Website
City of Waltham's website does not always include information about the accessibility of facilities where programs and services are offered. It does not follow section 508 accessibility standards for electronic and information technology. Individuals with disabilities are not featured in the website.

Outreach
Steps to provide further outreach and be more inclusive in programs can be taken, inviting disability advocate organizations and other stakeholders in the decision making process. Include people with disabilities in videos, brochures and other materials if materials are produced.

6. ADA Transition Plan

The following chart summarizes the action items described below. Some items have been implemented and some need to be revised.

ADA Transition Plan Actions				
No.	**Task**	**Official Responsible**	**Time**	**Priorities**
1	ADA Coordinator	Personnel Director	1 Month	1
2	Prepare Policies & Procedures	ADA Coordinator (AC)	6 Months	1
3	Website/Technology Accessibility Compliance	IT	6 Months	1
4	Employment	AC/HR	1 Year	1
5	Facility Compliance	PW	3 Year	3
6	Staff Training	AC/HR	1 Year	2
7	Acquire Resources	AC/IT	1 Year	2
8	ADA Committee & Public Outreach	AC	3 Months	1
9	Creating Funding Mechanism	Finance Department	1 Year	3

1. ADA Coordinator

The Personnel Director has been designated as the ADA Coordinator. The nomination should be announced at an upcoming Commission Meeting and the contact information should be posted on the City's website. The City should achieve this goal within 3 months.

It is necessary to outline the duties of the ADA Coordinator. The ADA Coordinator will be responsible for:

- Ensuring programs and services are accessible to persons with disabilities
- Ensuring effective communication
- Investigating and resolving complaints
- Addressing reasonable accommodation request
- Managing the ADA Committee
- Point of contact for the ADA Transition Plan and disseminating ADA information
- Creating accessibility awareness between departments and coordinating with Departments as necessary to achieve compliance in programs and services
- Maintenance of accessible features
- Liaison with community organizations and member with disabilities
- The ADA Coordinator position requires knowledge of the ADA. The following sources provide ADA information and training that is recommended:
    1. Ada.gov
    2. Access-board.gov
    3. Title II: technical Assistance Manual
    4. A Guide for Small Towns
    5. ADA Coordinator Training Certification Program http://www.adacoordinator.org/
    6. Resources ADA Quiz Book 4th Edition – Rocky Mountain ADA

2. Prepare Policies and Procedures.

The policies and procedures should be revised to include the comments stated in the Policy and Procedure Review section. The City has drafted general non-discrimination policy statement. The model policies are presented as a guideline for the City to follow. The model policy includes reasonable accommodation, effective communication, service animal policy, employment, vendors, contracts, etc.

There are several documents that have the general statement offering auxiliary aids and services. The caption should be included in all publications/notifications and should include TTY number. The time frame allowed to request said services should be consistent for all publications and should clarify that lengthy and Braille documents requests take longer.

Modifications to policies and procedures to accommodate a request

Request can be made oral through personal interviews, by telephone, tape recording, letters, etc. But in general it is advised that a form be completed by staff to maintain a record of such request. The form is an ideal way to maintain a record on how to address request of persons with disabilities, but is not required as a means to submit an accommodation. Ensure that eligibility criteria does not prevent individuals with disabilities from participating in the programs services or activities offered by the City. It is necessary to determine if a modification of the program would allow individuals with

disabilities to participate in the essential functions of the program or activity. Modifications can include accommodations to the registration, to the program or the environment were the activity is offered to allow persons with disabilities equal enjoyment of the programs or activities. The accommodations should afford participation in the most integrated settings, giving priority to the request of the individual, and with the goal of generating participation by persons with disabilities. The City should make determination of reasonable accommodation on a case by case basis. Factors to be considered are the nature of the accommodations, the resources of the agency, the impact of the expenses will have on the City operation. The City is not required to make accommodations that would impose and undue financial and administrative burden, or that fundamentally alter the nature of the program or service. This decision can only be taken by a department head following the policy and procedure.

Auxiliary Aids and Services.

The City should establish service agreements with independent agencies that provide alternative formats such as Braille, qualified interpreters, American Sign Language (ASL) interpreters, Video Remote Interpreting (VRI), and Communications Access Real-Time Transcribing (CART). Specifically, the City should establish the timeframe for availability of such services, in cases of emergency it should be less than 1 hour, other events may have longer lead times. It is recommended that the City maintain a relationship with providers of such services within the local area for availability. The City should commit to developing and approving model policies within 6 months. The City should establish service agreements with providers within 6 months and notify all departments of the availability, and how to provide said services.

3. Website/Technology Accessibility Compliance.

The City IT Department should verify website accessibility compliance following section 508 guidelines. The City's website should post information on the web accessibility policy, provide information regarding programs and services, resources, use alternative formats such as HTML, PDF and Word documents, and offer assistance through a Web Support Team. The City should ensure that videos and TV programs offer closed captions or other alternatives for audiovisual presentations, and that accessible PDF files are created. When making presentations describe graphics. Include images of individuals with disabilities in videos and brochures. Verify that the most updated and accessible software and hardware is considered when making purchases. Verify that e-readers available through the library are accessible. Consider purchasing mobile station (laptop/tablet) with JAWS software, Open Book Computer Software, Duxbury Computer Software, Braille Embosser, audio files, readers, or tablet that can serve for video remote interpreting, etc. It is anticipated that the IT Department will have an accessible website within 1 year.

4. Employment.

The City has established a policy addressing non-discrimination in employment, and has designated an ADA Coordinator within the City's Personnel Department. The Department has a Reasonable Accommodation request Form and grievance procedure. Verify that the forms clearly incorporate offering reasonable accommodation for employees and modifications of policies to accommodate employees as necessary, eligibility requirements, and position descriptions focusing on abilities. It is anticipated that model polices for employment will be drafted and approved by the City Commission within a period of 1 year. Language should be incorporated in contracts with third party vendors/contractors requiring compliance with Americans with Disabilities Act.

5. Facility Compliance

The evaluation of the facilities has been completed providing accessibility compliance reports for each one of its facilities included in the scope of work. It is important to note that all City facilities that have public access are required to provide a level of program accessibility. This study does not incorporate or make any reference to any other facility that the 3 buildings inspected. The reports identify barriers to access, the applicable code section, a proposed solution based on the specific requirement, photo reference, priorities, schedule and official responsible and an estimated cost to mitigate the barrier. The facilities were prioritized based on the relevance, frequency of use, and uniqueness. The barriers were prioritized based on life safety items, items that are non-existent, items that have deviations from technical requirements and items that fall within construction tolerances. Alternative solutions in terms of program accessibility, readily achievable barrier removal, equivalent facilitation, programmatic solutions, relocation of services, acquisition of new facilities and equipment, etc. were considered. The schedule to mitigate the facilities can be modified based on available funding sources and in line with capital improvement projects. All other City facilities that provide public access should be included as part of the transition plan.

Ensure that maintenance of accessible features in buildings is operational and complies with accessibility requirements. Procure non-toxic, unscented maintenance and building products that will comply with universal design and that will not trigger chemical sensitivities.

Ensure that all current and future projects that are permanent and/or temporary events that contain alterations and/or new construction comply with ADA requirements through accessibility compliance review and accessibility compliance inspections. It is recommended that the accessibility compliance reviewer and the building inspector become certified by the International Code Council as Accessibility Inspector/Plans Examiner. The information can be found at International Code Council (ICC), Accessibility Inspector/Plans Examiner – 21, Category: Code Enforcement http://www.iccsafe.org/education-certification/certifications-and-testing/national-exam-info-registration/

6. Staff Training

While all personnel are required to comply with the ADA, it is extremely important that department heads and the persons having interaction with the public are aware of policies and procedures to make the programs and services accessible. At least one Manager per Department should serve as accessibility compliance liaison. The training should include information on general policies and procedures, department specific policies such as pool lift operation, how to accommodate persons with disabilities, how to provide auxiliary aids and services, how to achieve effective communication, how to receive relay calls, information, how to use assistive listening devices, procedures for evacuating persons with disabilities, and policies regarding service animals. Maintenance staff should be trained on accessibility compliance and maintenance of accessible features.
Topics such as Disability Etiquette Tips as published by the ADA National Network (see attachment Customer Service Final) are also a great tool to assist in treating persons with disabilities with the respect deserved. Personnel should participate in training upon hiring and on periodic basis. Please refer to the on-line training materials offered by the ADA National Network. The Southeast ADA Center offers web courses at the following website: http://www.adasoutheast.org/training/courses.php . The staff can benefit by taking some of the following courses that offer training and maintain archives related to topics that can provide insight to employees. It is anticipated that relevant personnel can take training within one year.

- ADA Basic Building Blocks
- ADA Title II Tutorial
- At Your Service: Welcoming Customers with Disabilities
- ADA Employment Webcourse
- Disability & Employment Support Practices _ EDI Online
- Disability.gov offers webinars on the WIOA & Improving Employment Opportunities for People with Disabilities: https://www.disability.gov/webinar-on-the-wioa-improving-employment-opportunities-for-people-with-disabilities-september-29/
- ADA Online Learning: http://ada-audio.org
- Accessibility Webinars: http://accessibilityonline.org

7. Acquire Resources

It is necessary to consider accessibility features when acquiring accessible or adaptive equipment, third party vendor services and/or training to implement the plan. Accessible and adaptive equipment and software can potentially include but not limited to clipboards for note taking for simple communication, assistive listening devices, portable TTY, accessible golf carts, beach wheelchairs, laptop computers or tablets and JAWS software. It is necessary to maintain contacts with vendors to furnish auxiliary aids and services such as providing Braille documents, CART services, video remote interpreting and/or American Sign Language interpreters. Develop materials in alternative formats such as Braille, large fonts and PDF's. It is anticipated that the acquisitions necessary will have been completed within one year.

8. ADA Committee & Public Outreach

Develop an ADA committee comprised of stakeholders including City personnel, members representing advocacy organizations and members of the community that have a disability. Provide a level of participation from the community in the decision making process for priorities and reasonable modifications and public outreach and activity development. Invite members of the community that have a disability to participate in the Draft self-evaluation to the Final ADA Transition Plan so they are aware of the plan, and they can offer areas and action deemed priority.
A group of four to five persons representing agencies that advocate for persons with disabilities and persons with disabilities can be involved in the committee. Some of the activities that the committee can be involved include but are not limited to the following:

- Establish a network of disability advocacy organizations and community members with disabilities, resources and activities available for the community that have disabilities. The same network can assist in preparing a special needs registry for emergency events
- Inviting individuals from the committee to assist with event planning for accessibility, assist at the event, provide post event evaluation, recommendations for future, etc.
- Request and create new activities or programs for individuals with disabilities and/or the general public but with accommodations incorporated as to include anyone interested
- Provide feedback and insight regarding accommodation requests and how they were addressed by the city as needed
- Provide feedback on annual update to ADA transition plan

The committee can meet initially at least on 2 occasions, to discuss the self-evaluation and transition plan, and thereafter on quarterly or semiannual bases, but not to exceed yearly basis. It is anticipated that the Self-evaluation and ADA transition plan will be finalized within 1 year. The transition plan should be updated on quarterly basis but no later than yearly basis. The transition plan should be kept on file for public comment for a period of 3 years.

9. Creating Funding Mechanisms

Efforts will be made to incorporate accessibility features into all Capital Improvement Projects. It is necessary to develop sources of funding for the structural changes in the ADA Transition Plan. Non-structural or programmatic solutions are usually not as costly as structural solutions. Expenses can be incurred in establishing contracts, acquiring services and/or purchasing equipment. Ideally there are reserves that can be utilized for this need. Otherwise, it is planned that the Finance Department will look into allocating and procuring funds as necessary and creating sources of revenue that can assist in offsetting cost generated by the ADA transition plan.

For some programs and activities were there is a surcharge from all participants, the fee can be utilized to fund the accessibility accommodations. If necessary the fee for all participants can be raised to ensure proper funding.

Some states and local governments have been successful at obtaining federal for ADA improvements, alternative sources of funding can be obtained by applying for grants at http://www.grants.gov/web/grants/home.html , the Catalog for Federal Domestic Assistance (CFDA) https://www.cfda.gov/index?s=main&mode=list&tab=list , and Department of Transportation block grant transportation programs.

The ADA Transition Plan should be monitored on yearly basis. New services, activities and programs and policies and procedures that have not been evaluated or that have been modified should be evaluated.

7. Accessibility Compliance Assessment Reports

City of Waltham - ADA Title II Transition Plan Facilities

Program/			Schedule/Cost/Year					Monitoring			
No.	Facilities	Address	Year (2017-2018)	Year (2018-2019)	Year (2019-2020)	A/E 10%	Total Cost	Start	Status	End	Comments
1	City Hall -	610 Main St	$400.00	$31,531.30	$13,925.98	$4,585.73	$50,443.01	06/30/17	P	06/30/20	
2	Council on Aging Building	488 Main St	$7,650.00	$11,127.37	$10,024.00	$2,880.14	$31,681.51	06/30/17	P	06/30/20	
3	Government Center Offices	119 School St	$7,805.00	$57,840.92	$21,526.70	$8,717.26	$95,889.88	06/30/17	P	06/30/20	
4	Public Library	753 Main St	$550.00	$15,045.78	$38,775.05	$5,437.08	$59,807.91	06/30/17	P	06/30/20	
	TOTAL		**$16,405.00**	**$115,545.37**	**$84,251.73**	**$21,620.21**	**$237,822.31**				

Line	Floor	Room No. Name	Item No.	Physical Obstacle	ADA Code	Method/ Proposed Correction	Photo	Priority	Official Responsible	Schedule	Cost	Status	Comments
0001	Ground	Accessible Route from Public Right-of-Way	*0001	There is no pedestrian accessible route provided to City Hall's accessible entrance.	§402	Rework or repave accessible route to provide a 36" (914 mm) min. clear width accessible route with a cross slope not exceeding 2%.	0328, 0329	2	A/E	2	$6,000.00		
0002	Ground	Accessible Parking Spaces	*0002	Signage indicating accessible parking are mounted too low.	§502.6	Install signage indicating accessible parking that displays the international symbol of accessibility and mount at 60" (1524 mm) min. above the finished floor.	0330	2	Sub-contractor	2	$149.36		
			0003	There is no signage indicating van-accessible parking.	§502.6	Install signage indicating van-accessible parking that displays the international symbol of accessibility and mount at 60" (1524 mm) min. above the finished floor.	0330	2	Sub-contractor	2	$149.36		
			0004	A segment of the accessible parking space on the left (by planter) has a 4.1% non-compliant surface slope.	§502.4	Rework or repave to provide an accessible parking space with surface slope not exceeding 2% in all directions.	0331	2	Sub-contractor	2	$1,897.39		
			*0005	A segment of the accessible parking space on the right (by planter) has a 2.35% non-compliant surface slope.	§502.4	Rework or repave to provide an accessible parking space with surface slope not exceeding 2% in all directions.	0330	2	Sub-contractor	2	$1,897.39		
			0006	The surface of the accessible parking spaces is cracked and this generates gaps of 0.5" (13 mm) and 0.75" (19 mm) wide.	§302.1	Rework to provide a stable, firm, and level floor surface.	0330	2	Sub-contractor	2	$0.00		Included in items No. 0004 & No. 0005.

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Line	Floor	Room No. Name	Item No.	Physical Obstacle	ADA Code	Method/ Proposed Correction	Photo	Priority	Official Responsible	Schedule	Cost	Status	Comments
0003	Ground	Accessible Route from Accessible Parking Spaces to Accessible Entrance	0007	The surface of the accessible route is cracked and has loose material, and this generates a vertical change in level of 0.5" (13 mm) and a 1" (25 mm) wide gap.	§302.1	Rework to provide a stable, firm, and level floor surface, and provide a 0.25" (6 mm) max. vertical change of level, with a slope no greater than 1:2, and a 0.5" (12 mm) max. wide opening perpendicular to the dominant direction of travel.	0332	2	Sub-contractor	2	$150.00		
			*0008	The foot of the curb ramp is not flush.	§406.2	The adjacent surfaces at transitions from curb ramps to walks, gutters, and streets shall be at the same level (2010 ADA Fig. 406.2).	0333	2	A/E	2	$1,200.00		
			*0009	Ramp's lower segment does not have handrails.	§505.2	Install continuous handrails on both sides of stairs or ramps and mount between 34" and 38" (863 mm - 965 mm) above the finished floor to top of gripping surfaces, with a clearance of 1.5" (38 mm) min. from the wall (2010 ADA Fig. 505.4, Fig. 505.5).□	0333	2	A/E	2	$8,800.00		
			0010	Ramp handrails do not have extensions.	§505.10.1	Provide handrails that extend horizontally above the landing for 12" (304 mm) min. beyond the top and bottom of the ramp runs. Extensions shall return to a wall, guard or the landing surface (2010 ADA Fig. 505.10.1).	0334	2	A/E	2	$0.00		Included in item No. 0009.
			0011	Handrails are mounted at 33.5" (851 mm) above the finished floor.	§505.4	Install continuous handrails on both sides of stairs or ramps and mount between 34" and 38" (863 mm - 965 mm) above the finished floor to top of gripping surfaces, with a clearance of 1.5" (38 mm) min. from the wall (2010 ADA Fig. 505.4, Fig. 505.5).	0334	2	A/E	2	$0.00		Included in item No. 0009.

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Line	Floor	Room No. Name	Item No.	Physical Obstacle	ADA Code	Method/ Proposed Correction	Photo	Priority	Official Responsible	Schedule	Cost	Status	Comments
0004	Ground	Accessible Entrance	0012	Access to accessible entrance is cracked and this generates a 0.5" (13 mm) beveled change in level.	§303.3	Rework area and provide a 0.25"-0.5" (6 mm-12 mm) max. change of level, beveled with a slope no greater than 1:2 (2010 ADA Fig. 303.3).	0335	1	Sub-contractor	1	$400.00		
0005	N/A	Elevator	0013	Elevator key pad does not have tactile star at the main entry level.	§407.4.7.1	Replace elevator control panel to provide Braille and raised standard alphabet characters. Main entry floor shall be designated by a raised star at the left of the floor designation (2010 ADA Table 407.4.7.1.3)	0337	2	Sub-contractor	2	$119.00		
0006	LL	Elevator Lobby	0014	Elevator hoist way entrance does not have raised and Braille floor designations on both jambs.	§407.2.3.1	Install raised floor designations on both jambs of elevator hoist way entrance and mount between 48"-60" (1219 mm -1524 mm) above the finished floor to baseline of highest tactile character (2010 ADA Fig. 703.4.1).	0338	2	Sub-contractor	2	$238.00		
0007	LL	Unisex Accessible Restroom	*0015	Permanent room identifying signage does not have Braille or raised characters and is mounted on the door leaf.	§703.4.1	Provide signage on latch side with raised characters and grade 2 Braille, mounted at 48 inches min. measured from the baseline of the lowest tactile character and 60 inches max. from the baseline of the highest tactile character (2010 ADA Fig. 703.4.1).	0339	3	In-House	3	$60.00		
			0016	Door has a non-compliant door opening force of 8 lbf.	§404.2.9	Adjust or replace door closer, maintain door hinges to provide an opening force not to exceed 5 lbf.	0339	3	Sub-contractor	3	$275.00		
			0017	Doorway has a 0.5" (13 mm) vertical change of level at threshold.	§404.2.4.4	Rework door threshold to provide a 0.25" (6 mm) max. change of level, beveled with a slope no greater than 1:48 (2010 ADA Fig. 303.3).	0340	3	Sub-contractor	3	$300.00		

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Line	Floor	Room No. Name	Item No.	Physical Obstacle	ADA Code	Method/ Proposed Correction	Photo	Priority	Official Responsible	Schedule	Cost	Status	Comments
			0018	Lavatory encroaches over maneuvering clearance on the pull side of the door.	§404.2.4	Relocate encroaching item to provide the required 18" (457 mm) min. maneuvering clearance on the pull side of the door (2010 ADA Fig. 404.2.4.1).	0341	3	Sub-contractor	3	$2,700.00		Install automatic door opener.
			0019	Accessible stall door swings into lavatory clear floor space.	§606.2	Reverse door swing or reconfigure fixtures and/or offset partitions to provide a 30" by 48" (762 mm by 1219 mm) min. lavatory clear floor space (2010 ADA Fig. 305).	0342	3	Sub-contractor	3	$450.00		Remove stall and install deadbolt.
			0020	Toilet compartment door does not provide a pull handle on the interior side.	§604.8.1.2	Provide pull handles on both sides of the door near the latch and center door opening hardware between 34" and 48" (863 mm - 1219 mm) above the finished floor.	0342	3	Sub-contractor	3	$0.00		Included in item 0019.
			0021	Coat hook is mounted beyond required reach allowed for approach provided and is mounted at 55" (1397 mm) above the finished floor.	§308.3	Lower or install coat hook at 48" (1219 mm) max. above the finished floor for forward approach to object (2010 ADA Fig. 308.3.1).	0342	3	In-House	3	$12.00		
			0022	Water closet seat is mounted at 19.25" (489 mm) above the finished floor to top.	§604.4	Retrofit water closet seat and mount between 17" and 19" (431 mm - 482 mm) above the finished floor to top.	0343	3	In-House	3	$75.00		
			0023	Water closet side wall grab bar is mounted at 31" (787 mm) above the finished floor to the top of the gripping surface.	§604.5.1	Install a 42" (1066 mm) min. long side wall grab bar at 54" (1371 mm) min. from rear wall to centerline of outer flange and mount at 33"- 36" (838 mm - 914 mm) above the finished floor to the top of the gripping surface (2010 ADA Fig. 604.5.1)	0343	3	Sub-contractor	3	$0.00		Included in item 0025.

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Line	Floor	Room No. Name	Item No.	Physical Obstacle	ADA Code	Method/ Proposed Correction	Photo	Priority	Official Responsible	Schedule	Cost	Status	Comments
			0024	Water closet side wall grab bar is mounted at 50.5" (1283 mm) perpendicular from rear wall to centerline of its outer flange.	§604.5.1	Install a 42" (1066 mm) min. long side wall grab bar at 54" (1371 mm) min. from rear wall to centerline of outer flange and mount at 33"- 36" (838 mm - 914 mm) above the finished floor to the top of the gripping surface (2010 ADA Fig. 604.5.1).	0343	3	Sub-contractor	3	$0.00		Included in item 0025.
			0025	Side wall and rear wall grab bar are mounted at 1.75" (44 mm) clear from the back wall.	§609.3	Replace grab bars and mount at 1.5" (38 mm) clear from the back wall (2010 ADA Fig. 609.3).	0343	3	Sub-contractor	3	$300.00		
			0026	Toilet paper dispenser is mounted at 12" (305 mm) in front of the water closet.	§604.7	Install toilet paper dispenser on water closet side wall at 7"-9" (177 mm to 228 mm) in front of the water closet to the centerline of the dispenser and at 15"-48" (381 mm to 1219 mm) above the finished floor to the dispenser outlet (2010 ADA Fig. 604.7).	0343	3	In-House	3	$60.00		
0008	LL	Payroll Department	0027	Access to the payroll department has a 0.5" (13 mm) vertical change in level.	§303.2	Rework area and provide a 0.25" (6 mm) max. vertical change of level, with a slope no greater than 1:2 (2010 ADA Fig. 303.2).	0344	2	Sub-contractor	2	$300.00		
			0028	Permanent room identifying signage does not have Braille or raised characters and is mounted on the door leaf.	§703.4.1	Provide signage on latch side with raised characters and grade 2 Braille, mounted at 48 inches min. measured from the baseline of the lowest tactile character and 60 inches max. from the baseline of the highest tactile character (2010 ADA Fig. 703.4.1).	0345	2	In-House	2	$60.00		

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Line	Floor	Room No. Name	Item No.	Physical Obstacle	ADA Code	Method/ Proposed Correction	Photo	Priority	Official Responsible	Schedule	Cost	Status	Comments
			0029	This is a double leaf door and each leaf has a clear width of 27" (686 mm).	§404.2.3	Rework doorway (partition) to provide at least one of the active leaves of doorways with two leaves shall have the required 32" (812 mm) min. clear door or entryway width (2010 ADA Fig. 404.2.3).	0345	2	Sub-contractor	2	$1,583.36		
			0030	Door has a non-compliant door opening force of 13 lbf.	§404.2.9	Adjust or replace door closer, maintain door hinges to provide an opening force not to exceed 5 lbf.	0345	2	Sub-contractor	2	$275.00		
			0031	Furniture encroaches over maneuvering clearance on the push side of the door.	§404.2.4	Relocate encroaching item to provide the required 12" (304 mm) min. maneuvering clearance on the push side of the door handle side beyond the latch and 48" (1219 mm) min. deep clear floor area with slopes not exceeding 1:48 (2010 ADA Fig. 404.2.4.1).	0346	2	In-House	2	$131.00		
			0032	Counter is mounted at 43.5" (1105 mm) above the finished floor.	§904.4.1	Provide an alternative counter or rework main counter to provide a portion that is 36" (914 mm) min. long, mounted at 36" (914 mm) max. above the finished floor to the top (For a parallel approach to counter).	0347	4	Sub-contractor	3	$372.14		
0009	LL	Assessors Department	0033	Permanent room identifying signage does not have Braille or raised characters and is mounted on the door leaf.	§703.4.1	Provide signage on latch side with raised characters and grade 2 Braille, mounted at 48 inches min. measured from the baseline of the lowest tactile character and 60 inches max. from the baseline of the highest tactile character (2010 ADA Fig. 703.4.1).	0348	2	In-House	2	$60.00		

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Line	Floor	Room No. Name	Item No.	Physical Obstacle	ADA Code	Method/ Proposed Correction	Photo	Priority	Official Responsible	Schedule	Cost	Status	Comments
			0034	Counter is mounted at 41.5" (1054 mm) above the finished floor.	§904.4.1	Provide an alternative counter or rework main counter to provide a portion that is 36" (914 mm) min. long, mounted at 36" (914 mm) max. above the finished floor to the top (For a parallel approach to counter).	0350	4	Sub-contractor	3	$372.14		
			0035	Meeting room has a non-compliant knob-type door hardware, requiring grasping and turning of the wrist to operate.	§404.2.7	Replace or retrofit with system operable with one hand, not requiring pinching, tight grasping or turning of the wrist to operate.	0351	2	Sub-contractor	2	$200.00		
			*0036	Meeting room door has a clear width of 31" (787 mm).	§404.2.3	Rework doorway (partition) to provide the required 32" (812 mm) min. clear door or entryway width (2010 ADA Fig. 404.2.3).	0351	2	Sub-contractor	2	$1,583.36		
0010	LL	Retirement Department	*0037	Accessible route to the Retirement Department goes through the Payroll Department and this is a double leaf door and each leaf has a clear width of 27" (686 mm).	§404.2.3	Rework doorway (partition) to provide at least one of the active leaves of doorways with two leaves shall have the required 32" (812 mm) min. clear door or entryway width (2010 ADA Fig. 404.2.3).	0352	2	Sub-contractor	2	$1,583.36		
			0038	Permanent room identifying signage does not have Braille or raised characters and is mounted on the door leaf.	§703.4.1	Provide signage on latch side with raised characters and grade 2 Braille, mounted at 48 inches min. measured from the baseline of the lowest tactile character and 60 inches max. from the baseline of the highest tactile character (2010 ADA Fig. 703.4.1).	0353	2	In-House	2	$60.00		
			0039	Furniture encroaches over maneuvering clearance on the pull side of the door.	§404.2.4	Relocate encroaching item to provide the required 18" (457 mm) min. maneuvering clearance on the pull side of the door beyond the latch side and 60" (1524 mm) min. deep clear floor leveled area with slopes not exceeding 1:48 (2010 ADA Fig. 404.2.4.1).	0354	2	In-House	2	$131.00		

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Line	Floor	Room No. Name	Item No.	Physical Obstacle	ADA Code	Method/ Proposed Correction	Photo	Priority	Official Responsible	Schedule	Cost	Status	Comments
			0040	Furniture encroaches into passage width, reducing it to 31" (787 mm).	§403.5.1	Relocate item to provide a 36" (914 mm) min. clear width continuously (2010 ADA Fig. 403.5.1).	0355	2	In-House	2	$131.00		
0011	1st	Drinking Fountain by Men's Private Restroom	0041	Drinking fountain spout outlet (orifice height) is mounted at 42" (1067 mm) above the finished floor.	§602.4	Replace fountain with hi-lo unit or install additional unit and mount at 36" (914 mm) max. above the finished floor to the spout outlet.	0358	4	Sub-contractor	3	$3,137.43		
			0042	Drinking fountain requires pinching, tight grasping or turning of the wrist to operate.	§309.4	Replace or retrofit with system operable with one hand, not requiring pinching, tight grasping or turning of the wrist to operate.	0358	4	Sub-contractor	3	$0.00		Included in item 0041.
0012	1st	City Auditor	0043	Permanent room identifying signage does not have Braille or raised characters and is mounted on the door leaf.	§703.4.1	Provide signage on latch side with raised characters and grade 2 Braille, mounted at 48 inches min. measured from the baseline of the lowest tactile character and 60 inches max. from the baseline of the highest tactile character (2010 ADA Fig. 703.4.1).	0359	2	In-House	2	$60.00		
			0044	Maneuvering clearance on the pull side of the door is 12" (305 mm).	§404.2.4	If automatic door does not remain open in the power-off condition, rework door side partition to provide the required 18" (457 mm) min. maneuvering clearance on the pull side of the door beyond the latch side.	0360	2	Sub-contractor	2	$0.00		
			0045	Counter is mounted at 43.75" (1111 mm) above the finished floor.	§904.4.1	Provide an alternative counter or rework main counter to provide a portion that is 36" (914 mm) min. long, mounted at 36" (914 mm) max. above the finished floor to the top (For a parallel approach to counter).	0360	4	Sub-contractor	3	$372.14		

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Line	Floor	Room No. Name	Item No.	Physical Obstacle	ADA Code	Method/ Proposed Correction	Photo	Priority	Official Responsible	Schedule	Cost	Status	Comments
0013	1st	Service Counter at Main Lobby	0046	Counter is mounted at 40" (1016 mm) above the finished floor.	§904.4.1	Provide an alternative counter or rework main counter to provide a portion that is 36" (914 mm) min. long, mounted at 36" (914 mm) max. above the finished floor to the top (For a parallel approach to counter).	0363	4	Sub-contractor	3	$372.14		
0014	1st	Treasurer and Tax Collector Window	0047	Permanent room identifying signage does not have raised characters.	§703.1	Provide signage on latch side with raised characters and grade 2 Braille, mounted at 48 inches min. measured from the baseline of the lowest tactile character and 60 inches max. from the baseline of the highest tactile character (2010 ADA Fig. 703.4.1).	0364	2	In-House	2	$60.00		
			0048	Counter with pamphlets and forms is mounted at 42.25" (1073 mm) above the finished floor to the top.	§902.3	Rework/replace tables to provide the top of the dining or work surface, mounted between 28" (710 mm) min. and 34" (865 mm) max. above the finished floor or ground.	0365	4	Sub-contractor	3	$372.14		
			0049	Forms/documents are mounted beyond required reach allowed for approach provided and are mounted at 55.5" (1410 mm) above the finished floor.	§308.2.1	Lower or install at 48" (1219 mm) max. above the finished floor for forward approach to object (2010 ADA Fig. 308.2.1).	0365	4	In-House	3	$60.00		
0015	1st	Purchasing Department	0050	Permanent room identifying signage does not have Braille or raised characters and is mounted on the door leaf.	§703.4.1	Provide signage on latch side with raised characters and grade 2 Braille, mounted at 48 inches min. measured from the baseline of the lowest tactile character and 60 inches max. from the baseline of the highest tactile character (2010 ADA Fig. 703.4.1).	0367	2	In-House	2	$60.00		

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Line	Floor	Room No. Name	Item No.	Physical Obstacle	ADA Code	Method/ Proposed Correction	Photo	Priority	Official Responsible	Schedule	Cost	Status	Comments
			0051	Maneuvering clearance on the pull side of the door is 2" (51 mm).	§404.2.4	If automatic door does not remain open in the power-off condition, rework door side partition to provide the required 18" (457 mm) min. maneuvering clearance on the pull side of the door beyond the latch side.	0367	2	Sub-contractor	2	$0.00		
			0052	Counter is mounted at 43" (1092 mm) above the finished floor.	§904.4.1	Provide an alternative counter or rework main counter to provide a portion that is 36" (914 mm) min. long, mounted at 36" (914 mm) max. above the finished floor to the top (For a parallel approach to counter).	0368	4	Sub-contractor	3	$372.14		
			0053	Printer encroaches into passage width, reducing it to 29" (737 mm).	§403.5.1	Relocate item to provide a 36" (914 mm) min. clear width continuously (2010 ADA Fig. 403.5.1).	0370	2	In-House	2	$131.00		
			0054	File cabinet encroaches into passage width, reducing it to 29" (737 mm).	§403.5.1	Relocate item to provide a 36" (914 mm) min. clear width continuously (2010 ADA Fig. 403.5.1).	0371	2	In-House	2	$131.00		
			0055	File cabinet encroaches over maneuvering clearance on the pull side of the director's office door connecting to the hallway.	§404.2.4	Relocate encroaching item to provide the required 18" (457 mm) min. maneuvering clearance on the pull side of the door beyond the latch side and 60" (1524 mm) min. deep clear floor leveled area with slopes not exceeding 1:48 (2010 ADA Fig. 404.2.4.1).	0373	2	In-House	2	$131.00		
0016	2nd	Drinking Fountain by Elevator	0056	Drinking fountain spout outlet (orifice height) is mounted at 41" (1041 mm) above the finished floor.	§602.4	Replace fountain with hi-lo unit or install additional unit and mount at 36" (914 mm) max. above the finished floor to the spout outlet.	0375	4	Sub-contractor	3	$3,137.43		

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Line	Floor	Room No. Name	Item No.	Physical Obstacle	ADA Code	Method/ Proposed Correction	Photo	Priority	Official Responsible	Schedule	Cost	Status	Comments
0017	2nd	City Council Committee Room	*0057	Permanent room identifying signage does not have Braille or raised characters and is mounted on the door leaf.	§703.4.1	Provide signage on latch side with raised characters and grade 2 Braille, mounted at 48 inches min. measured from the baseline of the lowest tactile character and 60 inches max. from the baseline of the highest tactile character (2010 ADA Fig. 703.4.1).	0376	2	In-House	2	$60.00		
			0058	Non-compliant knob-type door hardware, requiring grasping and turning of the wrist to operate.	§404.2.7	Replace or retrofit with system operable with one hand, not requiring pinching, tight grasping or turning of the wrist to operate.	0377	2	Sub-contractor	2	$200.00		
			0059	Chairs encroach over maneuvering clearance on the pull side of the door.	§404.2.4	Relocate encroaching item to provide the required 18" (457 mm) min. maneuvering clearance on the pull side of the door (2010 ADA Fig. 404.2.4.1).	0377	2	In-House	2	$131.00		
			*0060	Committee room does not provide wheelchair spaces.	§802.1.3	Rework to provide a 36" (915 mm) wide by 60" (1525 mm) deep min, for a side entry, or 48" (1220 mm) deep min, for a front or rear entry, wheelchair space (Fig. 802.1.2 & Fig. 802.1.3)	0377	4	In-House	3	$131.00		
			0061	Committee room does not provide companion seat.	§802.3	Provide a movable companion seat that provides shoulder alignment with adjacent wheelchair spaces, that is the equivalent in size, quality, comfort and amenities to the immediate area (2010 ADA Figs. 802.2).	0377	4	In-House	3	$0.00		Included in item 0060.
			0062	Furniture encroaches into passage width, reducing it to 18" (457 mm).	§403.5.1	Relocate item to provide a 36" (914 mm) min. clear width continuously (2010 ADA Fig. 403.5.1).	0379	2	In-House	2	$131.00		

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Line	Floor	Room No. Name	Item No.	Physical Obstacle	ADA Code	Method/ Proposed Correction	Photo	Priority	Official Responsible	Schedule	Cost	Status	Comments
0018	2nd	City Council Chamber	0063	This is a double leaf door and each leaf has a clear width of 30" (762 mm).	§404.2.3	Rework doorway (partition) to provide at least one of the active leaves of doorways with two leaves shall have the required 32" (812 mm) min. clear door or entryway width (2010 ADA Fig. 404.2.3).	0380	2	Sub-contractor	2	$1,583.36		
			*0064	Committee room does not provide wheelchair spaces.	§802.1.3	Rework to provide a 36" (915 mm) wide by 60" (1525 mm) deep min, for a side entry, or 48" (1220 mm) deep min, for a front or rear entry, wheelchair space (Fig. 802.1.2 & Fig. 802.1.3)	0381	4	In-House	3	$131.00		
			0065	Committee room does not provide companion seat.	§802.3	Provide a movable companion seat that provides shoulder alignment with adjacent wheelchair spaces, that is the equivalent in size, quality, comfort and amenities to the immediate area (2010 ADA Figs. 802.2).	0381	4	In-House	3	$0.00		Included in item 0064.
			*0066	Balcony door has a 7" (178 mm) vertical change in level.	§303.2	Rework area and provide a 0.25" (6 mm) max. vertical change of level, with a slope no greater than 1:2 (2010 ADA Fig. 303.2).	0382	2	Sub-contractor	2	$0.00		
			0067	Furniture encroaches into passage to the center of the city council chamber, reducing it to 17.5" (444 mm).	§403.5.1	Relocate item to provide a 36" (914 mm) min. clear width continuously (2010 ADA Fig. 403.5.1).	0383	2	In-House	2	$131.00		
0019	2nd	City Council Door Leading to Mayor's Office	0068	Permanent room identifying signage does not have Braille or raised characters and is mounted on the door leaf.	§703.4.1	Provide signage on latch side with raised characters and grade 2 Braille, mounted at 48 inches min. measured from the baseline of the lowest tactile character and 60 inches max. from the baseline of the highest tactile character (2010 ADA Fig. 703.4.1).	0384	2	In-House	2	$60.00		

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Line	Floor	Room No. Name	Item No.	Physical Obstacle	ADA Code	Method/ Proposed Correction	Photo	Priority	Official Responsible	Schedule	Cost	Status	Comments
			0069	This is a double leaf door and each leaf has a clear width of 27.5" (698 mm).	§404.2.3	Rework doorway (partition) to provide at least one of the active leaves of doorways with two leaves shall have the required 32" (812 mm) min. clear door or entryway width (2010 ADA Fig. 404.2.3).	0384	2	Sub-contractor	2	$1,583.36		
0020	2nd	Mayor's Office	0070	Permanent room identifying signage does not have Braille or raised characters and is mounted on the door leaf.	§703.4.1	Provide signage on latch side with raised characters and grade 2 Braille, mounted at 48 inches min. measured from the baseline of the lowest tactile character and 60 inches max. from the baseline of the highest tactile character (2010 ADA Fig. 703.4.1).	0385	2	In-House	2	$60.00		
			*0071	Counter is mounted at 41.5" (1054 mm) above the finished floor.	§904.4.1	Provide an alternative counter or rework main counter to provide a portion that is 36" (914 mm) min. long, mounted at 36" (914 mm) max. above the finished floor to the top (For a parallel approach to counter).	0386	4	Sub-contractor	3	$372.14		
0021	2nd	Council Room	*0072	Permanent room identifying signage does not have Braille or raised characters and is mounted on the door leaf.	§703.4.1	Provide signage on latch side with raised characters and grade 2 Braille, mounted at 48 inches min. measured from the baseline of the lowest tactile character and 60 inches max. from the baseline of the highest tactile character (2010 ADA Fig. 703.4.1).	0390	2	In-House	2	$60.00		
			0073	Non-compliant knob-type door hardware, requiring grasping and turning of the wrist to operate.	§404.2.7	Replace or retrofit with system operable with one hand, not requiring pinching, tight grasping or turning of the wrist to operate.	0390	2	Sub-contractor	2	$200.00		

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Line	Floor	Room No. Name	Item No.	Physical Obstacle	ADA Code	Method/ Proposed Correction	Photo	Priority	Official Responsible	Schedule	Cost	Status	Comments
0022	2nd	City Clerk	0074	Permanent room identifying signage does not have Braille or raised characters and is mounted on the door leaf.	§703.4.1	Provide signage on latch side with raised characters and grade 2 Braille, mounted at 48 inches min. measured from the baseline of the lowest tactile character and 60 inches max. from the baseline of the highest tactile character (2010 ADA Fig. 703.4.1).	0391	2	In-House	2	$60.00		
			0075	Lower counter is mounted at 35.75" (908 mm) above the finished floor to the top.	§902.3	Rework/replace to provide the top of the work surface, mounted between 28" (710 mm) min. and 34" (865 mm) max. above the finished floor or ground.	0393	4	Sub-contractor	3	$372.14		
			0076	Chair encroaches over accessible counter clear floor space.	§305.3	Relocate encroaching item to provide a 30" by 48" (762 mm by 1219 mm) min. wheelchair clear floor space (2010 ADA Figs. 305.3-305.5).	0393	4	Sub-contractor	3	$60.00		
			0077	Applications are mounted beyond required reach allowed for approach provided and are mounted at 62" (1575 mm) above the finished floor.	§308.2.1	Lower or install at 48" (1219 mm) max. above the finished floor for forward approach to object (2010 ADA Fig. 308.2.1).	0392	4	Sub-contractor	3	$60.00		

	Priority:		Official Responsible					Schedule		Status
1	Entrance	1	A/E - Bid Package			1	FY: 2017 - 2018	$400.00		Pending
2	Accessible Route	2	Sub-contractor			2	FY: 2018 - 2019	$31,531.30		Complete
3	Restrooms	3	In-House			3	FY: 2019 - 2020	$13,925.98		CIP/Bid
4	Programs & Services									
							Sub-Total	$45,857.28		
							A/E Fees 10%	$4,585.73		
							Total:	$50,443.01		

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Facility : City of Waltham - City Hall **Survey Notes**

Item	Observations
0001	There is a pedestrian entrance on the main entrance on Main St.
0002	There are 30 parking spaces in total.
0005	RS1: 2.4%, RS2: 2.3%, RS3: 1.0%.
0008	There is a change in level of 0.75" between concrete and asphalt.
0009	RS: 5.8%, 5.6%.
0015	Reconfigure room's firxtures and/or offset partitions converting into a single user restroom.
0036	Install offset hinges to provide the minimum 32' clear door width.
0037	Accessible route has to the Retirement Department must go through the Payroll Dept or Assessors Department.
0057	Provide at least one accessible entrance.
0060	Wheelchair spaces must not overlap with the required circulation path and it must be an integral part of the fixed seating plan. Comply with table 221.2.1.1
0064	Wheelchair spaces must not overlap with the required circulation path and it must be an integral part of the fixed seating plan. Comply with table 221.2.1.1
0066	Balcony is a restricted area, stall only.
0071	As advised by mayor, desk/counter were raised due to security reasons.
0072	This room is for stall only.

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	GENERAL NOTES
1	State and local government facilities must follow the requirements of the 2010 standards, including both the Title II regulations at 28 CFR part 35.151; and the 2004 ADAAG at 36 CFR part 1191, appendices B and D.
2	Alterations to public facilities shall be made to ensure that to the maximum extent feasible, altered portions of the facility are readily accessible to persons with disabilities. If the facility chooses to alter elements compliant with 1991 ADA Standards of the Uniform Federal Accessibility Standards, it is necessary to meet the 2010 ADA standards to the maximum extent feasible.
3	State and local governments must provide program access, so that each service, program or activity when viewed in its entirety be readily accessible to persons with disabilities.
4	Alterations to historic properties shall comply to the maximum extent feasible with the provisions applicable to historic properties in the design standards specified in 35.151©, but shall not threaten or destroy the historic significance of a historic property.
5	Full compliance with the requirements is not required where an entity can demonstrate that it is structurally impracticable to meet the requirements, such as when unique characteristics of the terrain prevent incorporation of accessibility features.
6	Public entities are not required to make each of its existing facilities accessible where this results in a fundamental alteration in the nature of the program, or in an undue financial and administrative burden.
7	Public entities may comply with the requirements through such means as reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternate accessible sites, alteration of existing facilities and construction of new facilities, use of accessible rolling stock or other conveyances, or any other methods that result in making its services, programs, or activities readily accessible. In choosing which methods to utilize a public entity must give priority to the methods that offer access in the most integrated settings.
8	Elements in existing facilities built or altered in compliance with the 1991 ADA Standards or the Uniform Federal Accessibility Standards are not required to be modified to comply with the requirements set forth in the 2010 standards.
9	The 2010 standards, contain specific scoping and technical criteria required for Judicial Facilities, Detention Facilities and Correctional Centers, Residential Facilities, Amusement Rides, Recreational Boating Facilities, Exercise Machines and Equipment, Fishing Piers and Platforms, Golf Facilities, Miniature Golf Facilities, Play Areas, Saunas and Steam Rooms, Swimming Pools, Wading Pools, and Spas, Shooting Facilities with Firing Positions.
10	Where parking spaces are provided, parking spaces shall be provided in accordance with 208 (See table 208.2 Parking Spaces for minimum number required).
11	For every six or fraction of six parking spaces required by section 208.2 to comply with 502, at least one shall be a van parking space complying with 502.
12	Signage indicating accessible parking shall display the international symbol of accessibility and be mounted at 60" (1525) min. above the ground floor to the characters and symbols.
13	All accessible routes shall be stable, firm and slip resistant, and have a cross slope not exceeding 2%.
14	In existing sites ramp slopes shall be permitted to have running slopes steeper than 1:12 where such slopes are necessary due to space limitations. Slopes permitted are between 1:10 - 1:8 for a maximum rise of 3", and between 1:12 - 1:10 for a maximum rise of 6".
15	Wall mounted protruding objects mounted between 27"- 80" (685 mm -2032 mm) shall not project more than 4" (101 mm) from back wall to outer leading edge (ADA Fig. 307.2).
16	Except as noted, handrails shall be mounted on both sides of ramp between 34" - 38" (863 mm - 965 mm) above the finished floor to top of gripping surfaces. Handrails shall extend 12" (304 mm) min. beyond the top and bottom of the ramp segment and have a gripping surface of 1.25" to 2" (32 mm to 50 mm) with a space between the wall and the handrail of 1.5" (38 mm) (2010 ADA Fig. 405.9.1-2).
17	All doors that are part of an accessible route shall comply with 404, if doors provide user passage they shall comply with 404.2.3 providing a minimum clear opening of 32" (815 mm) with the door opened 90 degrees, measured between the face of the door and the opposite stop (2010 ADA Fig. 404.2.3).
18	All doors that are part of an accessible route shall have door hardware not requiring pinching, tight grasping or turning of the wrist to operate.
19	All doors that are part of an accessible route shall have door thresholds shall provide a 0.5" (12 mm) max. change of level, beveled with a slope no greater than 1:2 (2010 ADA Fig. 303.2).
20	Except as noted, tactile characters on interior signage shall be located at 48" (1370 mm) min. above the floor measured to the baseline of the lowest tactile character and 60" (1675 mm) max. above the finished floor measured from the baseline of the highest tactile character (2010 ADA Fig. 703.4.1).
21	All accessible bathrooms shall provide the required clear 60" (1524 mm) min. diameter wheelchair turnaround space or T-shaped space (2010 ADA Fig. 304.3.2).
22	Except as noted, all GRAB BARS shall have 1.25" - 2" (32 mm - 50 mm) diameter and be mounted at 33"- 36" (838 mm - 914 mm) above the finished floor to the top of gripping surfaces.
23	All accessible elements including, but not limited to storage, shelves, clothes rods, switches, outlets, thermostats, and fire extinguishers shall be mounted within reach ranges at 48" (1220 mm) max. above the finished floor for forward or side approach to object (2010 ADA Fig. 308.2.1-2). Shelves shall be mounted at 40" (1015 mm) min. above the finished floor.
24	The DOJ extended the compliance date for section 242 and 1009 of the 2010 ADA as they relate to the provision of accessible entry and exit to existing swimming pools, wading pools, and spas (pools built before March 15, 2012). The new provisions took effect on January 31, 2012.

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IMG_0329

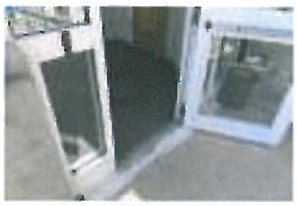
IMG_0330

IMG_0331

IMG_0332

IMG_0333

IMG_0334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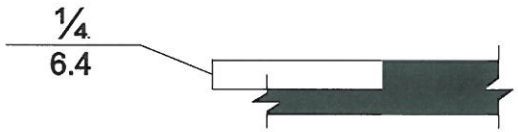

FIGURE 303.2
VERTICAL CHANGE IN LEVEL

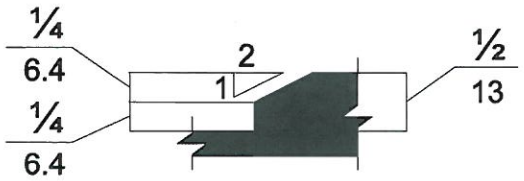

FIGURE 303.3
BEVELED CHANGE IN LEVEL

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TITLES

CHANGE IN LEVEL

N.T.S.

FIGURE NUMBERS

303.2
303.3