------------|
| Brenda Rehnke<br>Recreation Manager<br>623-773-7131 | (insert periodic notes regarding steps taken or work completed) | PHASE ONE         |

1.5 Elevator or Lift - [\[CHECKLIST\]](#) needs key to operate [AO112](#); .75" CIL [AO113](#), [AO114](#)

**Recommendations (Administration Office is a site designated as accessible so 1.5.1 and 1.5.2 is integral to compliance with title II program access test):**

1.5.1 See 1.1.5 above for recommendation to lift access (AO112)

1.5.2 **Adjust lift operation** so that platform lift automatically stops within .25" of floor landing (AO113, AO114)

| Responsible Employee                                | Progress Towards Completion                                     | Recommended Phase |
|---|---|-------------------|
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1.6 Interior Doors - [\[CHECKLIST\]](#)

Maneuvering Clearance: sandbox- table [AO42](#); Kirk Haines- bookshelf [AO43](#); wreck-garbage [AO45](#); Stacy Beadle- bookshelf [AO47](#); Mark Brust- cabinet [AO48](#); Kelli Kincaid- bookshelf [AO50](#); filing to reception- fax machine [AO55](#); paper storage- boxes and equipment [AO57](#); mother's room- chair back on pull [AO58](#)

LBF: 10 of 10 interior doors with closers exceed 5 lbf (checklist)

Closer: 1 of 10 interior doors with closers closer too fast (checklist)

**Recommendations (Administration Office is a site designated as accessible so 1.6.1 through 1.6.4 is integral to compliance with title II program access test):**

1.6.1 For all doors along the public circulation route, **relocate storage, furniture, and other obstacles** to create 60" maneuvering space around doors (AO42, AO43, AO45, AO47, AO48, AO50, AO55, AP57, AO58)

1.6.2 For all doors along the public circulation route, **inspect, adjust, and maintain 5 lbf** to open interior doors (checklist)

1.6.3 For all doors along the public circulation route, **inspect, adjust, and maintain** closing speed on door closers so that doors do not close to 3" faster than 3 seconds when started at 70 degrees (checklist)

1.6.4 **Upon renovation**; make above corrections to employee only doors

| Responsible Employee                                | Progress Towards Completion                                     | Recommended Phase |
|---|---|-------------------|
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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: sandbox- phone 5" [AO60](#), [AO61](#); mother's room- phone 5.5" [AO76](#), [AO77](#)

Clear floor space: point of view- switches [AO75](#)

**Recommendations (Administration Office is a site designated as accessible so 1.8.1 and 1.8.2 is integral to compliance with title II program access test):**

1.8.1 **Relocate protruding objects** in sandbox and mother's room or place cane detectable warning at foot of phones (AO60, AO61, AO76, AO77)

1.8.2 **Remove, or relocate storage** in CFS at fixtures and operable parts (AO75)

| Responsible Employee                                | Progress Towards Completion                                     | Recommended Phase |
|---|---|-------------------|
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1.9 Employee Offices and Spaces - [\[CHECKLIST\]](#)

36" access aisle: long term storage- floor storage [AO70](#)

60" turning space: desk- Kirk Haines, Kevin Naughton (checklist), and wreck room [AO59](#)

Protruding Objects: seasonal staff work area- shelves 8" [AO62](#), [OA63](#); yucca- TV 5.5" [AO71](#), [AO72](#); front desk- shelves 8" [AO73](#), [AO74](#)

Clear floor space: temporary storage- fire extinguisher [AO65](#)

Reach Range: temporary storage- paper towels at 56.5" aff [AO66](#), [AO67](#), soap 25" side reach at 50" aff [AO68](#), [AO69](#)

**Recommendations (Administration Office 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** such as tables and chairs to create AR through long term storage (AO70)
- 1.9.2 Employee only areas permit approach, entry, and exit, **relocate obstacles** to create turning space of 60" in Kirk Haines' office, Kevin Naughton's office, wreck room (AO59, 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 (AO62, AO63, AO71, AO72, AO73, AO74, AO65, AO66, AO67, AO68, AO69)

| Responsible Employee                                | Progress Towards Completion                                     | Recommended Phase |
|---|---|-------------------|
| Brenda Rehnke<br>Recreation Manager<br>623-773-7131 | (insert periodic notes regarding steps taken or work completed) | PHASE ONE         |

**1.10 Assembly Areas - not applicable**

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

*Both:* toilet paper dispenser mounting fails [AO104](#), [AO105](#), [AO80](#), [AO81](#), [AO106](#); stall door fails to be self closing (checklist)

*Men's:* mirror mounted at 40.5" aff [AO100](#), [AO101](#); stall door hardware fails [AO107](#); door is 5" from partition [AO110](#), [AO111](#); shelves protrude 5" [AO108](#), [AO109](#)

*Women's:* signage lacks Braille (checklist); signage text at 62.5" aff [AO78](#), [AO79](#)

**Recommendations (Administration Office 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 **Remount toilet paper dispensers in both** max 7" to 9" from front of toilet, 15" to 48" aff and min 12" above or 1.5" below grab bar (AO104, AO105, AO80, AO81, AO106)
- 1.11.2 **Adjust** stall doors in both to be self closing (checklist)
- 1.11.3 **Lower mirror** in men's so reflective surface is max 40" aff (AO100, AO101)
- 1.11.4 **Replace** M stall hardware so it is operable w/out tight pinch or grasp (AO17)
- 1.11.5 **Rehang** stall door in men's to be max 4" from adjacent stall partition and on the stall wall farthest from the toilet (AO110, AO111)
- 1.11.6 **Relocate or recess** shelves to not interfere with general circulation path, protrusions can't be greater than 4" (AO108, AO109)
- 1.11.7 **Acquire and mount** signage for women's, including access symbol and Braille mounted on wall, latch side of door, 48" to baseline of lowest character and 60" to baseline of highest character (AO78, AO79, checklist)

| Responsible Employee                                | Progress Towards Completion                                     | Recommended Phase |
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[\[CHECKLIST-SINGLE USER\]](#)

*Both:* toilet paper dispenser mounting fails [AO87](#), [AO88](#), [AO91](#), [AO92](#), [AO89](#), [AO98](#);  
 sink design fails to allow knee clearance [AO85](#), [AO93](#), [AO94](#), [AO95](#)

*Men's:* symbol of access is partially blocked [AO82](#); sink rim at 34.25" aff [AO83](#), [AO84](#)

*Women's:* coat hook at 70.25" [AO96](#), [AO97](#)

**Recommendations (Administration Office is a site designated as accessible so 1.11.1 through 1.11.4 is integral to compliance with title II program access test): (Single Users)**

- 1.11.1 **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 (AO87, AO88, AO91, AO92, AO89, AO98)
- 1.11.2 **Replace sinks** in both with ones allowing knee and toe clearance and mount with rim max 34" aff (AO85, AO93, AO94, AO95, AO83, AO84)
- 1.11.3 **Remove obstruction** blocking the symbol of access on the men's restroom signage (AO82)
- 1.11.4 **Lower hook** in women's to max 48" aff (AO96, AO97)

| Responsible Employee                                | Progress Towards Completion                                     | Recommended Phase |
|---|---|-------------------|
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1.12 **Kitchen/Concessions** - not applicable

1.13 **Locker Rooms** - not applicable

1.14 **Aural and Visual Alarms** - [\[CHECKLIST\]](#) no issues

1.15 **Directional and Permanent Space Signs** – did not audit signage; general recommendations below

**Recommendations (Administration Office 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 at 60" to the middle of the sign and on the latch side of the door (checklist)

| <b>Responsible Employee</b>                         | <b>Progress Towards Completion</b>                              | <b>Recommended Phase</b> |
|---|---|--------------------------|
| Brenda Rehnke<br>Recreation Manager<br>623-773-7131 | (insert periodic notes regarding steps taken or work completed) | PHASE ONE                |

**1.16 Other** - not applicable

PEORIA ADMINOFFCS SEC1