



**TOWN OF LUNENBURG
RFP #TOL2024016**

REQUEST FOR PROPOSALS
Community Centre Exterior Upgrades

Proposals will be received no later than:
2:00 p.m. LOCAL TIME
Wednesday May 29th, 2024

Addressed to:
Cali Beck, BBA, PCP
Procurement Officer
Town of Lunenburg
119 Cumberland Street
Lunenburg, NS B0J 2C0

TABLE OF CONTENTS

1.0 GENERAL TERMS AND CONDITIONS.....

1.1 Purpose.....

1.2 Proposal Submissions.....

1.3 Irrevocable Offer.....

1.4 Proposal Costs.....

1.5 Municipal Contact for RFP.....

1.6 Opening.....

1.7 Selection Process.....

1.8 Modification and Withdrawal of Proposals.....

1.9 Acceptance and/or Rejection of Proposals and Reservation of Rights.....

1.10 Governing Law and Jurisdiction.....

1.11 Proposal Form.....

1.12 Freedom of Information and Protection of Privacy Act.....

1.13 Insurance Requirements.....

1.14 Conflict of Interest.....

1.15 Nova Scotia Worker’s Compensation.....

1.16 Human Rights Act.....

1.17 Ownership of Data and Information.....

2.0 SPECIFICATIONS AND REQUIREMENTS.....

2.1 Background and Overview.....

2.2 Scope of Work.....

2.3 Site Meeting.....

2.4 Proposal Deliverables.....

3.0 PROPOSAL FORM.....

4.0 SCHEDULES.....

4.1 Lunenburg Community Centre Accessibility Audit – Final Report 2023.....

1.0 GENERAL TERMS AND CONDITIONS

Section 1 of this proposal document sets out a summary of requirements and outlines the general terms and conditions. The Town of Lunenburg shall be referred to as the “Town” throughout this document.

1.1 Purpose

The Town is seeking proposals with regard to the Community Centre Exterior Upgrades (located at 15 Green St, Lunenburg, NS) as further specified within this Request for Proposal (RFP).

This RFP sets out the instructions for submitting proposals and procedures and criteria by which the successful Proponent may be evaluated, subject to the Town’s overriding discretion to determine what is in its best overall interests.

1.2 Proposal Submissions

Any change notices, appendices and addenda issued for this RFP shall be considered part of this proposal document. The proposal is to be submitted, clearly marked with “**Community Centre Exterior Upgrades RFP**” and proposal document number **TOL2024016**, to Cali Beck, Procurement Officer at 119 Cumberland Street, Lunenburg, NS, B0J 2C0 before the closing time on the closing date (Closing Time). Proponents must submit one (1) PDF copy via email to purchasing@townoflunenburg.ca or on a USB drive. Erasure, overwriting or strike-outs must be initialed by the person signing on behalf of the Proponent. Proposals will not be accepted after the Closing Time. The Town shall have the right in its absolute and unfettered discretion to determine whether a proposal has been received prior to the Closing Time. Proposal prices must remain open and available for acceptance by the Town for 90 days after the Closing Time. All proposals shall become the property of the Town of Lunenburg. It is the responsibility of each Proponent to submit all required documents as outlined in this RFP. Failure to quote on all options set out may disqualify your proposal.

1.3 Irrevocable Offer

The Proponent hereby acknowledges that offers contained within your response to this RFP shall remain open for acceptance by the Town of Lunenburg for a period of not less than ninety (90) days from the Closing Time specified in Section 1.6. Proponents may not make modifications to their Proposals after the Closing Time.

1.4 Proposal Costs

The Proponent shall be solely and fully responsible for all costs associated with the development, preparation, transmittal, submission of proposal, and any work performed prior to official appointment by the Town of Lunenburg.

1.5 Municipal Contact for RFP

It shall be the Proponent's responsibility to clarify any points in question with the Town of Lunenburg prior to submitting the proposal. Deadline for all inquiries is May 23rd, 2024 at 4:30pm. Inquiries regarding the specifications of the RFP and the RFP process should be directed to:

Name: Cali Beck
Title: Procurement Officer
Email Address: purchasing@townoflunenburg.ca

If a Proponent discovers any inconsistency, discrepancy, ambiguity, error, or omission in this Request for Proposal, they must notify the Town of Lunenburg immediately in writing.

Any revision to this Request for Proposal will be issued as an addendum to all known potential Proponents.

Please check the Town website townoflunenburg.ca/purchasing.html to determine if any addendums have been issued prior to the submission deadline.

1.6 Opening

Proposals will only be received by:

Name: Cali Beck
Title: Procurement Officer
Email Address: purchasing@townoflunenburg.ca

One (1) PDF copy of your proposal must be received by email prior to **2:00 p.m.** local time, **Wednesday May 29th, 2024**. Proposals will be signed by an official authorized to bind the Proponents will provide the name(s), title(s), address, and telephone number of the individual(s) to be contacted during the evaluation process. Proposals received later than the specified Closing Time may be returned unopened to the Proponent.

There will not be a public opening for this RFP. As this is a proposal document for which a number of criteria will be evaluated, only the names of the Proponents who have submitted a proposal will be identified after the opening, upon request.

1.7 Selection Process

Selection – Subject to Section 1.9 of this RFP, the Town will not necessarily accept the lowest price or any proposal. Any implication that the lowest price or any proposal will be accepted is hereby expressly negated. The successful Proponent(s) will be selected based upon evaluation criteria developed by the Town which in its sole discretion will determine the manner in which each response to this RFP meets the evaluation criteria. The proposal may be awarded to one Proponent only or more as the Town determines.

Evaluation Criteria – Subject to Section 1.9 of this RFP, each response to this RFP will be evaluated by the Town to determine the degree to which it responds to the requirements as set out herein. Because this is an RFP other factors in addition to price will be considered when submissions are evaluated.

Please indicate any requirements not met in your proposal with a brief description and reasons therefor.

1.8 Modification and Withdrawal of Proposals

Proposal prices must remain open and available for acceptance by the Town for 90 days after the Closing Time. Proponents may not make modifications to their proposals after this. Proponents will not have the right to change conditions, terms or prices of the proposal once the proposal has been submitted in writing to the Town. All proposals shall become the Town's property. It is the responsibility of each Proponent to submit all required documents as outlined in this RFP.

1.9 Acceptance and/or Rejection of Proposals and Reservation of Rights

The Town is not under any obligation to award a contract and reserves the right to terminate this RFP at any time for any reason, and to withdraw from discussions with all or any of the Proponents who have responded. The receipt and opening of a proposal does not constitute acceptance of any proposal.

The Town reserves the right to reject all or any proposals, and to not necessarily accept the lowest proposal. The Town may accept any proposal that may be considered in the best interests of the Town in its sole and absolute discretion. The Town also reserves the right in its sole and absolute discretion to waive any formality, informality, or technicality in any proposal. This includes the right to accept a proposal that is not strictly compliant with the instructions in the RFP document.

The Town reserves the right to negotiate, after the RFP Closing Time, with any Proponent to finalize service arrangements in the best interests of the Town.

The Town shall not be bound by trade or custom in dealing with and/or evaluating the responses to the RFP. The Town reserves the right to interpret any and all aspects of this RFP as may be most favorable to the Town.

Proponents will be deemed to have familiarized themselves with existing conditions and any other conditions which may affect performance of the contract. No plea of ignorance of such conditions as a result of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation.

Proponents waive any claim against the Town for compensation of any kind whatsoever as a result of its participation in or providing a response to this RFP process, including

REQUEST FOR PROPOSALS
Community Centre Exterior Upgrades

without limitation any claim for costs of proposal preparation or participation in negotiations, or for loss of anticipated profits, whether based in contract including fundamental breach, tort, equity, breach of any duty, including, but not limited to breach of the duty of fairness, breach of any obligation not to accept non-compliant proposals or any other cause of action whatsoever.

In submitting a proposal, the Proponent has accepted the reservation of rights as set out herein and agrees to be bound by same.

1.10 Governing Law and Jurisdiction

Any contract resulting from this RFP shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia. Any disputes shall be determined in the courts of Nova Scotia.

1.11 Proposal Form

The attached Proposal Form (3.0) must be completed and submitted with all proposals for consideration. Failure to complete and submit the proposal form could lead to the rejection of the proposal.

1.12 Freedom of Information and Protection of Privacy Act

The Town of Lunenburg is subject to the Municipal Government Act provisions relating to the freedom of information and protection of privacy provisions Freedom of Information and Protection of Privacy Act (FOIPOP) and associated Provincial legislation. Any proposal submitted to the Town may be required to be disclosed publicly if any request is to be made under FOIPOP. All proposals received in response to this RFP will be considered public.

1.13 Insurance Requirements

The successful Proponent shall at its own expense obtain and maintain until the completion of the contract and provide the Town with a Certificate of Insurance providing proof of:

- a. Professional Liability insurance covering the work and services described in this Agreement for an amount not less than \$2.0 Million per occurrence;
- b. Comprehensive General Liability insurance for an amount not less than \$2.0 Million per occurrence;
- c. Automobile Liability insurance for an amount not less than \$2.0 Million covering all vehicles used in any manner in connection with the performance of the work described in this RFP.

1.14 Conflict of Interest

REQUEST FOR PROPOSALS
Community Centre Exterior Upgrades

The Proponent warrants that no conflict of interest exists with any Town staff, Council or Committee member regarding their RFP submission or with the Town's evaluation process. Should a conflict of interest exist or arise, the Town at its sole discretion may disqualify the proposal submission and/or contract as applicable.

1.15 Nova Scotia Worker's Compensation

The successful Proponent must be registered and remain in good standing with NS WCB throughout the term of a contract issued pursuant to this RFP.

1.16 Human Rights Act

The successful Proponent shall ensure full observance of the NS Human Rights Act in all dealings related to this project.

1.17 Ownership of Data and Information

All data, other information and all resulting reports and materials prepared by the successful Proponent shall be the exclusive property of the Town who reserves ownership rights to all ideas, plans, concepts, etc.

2.0 SPECIFICATIONS AND REQUIREMENTS

2.1 Background and Overview

An Accessibility Audit was completed of the Community Centre facility, located at 15 Green St, Lunenburg, NS, in Spring 2023. Recommendations from the audit included changes to the exterior entrance pathway, including widening the sloped pathway to allow for easier access to the facility, making a level landing, and install handrails.

Also, there is a non-functional exterior wooden door on the South side of the Community Centre (facing the soccer field). Water enters the facility through this door during rain events causing water damage to the basement. The door needs to be removed and the foundation and exterior wall need to be reinstated to match existing conditions.

The Town is looking for a proponent to complete the upgrades identified in 2.2 Scope of Work. The proponent must manage the design and construction of the renovation of the main entrance and exterior improvements on the South side of the building. The Town expects the successful proponent to take responsibility for all aspects of the project, with approval from the Town's designated contact.

The work will have minimal impact in preventing the public from accessing the services available at the Community Centre. The Community Centre will still be operational for public rentals and events during the construction of the exterior upgrades. The successful proponent will be expected to keep the work area safe and clearly marked for the public.

REQUEST FOR PROPOSALS
Community Centre Exterior Upgrades

The successful proponent will ensure that the worksite is clear of debris and kept in a tidy state at all times. The successful proponent will be responsible for the removal and disposal of any and all construction debris. No equipment or material is permitted to be stored at the Community Centre during the duration of the work.

The successful proponent's proposal will meet at least the following criteria:

- All work must meet the Canadian Building Code Regulations.
- All applicable accessibility standards and criteria, including but not limited to CSA B651:23 Accessible design for the built environment.

The proponent will be responsible for all applicable permits (including costs) and arrangement of all necessary inspections.

The work is to commence no earlier than July 15, 2024. The work is to be completed by September 1, 2024.

2.2 Scope of Work

Main Entrance

Remove the existing concrete ramp and stairs.

Install a concrete landing (level area) at the same height as the doors, to be approximately 7 feet deep and 20 feet wide.

Install a concrete ramp leading to the landing from the parking lot, that shall have a slope between 5% and 8.33%. The ramp shall be the same width as the landing, approximately 20 feet wide. The ramp shall have round and graspable handrails installed on both sides, that comply with Accessibility Codes and Standards.

Replace the two sets of doors with two new sets of double doors that open without an obstruction post. One set of double doors must have a power-operated door opener button. The power-operated door opener button must be mounted within the level area upon approach of the door. A new full push bar should be provided for multiple levels of access.

REQUEST FOR PROPOSALS
Community Centre Exterior Upgrades



Photo 1. Existing Main Entrance

South Side Exterior Upgrades

Remove the existing wooden doors. Door opening is approximately 12 feet high by 10 feet wide.

Close in the opening with the following:

- Install concrete foundation to match existing building, approximately 4 feet high by 10 feet wide.
- Install sheathing and wood siding to match existing, approximately 8 feet high by 10 feet wide.

Replace the gravel apron with asphalt, to improve drainage. Match existing adjacent asphalt.



Photo 2. Existing South Side Wooden Doors

2.3 Site Meeting

Those interested in this proposal are highly recommended to do a site visit at the Community Centre to view the scope and scale of the work involved. Proponents are welcome to come into the Community Centre on their own or schedule an appointment with the Recreation Manager at kcunningham@townoflunenburg.ca or 902-634-4006.

2.4 Deliverables

The proponent shall provide a brief but clear and concise summary of their understanding of the objectives and this RFP and describe how the proponent will address and approach those objectives. The proponent will be evaluated on the overall presentation, completeness, and clarity of the project.

The proponent must include a design layout for review by Town of Lunenburg staff. Proponents may be asked to review the proposal with Town staff.

REQUEST FOR PROPOSALS
Community Centre Exterior Upgrades

The start date of the project needs to be clearly specified as a commitment by the proponent.

Proponents shall provide itemized estimates of expenses and a total price with a breakdown of the different components of the project.

Proponents shall provide, where applicable, hourly rates for additional work if requested.

All proposals are to include a detailed account of what the proponent intends to deliver to make the Community Centre Exterior Upgrades a success including budget and timelines.

3.0 PROPOSAL FORM

NAME OF PROPONENT: _____

Do not include HST in the Amount of Proposal. All of the below pricing is to be in Canadian Dollars.

Amount of Proposal..... \$ _____

HST..... \$ _____

Total..... \$ _____

Please attach the following additional information:

- Start and end time required to complete the work.
- Warranty period on goods and/or services.
- Two relevant work references and contact phone numbers.
- Description of relevant safety training and work experience including certification.
- Proof of current WCB coverage.
- Certificate of Insurance for \$2.0 million General Commercial Liability Insurance.
- Proof of current Construction Safety Nova Scotia Association Certificate of Recognition (COR) Certification, or equivalent.

Mailing Address _____

Phone Number _____

Email Address _____

Signature _____

Print Name & Title _____

Date _____

Witness _____

Date _____

Details of Proposal – please attach your submission details as required in this RFP.

4.0 SCHEDULES

Schedule "A"

Lunenburg Community Centre Accessibility Audit – Final Report 2023



Lunenburg Community Centre

Accessibility Assessment Report

Atlantic Accessibility Consulting

(A Division of Habermehl Contracting Ltd.)

August 2023

Table Of Contents

| | |
|---------------------------------|------------|
| Overview of Report | 2 |
| Legend..... | 3 |
| 1. Parking | 4 |
| 2. Exterior Pathways | 12 |
| 3. Entrances | 17 |
| 4. Lobbies..... | 34 |
| 5. Hallways..... | 41 |
| 6. Stairs | 46 |
| 7. Workstations/Reception | 71 |
| 8. Kitchens | 79 |
| 9. Washrooms..... | 86 |
| 10. Weight Room | 114 |
| 11. Gymnasium | 121 |
| 12. Stage | 127 |
| 13. Meeting Room | 130 |
| 14. Fitness Studio..... | 134 |
| 15. Wayfinding..... | 138 |
| 16. Emergency Systems | 143 |
| 17. Building Summary | 156 |
| Notes for Report..... | 159 |
| Appendix | 160 |
| Closing Summary | 170 |

Overview of Report

The following is an accessibility assessment report of the Lunenburg Community Centre, which includes an overview of the site for the public and employees in the onsite experience as it relates to people with a variety of disabilities. The whole site was reviewed, and the scope includes parking, exterior pathways, entrances, lobbies, hallways, interior doors, stairs, offices, kitchens, washrooms, wayfinding and signage, fitness studios, the gymnasium and stage, and emergency systems. The scope of the assessment does not address mechanical, storage, and janitor rooms.

As the site was assessed, consideration was given to all levels of meaningful access based upon the holistic user experience for people with varying disabilities, including all 10 areas of disabilities as identified by Stats Canada. These categories include mobility, seeing, hearing, flexibility, dexterity, pain, mental-health, learning, memory, developmental; they are reviewed with respect to the 7 principles of Universal Design, as well as the standards of CSA B651, and the Rick Hansen Foundation Accessibility Certification© (RHFAC) Rating system.

It is important to recognize that existing buildings, even with some planned upgrades, can have areas of limited access that would be hard to overcome. The resulting report is delivered in plain language for the benefit of all end users. Recommendations include best practices, and it is imperative to note that there is no way to possibly address all barriers that exist, but best efforts have been made to evaluate as many as possible, while recognizing the assessor is only able to offer recommendations.

Legend

This assessment report is organized into tables which include information about specific accessibility features. Each table includes the area of focus, existing conditions, possible barriers, proposed solutions, and a priority level.

The **possible barriers** section includes the following specific disability groups that would be most affected:

(M) = Mobility Disabilities which include people who experience limitations while moving around, even when using aids such as canes, crutches, or wheeled mobility devices.

(S) = Seeing (vision) Disabilities which include people with blindness and low vision.

(H) = Hearing Disabilities which include people who are deaf and hard of hearing.

(F) = Flexibility and Dexterity Disabilities which include people who have absent or shortened limbs or reduced physical abilities which can be caused by a range of factors.

(P) = Pain Disabilities which include people who experience pain, whether chronically or temporarily, which can impact a person's stamina, concentration, cognitive function, mobility, flexibility, or dexterity.

(C) = Cognitive Disabilities which include mental health, learning, memory, neurodivergence, and developmental disabilities.

(A) = All Disabilities are affected.

Priority levels are rated as follows:

1 = most important which include proposed solutions that would provide the most meaningful access to persons with disabilities or solutions that are cost effective and easy to implement.

to

5 = least important which include proposed solutions that are costly or may not be as important in creating meaningful access in the built environment and should be considered in future planning.

1. Parking

| AREA OF FOCUS | EXISTING CONDITIONS | POSSIBLE BARRIERS | PROPOSED SOLUTIONS | PRIORITY LEVEL |
|--|--|--|--|----------------|
| Transit – Availability | Local transit is not available near the site. | Public transport is essential for some users who are unable to drive to access a site. | The town of Lunenburg does not have public transit. Consider requesting a stop at the community centre if a transit service is introduced in Lunenburg. | 5 |
| Parking – Designated Accessible Parking | One designated accessible parking space is provided in the parking lot out of 40+ total parking spaces. The number of designated accessible parking spaces is not adequate for the site usage and does not meet current standards. | People with disabilities require direct access to designated accessible parking to access a site. The number of parking spaces must be sufficient for the expected usage and demand of accessible parking. (A) | Consider providing an additional accessible parking space next to the existing staff parking space. The existing staff parking space should be repurposed as an access aisle for a new accessible space. Relocate the staff parking space to the other side of the new accessible parking stall. | 2 |
| Parking – Limited Mobility Parking | No limited mobility parking spaces are provided at the facility. | Limited mobility parking spaces provide parking close to the entrance for people with various disabilities including heart or respiratory problems, or people that use canes, walkers, etc. (M)(P) | Consider adding two limited mobility spaces near the main entrance to the building. Consider providing the limited mobility spaces next to the new suggested location for the staff parking space, as mentioned above. | 3 |

| | | | | |
|--|---|--|---|---|
| Parking – Accessible Parking Location | One accessible parking space is conveniently located in front of the facility next to the sloped pathway up to the front door. | | | |
| Parking – Surfaces | Accessible parking spaces are stable and slip resistant. | | | |
| Parking – Maintenance | Parking lot maintenance policies are in place to ensure parking spaces are kept clear. | | | |
| Parking – Stall Width | The designated accessible parking space is 3450mm wide which is wide enough for persons with disabilities to use. Ensure any new accessible and limited mobility parking spaces meet accessible width requirements. | | | |
| Parking – Access Aisles | No access aisle is present at the accessible space. | Marked access aisles provide space for persons using wheeled mobility devices to enter and exit the vehicle and transfer into and out of mobility devices. (M) | Repaint the accessible parking space to include an access aisle at the rear of the parking space near the entry to the ramp to ensure users have adequate space to enter and exit their vehicles. | 3 |
| Parking – Horizontal Signage | Horizontal signage is in place for the designated accessible parking space. Ensure any new accessible parking spaces are equipped with horizontal signage. | | | |

| | | | | |
|--|---|--|--|---|
| Parking – Vertical Signage | Vertical signage is in place for the designated accessible parking space. Ensure any new accessible and limited mobility parking spaces are equipped with vertical signage. | | | |
| Parking – Vertical Signage Height | Vertical signage is located higher than the accessible standard but works well for the usage. | | | |
| Parking – Slope | Designated accessible parking spaces are located on a level surface that allows users to safely exit their vehicles. | | | |
| Parking – Cross Slope | Designated accessible parking spaces have a cross slope of 1.5-2.8% which may not allow for safe exiting from vehicles. | Sloped surfaces can be a hazard for users in wheeled mobility devices and for persons with a range of disabilities. (M)(A) | Consider regrading the accessible parking spaces to ensure cross slopes are kept to a minimum to allow for safe exiting from vehicles. | 4 |

| | | | | |
|--------------------------------------|--|---|---|---|
| Parking – Pedestrian Pathways | Safe pedestrian pathways have not been provided within the inner boundaries of the parking lot. | Pathways within parking lots should be conveniently located, easy to understand, with sufficient clear width and no obstacles to ensure users can safely travel throughout the parking lot. (A) | Consider creating a 1000-1200mm wide pathway along the front of the building between the two main entrances to provide a safe path for site users as they approach the building. Ensure parking stop blocks are installed to keep the path clear. Consider also repainting the pathway at the front entrance with diagonal lines so that it is clearly marked as a pedestrian area. | 3 |
| Parking – Shelter | Accessible parking spaces are not equipped with shelter overhead to provide protection from weather. | Shelter provides protection from weather for accessible parking users, this is especially helpful for users in wheeled mobility devices and users who require more time to exit or enter their vehicles. (M)(A) | Consider providing shelter over the designated accessible parking spaces to provide protection from weather. Ensure shelter provides adequate height clearance. | 5 |
| Parking – Illumination | Parking is well-illuminated with even distribution throughout the lot. | | | |

Parking Photos

Parking 1



Parking 2



Parking 3



Parking 4



Parking 5



Parking 6



Parking 7



Parking 8



Parking 9



Parking 10



Parking 11



Parking 12



Parking 13



Parking 14



Parking 15



Parking 16



Parking 17



Parking 18



Parking 19



Parking 20



2. Exterior Pathways

| AREA OF FOCUS | EXISTING CONDITIONS | POSSIBLE BARRIERS | PROPOSED SOLUTIONS | PRIORITY LEVEL |
|---------------------------------|--|---|--|----------------|
| Exterior Pathways – General | A sloped pathway and a set of steps is provided to the front entrance from the parking lot. | | | |
| Exterior Pathways – Convenience | A straight, direct, and convenient pathway is provided to the facility. | | | |
| Exterior Pathways – Width | The sloped pathway is 1230mm wide and then narrows to 1030mm wide at the top of the path. This works well for the site usage but does not meet accessible standards. | Narrow pathways cannot always accommodate persons using wheeled mobility devices or people with service animals. (M)(S) | Consider widening the sloped pathway to allow for easier access to the facility. | 4 |
| Exterior Pathways – Surfaces | Exterior pathway surfaces are stable, firm, and slip resistant. | | | |
| Exterior Pathways – Surfaces | Exterior path surfaces have gaps, breaks, and joints. There is a 25mm gap with a 20mm threshold on the sloped pathway which may be a hazard or barrier for some users. | Path surfaces with excessive gaps, joints, and breaks can cause tripping hazards for all users. (A) | Consider repairing or resurfacing the path surface to minimize any gaps, joints, and breaks. | 1 |
| Exterior Pathways – Slope | Exterior pathways have a low slope. | | | |
| Exterior Pathways – Cross Slope | Exterior pathways have a minimal cross slope. | | | |
| Exterior Pathways – Obstacles | Obstacles are outside of the exterior pathways or are cane detectable. | | | |
| Exterior Pathways – Drainage | Exterior pathways have adequate drainage. | | | |

| | | | | |
|---|--|---|--|---|
| Exterior Pathways – Illumination | Exterior pathways are well-illuminated. | | | |
| Exterior Pathways – Seating | Seating is not provided along the exterior pathway. | Seating provides persons with various disabilities, especially those who struggle with stamina, a place to rest along the path. (A) | Consider providing seating on the proposed path along the front of the building. The garbages near the front entrance should be moved down, closer to the men’s washroom exterior door and a bench should be installed in its place. | 2 |
| Exterior Pathways – Maintenance | Maintenance policies are in place for exterior pathways. | | | |

Exterior Pathways Photos

Exterior Pathways 1



Exterior Pathways 2



Exterior Pathways 3



Exterior Pathways 4



Exterior Pathways 5



Exterior Pathways 6



Exterior Pathways 7



Exterior Pathways 8



Exterior Pathways 9



Exterior Pathways 10



Exterior Pathways 11



Exterior Pathways 12



Exterior Pathways 13



Exterior Pathways 14



3. Entrances

| AREA OF FOCUS | EXISTING CONDITIONS | POSSIBLE BARRIERS | PROPOSED SOLUTIONS | PRIORITY LEVEL |
|---|--|---|--|----------------|
| Main Entrance – Easy to Identify | The main entrance is easy to identify from site arrival points. | | | |
| Main Entrance – Civic Address | The civic address is displayed at the entrance of the building but is not obvious due to its location. | Without a clearly displayed civic address, some users may have difficulty identifying the building. | Consider installing an additional civic address or relocating the existing civic address to a more obvious location such as beneath the Community Centre sign. | 3 |
| Main Entrance – Signage | Clear signage is provided to indicate the name, details, and usage of the building. | | | |
| Main Entrance – Illumination | The entrance of the building is well-illuminated. | | | |
| Main Entrance – Architectural Features | There are identifiable architectural features at the entrance of the building. | | | |
| Main Entrance – Colour Contrast | The entry doors are not colour-contrasted with surrounding surfaces. | A lack of colour contrast on the doors can make it difficult for people to distinguish the door from surrounding surfaces, especially for those with vision disabilities. (S)(A) | Enhance the colour contrast on the doors to make them more visible. | 2 |
| Main Entrance – Shelter | There is shelter provided at the entrance of the building. | | | |

| | | | | |
|--|--|---|---|---|
| Main Entrance – Accessible Route | There is an accessible route to the entrance of the building. | | | |
| Main Entrance – Power Door Operator | The entry door is power operated. | | | |
| Main Entrance – Hands-Free Door Operation | There are no motion detectors or hands-free operation available for the power operated doors. | The lack of motion detectors or hands-free operation can create barriers for individuals with limited mobility or dexterity. (S)(M) | Install motion detectors or hands-free operation to improve accessibility for individuals with limited mobility or dexterity. | 4 |
| Main Entrance – Interior Actuator Height | The interior actuator is at an accessible height, 1030mm above the ground. | | | |
| Main Entrance – Interior Actuator Location | The interior actuator is not located on the latch side of the door, but it works well for the usage of the site. | Actuators that are not on the latch side of the door can be difficult for users to use on approach for activation and entry of the doors, especially when requiring time upon activation to enter the door. (M)(P)(A) | Locate the interior actuator on the latch side of the door to make it easier and safer to use for everyone. | 5 |
| Main Entrance – Interior Actuator Clear Space | The interior actuator is outside the swing path of the door and has clear space in front of it for approach and use. | | | |
| Main Entrance – Exterior Actuator Height | The exterior actuator is at an accessible height, 1030mm above the ground. | | | |

| | | | | |
|--|---|---|--|---|
| Main Entrance – Exterior Actuator Location | The exterior actuator is on the latch side of the door and is outside the swing path of the door. | | | |
| Main Entrance – Exterior Actuator Clear Space | The exterior actuator has clear space in front of it for approach and use. | | | |
| Main Entrance – Low Actuator Controls | There is no additional lower actuator or actuator bar present on either side of the main entry doors. | The second option of a lowered actuator or the presence of an actuator bar can be helpful for users of all abilities as users can choose to operate the actuators from a variety of heights. (A) | Consider providing a second actuator at a lowered position or an actuator bar to make the door easier to use for everyone. | 4 |
| Main Entrance – Emergency Power Fail-Safe | The power-operated door has an emergency power fail-safe feature in the form of an easy-to-use push bar. | | | |
| Main Entrance – Door Opening Time | The power-operated door opens slowly and safely. | | | |
| Main Entrance – Open Door Time | The power-operated door stays open for an adequate amount of time, allowing users to pass through safely. | | | |
| Main Entrance – Door Weight | Minimal force is required to open the door. | | | |

| | | | | |
|--|---|---|---|---|
| Main Entrance – Door Swing Path | A marked door swing path is not provided at the power-operated entry door. | The lack of a marked door swing path can make it hazardous for users as they approach the door and are not aware of the opening range of the door. (S)(A) | Consider providing a marked door swing path to make the door approach and use safer everyone. | 4 |
| Main Entrance – Clear Space | Clear space is provided on the latch side of the door in both directions to allow for easy use. | | | |
| Main Entrance – Door Hardware | Accessible door hardware is provided. | | | |
| Main Entrance – Clear Width | The clear width of the entry is 810mm which is not wide enough for the usage of the building. | The lack of an accessible clear width can make it difficult for people who use wheeled mobility devices or use a service animal to enter the building. (M)(S) | Provide a wider door with an accessible clear width to make the entry usable for everyone. | 3 |
| Main Entrance – Threshold | The threshold is 25mm high which is not accessible for all users. | Thresholds that too high can be difficult, or even impossible, for some users to enter the building independently and safely. (M)(A) | Ensure that the threshold is accessible and can be used by everyone. | 2 |
| Main Entrance – Landings | A level landing is provided at the entry. | | | |

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|--|---|--|--|---|
| Main Entrance – Vision Panel | The vision panel in the door is located 1100mm above the floor which is not at an accessible height. | Vision panels that are located too high can be difficult for people who use wheeled mobility devices or who are of a shorter stature to see who is on the other side of the door. (F)(M) | Ensure the vision panel is at an accessible height to make the door safer to use. | 3 |
| Main Entrance – Raised Mats | There is a raised mat in the lobby, but it is working well for site users. | Raised mats can be a tripping hazard at the entries of buildings and can be difficult to maneuver over for users in wheeled mobility devices. (M)(A) | Removing raised mats to remove the tripping hazard at the entry will make it safer for site users. | 3 |
| Main Entrance – Recessed Mats | There are no recessed mats at the entry. | The lack of recessed mats can make it difficult to absorb moisture and dirt at the entries, which can be a tripping hazard for all users. (A) | Install recessed mats at the entry to make it easier to keep dry while maintaining a level floor area. | 3 |
| Main Entrance – Lock Mechanism | The door lock mechanism is at an accessible height, 1080mm above the floor. | | | |
| Secondary Entrance – General | A secondary entrance is provided near the field. The doors are typically locked but this entry is often used when people are leaving the gym. | | | |
| Secondary Entrance – Easy to Identify | The entrance is easy to identify from arrival points. | | | |

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|--|---|---|--|---|
| Secondary Entrance – Illumination | The entrance of the building is well-illuminated. | | | |
| Secondary Entrance – Architectural Features | There are identifiable architectural features at the entrance of the building. | | | |
| Secondary Entrance – Colour Contrast | The entry doors are colour-contrasted with surrounding surfaces. | | | |
| Secondary Entrance – Seating | Seating is not provided near the entrance of the building. | Providing seating near the entrance can be helpful for people who need to rest before entering the building or while waiting for others. (M)(A) | Consider adding seating near this entrance to the building. | 4 |
| Secondary Entrance – Shelter | There is shelter provided at the entrance of the building. | | | |
| Secondary Entrance – Accessible Route | There is not an accessible route to the entrance of the building as only stairs are provided. | The lack of an accessible route can make it difficult or impossible for people with a variety of disabilities to enter the building. (F)(D)(M)(P)(A) | Create an accessible route to the entrance of the building. | 4 |
| Secondary Entrance – Power Door Operator | The entry door is not power operated. | Doors that are not power operated can be difficult, or even impossible, for many users to operate. (F)(P)(M)(A) | Add power operated doors to entry to make it a welcoming and safe entry for all users. | 4 |

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|---|---|--|--|---|
| Secondary Entrance – Door Weight | The force required to open the door is not accessible as the door requires 10 lbs of force to open. | Doors that require a significant amount of force to open can be difficult, or even impossible, to open for users of a variety of disabilities. (P)(F)(D)(A) | Adjust the doors so that they require minimal force to open to make them easier and safer to open. | 2 |
| Secondary Entrance – Clear Space | Clear space is provided on the latch side of the door in both directions to allow for easy use. | | | |
| Secondary Entrance – Hardware | The provided door hardware is not accessible for all users as the pull handles may be challenging for some users. | Door hardware that requires tight grasping, pinching, twisting, or more than one hand to use can be difficult for users of all abilities. (A) | Replace door hardware with an accessible option to make the door easier to use. | 3 |
| Secondary Entrance – Clear Width | The clear width of the entry is 760mm which is not wide enough for the usage of the building. | The lack of an accessible clear width can make it difficult for people who use wheeled mobility devices or use a guide dog to enter the building. (M)(S) | Provide a wider door with an accessible clear width to make the entry usable for everyone. | 3 |
| Secondary Entrance – Threshold | The threshold is 105mm high which not accessible for many users. | Thresholds that are too high can make it difficult, or even impossible, for some users to enter the building independently and safely. (M)(A) | Ensure that the threshold is accessible and can be used by everyone. | 2 |
| Secondary Entrance – Landing | A level landing is provided at the entry. | | | |

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|--|--|--|--|---|
| Secondary Entrance – Vision Panel | The vision panels are located 1200-1300mm above the ground which is not an accessible height. | Vision panels that are located too high can be difficult for people who use wheeled mobility devices or who are of a shorter stature to see who is on the other side of the door. (F)(M) | Ensure the vision panel is at an accessible height to make the door safer to use. | 5 |
| Secondary Entrance – Recessed Mats | There are no recessed mats at the entry. | The lack of recessed mats can make it difficult to absorb moisture and dirt at the entries, thus creating a more unsafe entry. (A) | Consider installing recessed mats at the entry to make it easier to keep dry while maintaining a level floor area. | 5 |
| Secondary Entrance – Lock Mechanism | The door lock mechanism is located 1200mm above the floor which works well for the usage but may not be easy to operate for all users. | Door lock mechanisms that are not at an accessible height can be difficult to use. (A) | Provide a door lock mechanism at an accessible height to make it easier to use for everyone. | 5 |
| Washroom Entrances – General | Both the men’s and women’s washrooms have exit doors to the exterior which are typically locked. Sometimes these entrance/exit doors are used for exterior events. The doors are typically locked. | | | |

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|---|---|--|---|---|
| Washroom Entrances – Temporary Signage | Clear signage is not provided to indicate the name, details, and usage of the exterior washroom entrance doors. | The lack of clear signage can make it difficult for people to find and identify an entrance. (A) | Ensure temporary signage is installed on the exterior washroom doors during special events in which they are expected to be used. Temporary signage should be printed, not handwritten. | 2 |
| Washroom Entrances – Colour Contrast | One of the washroom entry doors is not colour-contrasted with surrounding surfaces. The other door is white and has a high colour contrast with the remaining wall. | A lack of colour contrast on the doors can make it difficult for people to distinguish the door from surrounding surfaces, especially for those with vision disabilities. (S)(A) | Consider painting the trim around the washroom door that matches the mural in a high contrast colour, such as white, to ensure users can easily identify the door. | 3 |
| Washroom Entrances – Shelter | Shelter is provided at the entrance of the building. | | | |
| Washroom Entrances – Accessible Route | There is not an accessible route to the entrance of the building as stairs are the only means to access these doors. | The lack of an accessible route can make it difficult or impossible for people with a variety of disabilities to enter the building. (F)(D)(M)(P)(A) | Create an accessible route to the entrance of the building. | 4 |

| | | | | |
|---|--|--|---|---|
| Washroom Entrances – Door Weight | The force required to open the door is not accessible, as the doors can be difficult to open. | Doors that require a significant amount of force to open can be difficult, or even impossible, to open for users of a variety of disabilities. (P)(F)(D)(A) | Adjust the doors so that they require minimal force to open to make them easy to open for site users. | 3 |
| Washroom Entrances – Clear Space | Clear space is provided on the latch side of the door in both directions to allow for easy use. | | | |
| Washroom Entrances – Hardware | The provided door hardware, doorknobs, is not accessible for all users. | Door hardware that requires tight grasping, pinching, twisting, or more than one hand to use can be difficult for users of all abilities. (A) | Replace the door hardware with an accessible option to make the door easier to use for site users. | 2 |
| Washroom Entrances – Clear Width | The clear width of the entry is 740mm which is not wide enough for some users but works well for the usage of the building. | The lack of an accessible clear width can make it difficult for people who use wheeled mobility devices or use a guide dog to enter the building. (M)(S) | Provide a wider door with an accessible clear width to make the entry usable for everyone. | 4 |
| Washroom Entrances – Threshold | The thresholds at these entrances are 110mm which are too high for some users, but they work well for the usage of the building. | Thresholds that are too high can make it difficult, or even impossible, for some users to enter the building independently and safely. (M)(A) | Ensure that the threshold is accessible and can be easily navigated by site users. | 3 |
| Washroom Entrances – Landings | Level landings are provided at the entry. However, the women’s interior vestibule has tiles that need repair. | Breaks and gaps in the tile floor can be a tripping hazard for many users. (A) | Repair the flooring in the women’s washroom vestibule. | 2 |

Entrances Photos

Main Entrance 1



Main Entrance 2



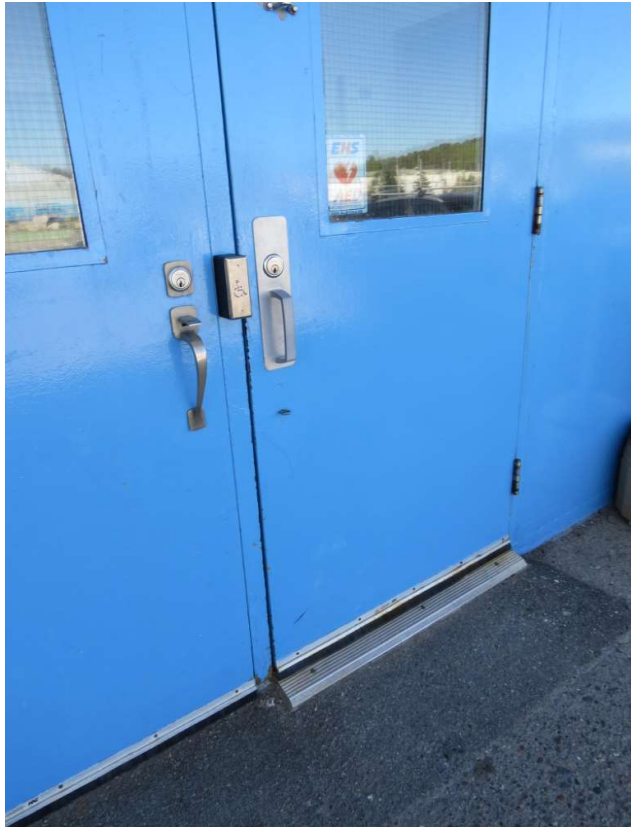
Main Entrance 3



Main Entrance 4



Main Entrance 5



Main Entrance 6



Main Entrance 7



Main Entrance 8



Main Entrance 9



Main Entrance 10



Main Entrance 11



Main Entrance 12



Main Entrance 13



Main Entrance 14



Main Entrance 15



Main Entrance 16



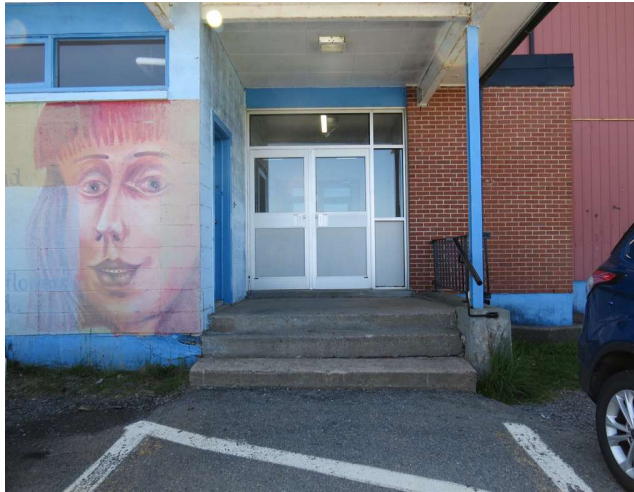
Main Entrance 17



Main Entrance 18



Secondary Entrance 1



Secondary Entrance 2



Secondary Entrance 3



Secondary Entrance 4



Secondary Entrance 5



Secondary Entrance 6



Secondary Entrance 7



Secondary Entrance 8



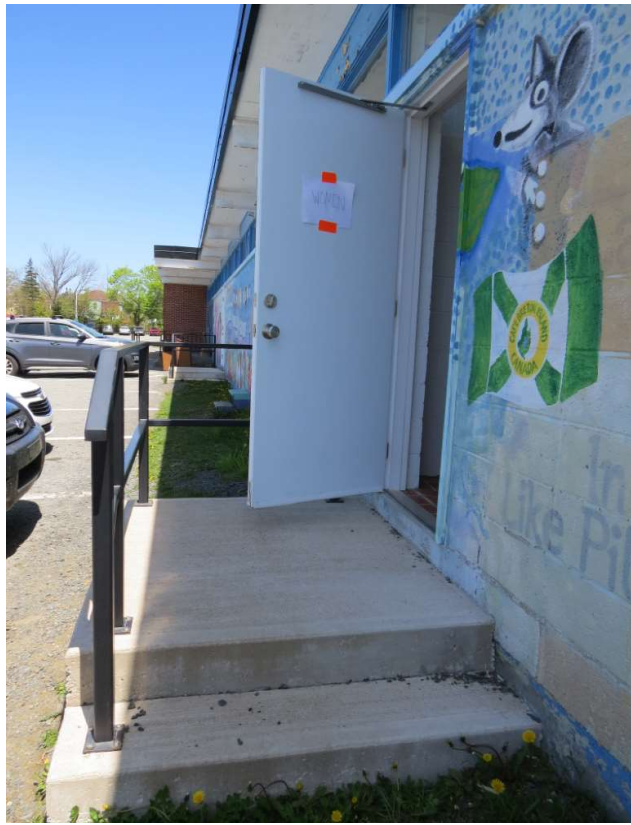
Secondary Entrance 9



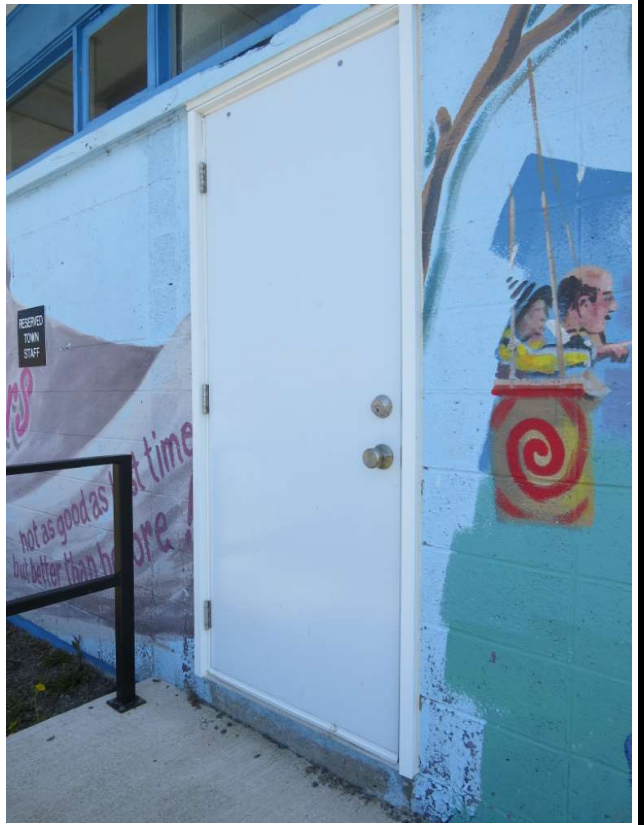
Washroom Entrances 1



Washroom Entrances 2



Washroom Entrances 3



Washroom Entrances 4



Washroom Entrances 5



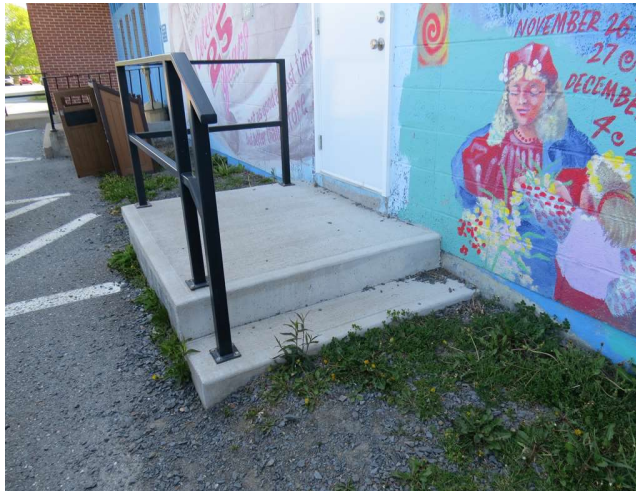
Washroom Entrances 6



Washroom Entrances 7



Washroom Entrances 8



Washroom Entrances 9



4. Lobbies

| AREA OF FOCUS | EXISTING CONDITIONS | POSSIBLE BARRIERS | PROPOSED SOLUTIONS | PRIORITY LEVEL |
|-------------------------------|--|---|--|----------------|
| Lobby – Circulation | Logical circulation routes are provided to key facilities from the lobby. The lobby connects to vertical and horizontal circulation routes. | | | |
| Lobby – Signage | Signage and/or other wayfinding techniques are not provided in the lobby to highlight key facilities. | Without clear signage and wayfinding techniques, people may have difficulty finding key facilities in the building. (A) | Install clear signage and wayfinding information that can be easily understood by all users that directs users to key facilities in the building including the washrooms, gymnasium, fitness studios, and weight room. | 1 |
| Lobby – Washrooms | Washroom facilities are provided adjacent to the lobby. | | | |
| Lobby – Floor Surfaces | Floor surfaces are stable and do not produce glare in the lobby. However, the tile floor has some irregularities and may be slippery when wet. | Slippery floors and irregularities in the flooring can be a tripping hazard for all users. (A) | Consider using a non-slip treatment that does not produce glare on the floor tile and repair any broken tiles. | 2 |

| | | | | |
|-------------------------------|---|--|--|---|
| Lobby – Floor Surfaces | Floor surfaces are not light in colour. | Floor surfaces that are dark in colour or have complex patterns can be problematic for those with vision disabilities, making it difficult to navigate the space safely. (S) | Provide floor surfaces that are light and neutral in colour to make them more accessible to people with vision disabilities. | 2 |
| Lobby – Seating | A bench is provided where users are expected to wait in the lobby. | | | |
| Lobby – Illumination | The lobby is well-illuminated. | | | |
| Lobby – Water Fountain | A water fountain is provided in the lobby at 920mm with adequate knee clearance for roll under access. The fountain is located higher than the accessible standard but is working well for the usage of the site. | Some users may not be able to easily use the water fountain due to its height. (M) | Consider relocating the fountain at an accessible height while maintaining adequate knee clearance for roll under access. | 4 |
| Lobby – Power Outlets | Power outlets are located at accessible heights in the lobby. | | | |
| Lobby – Light Switches | Light switches are located too high for some users to reach, at 1350mm above the floor, but they are working well for the usage of the building. | Some users may not be able to operate the light switches at their current height. (M) | Consider relocating the light switches at an accessible height. | 5 |

| | | | | |
|---------------------------------|--|--|--|---|
| Lobby – Climate Controls | Climate controls are locked and are only intended to be used by staff. They are located 1550mm above the floor, which is too high for some users to reach but works well for the usage. | | | |
| Lobby – Counter | A counter is provided in the back nook of the lobby. The counter is located 1070mm above the floor which is too high for many users. The counter also has a narrow path (450mm) of travel to the coat hangers at the back of the nook. | The counter height and narrow path of travel create a nook that is not accessible for many users. | Consider removing the counter to create easy access to the coat hangers. If a counter is needed for ticket sales, a portable table located at an accessible height with knee clearance is recommended. | 1 |
| Lobby – Coat Rack | A coat rack is provided at the back nook of the lobby at 1600mm above the floor which is too high for many users. | Coat racks that are located too high may be difficult to reach for people using wheeled mobility devices and people of short stature. (M)(A) | Consider providing additional coat racks at an accessible height in the back nook of the lobby. | 1 |

Lobby Photos

Lobby 1



Lobby 2



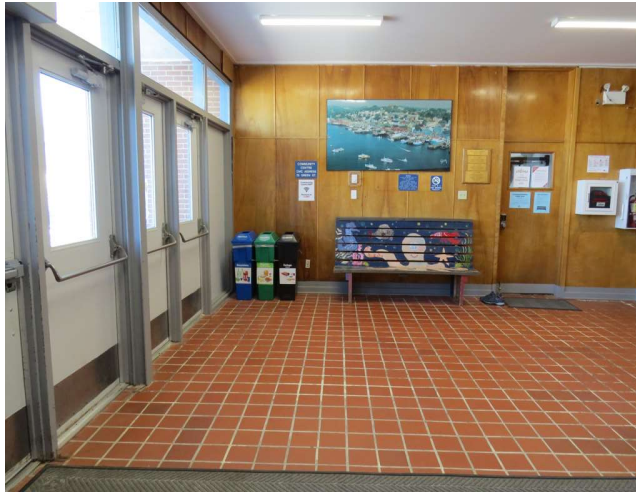
Lobby 3



Lobby 4



Lobby 5



Lobby 6



Lobby 7



Lobby 8



Lobby 9



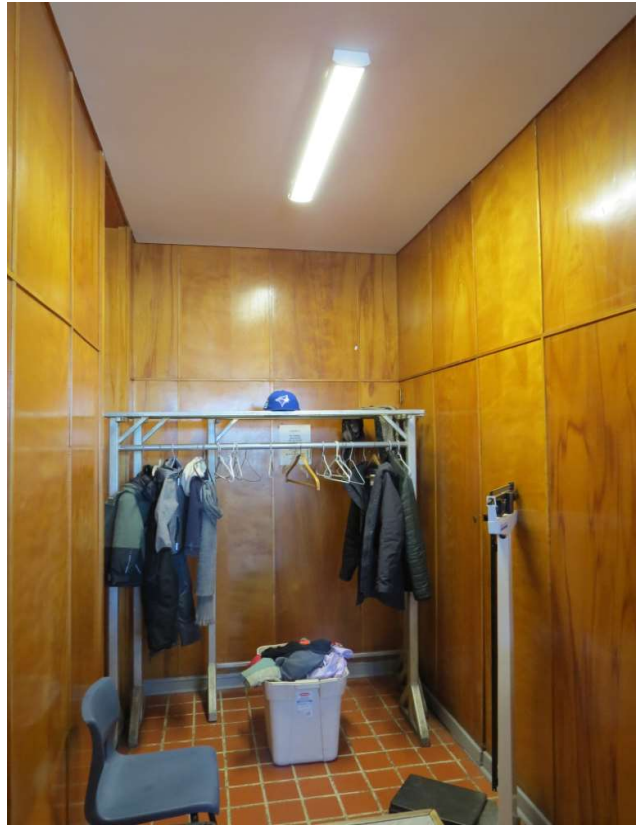
Lobby 10



Lobby 11



Lobby 12



Lobby 13



Lobby 14



Lobby 15



Lobby 16



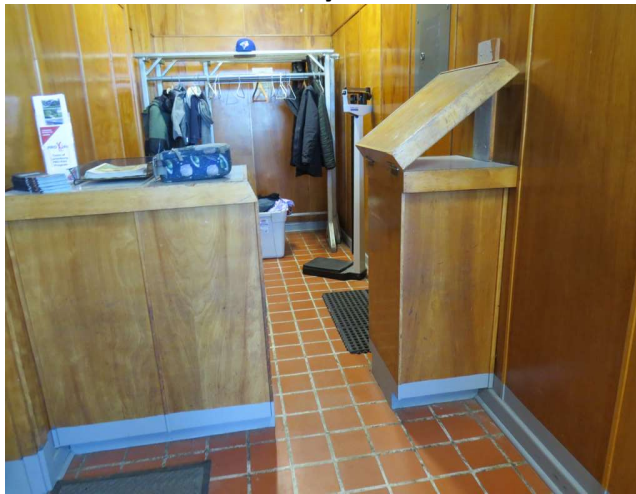
Lobby 17



Lobby 18



Lobby 19



Lobby 20



5. Hallways

| AREA OF FOCUS | EXISTING CONDITIONS | POSSIBLE BARRIERS | PROPOSED SOLUTIONS | PRIORITY LEVEL |
|----------------------------------|--|---|--|----------------|
| Hallway – Clear Width | The main hallway has a clear width of 1020-1120mm which is not sufficient for the usage of the facility. | Narrow hallways can create obstacles for people using mobility aids such as wheelchairs, scooters, or walkers. (M) | Consider widening hallways to provide sufficient clear width for mobility aids. | 4 |
| Hallway – Clear Width | Doors on either side of the hallway have a clear width of 785-795mm which limits access into the hallway. | Narrow doorways can create obstacles for people using mobility aids such as wheelchairs, scooters, or walkers. (M) | Consider removing the doors on either end of the hallway to improve access to the hallway and washrooms. | 3 |
| Hallway – Two-Way Traffic | Hallways do not allow for two-way traffic where expected. | Wider hallways are expected in areas of the facility where users will be travelling in both directions to ensure users can navigate hallways with ease. (A) | Consider a future modification that provides a wide hallway that allows for two-way traffic. | 4 |
| Hallway – Turning Spaces | Turning spaces are not provided at reasonable intervals in the hallway. | A long hallway without turning spaces can create barriers for people using mobility aids such as wheelchairs, scooters, or walkers. (M) | Consider providing a turning space within the hallway in a future modification. | 4 |
| Hallway – Floor Surfaces | Floor surfaces are stable and do not produce glare in the hallway. However, the tile floor has some irregularities and may be slippery when wet. | Slippery floors and irregularities in the flooring can be a tripping hazard for all users. (A) | Consider using a non-slip treatment that does not produce glare on the floor tile and repair any broken tiles. | 2 |

| | | | | |
|------------------------------------|--|--|--|---|
| Hallway – Floor Surfaces | Floor surfaces are not light in colour. | Floor surfaces that are dark in colour or have complex patterns can be problematic for those with vision disabilities, making it difficult to navigate the space safely. (S) | Provide floor surfaces that are light and neutral in colour to make them more accessible to people with vision disabilities. | 2 |
| Hallway – Obstacles | Obstacles are kept out of hallways or are cane detectable. | | | |
| Hallway – Colour Contrast | Hallway wall and floor surfaces are colour-contrasted. | | | |
| Hallway – Glare and Shadows | Hallway wall and floor surfaces do not produce glare. | | | |
| Hallway – Illumination | Hallways are well-illuminated. | | | |

Hallway Photos

Hallway 1



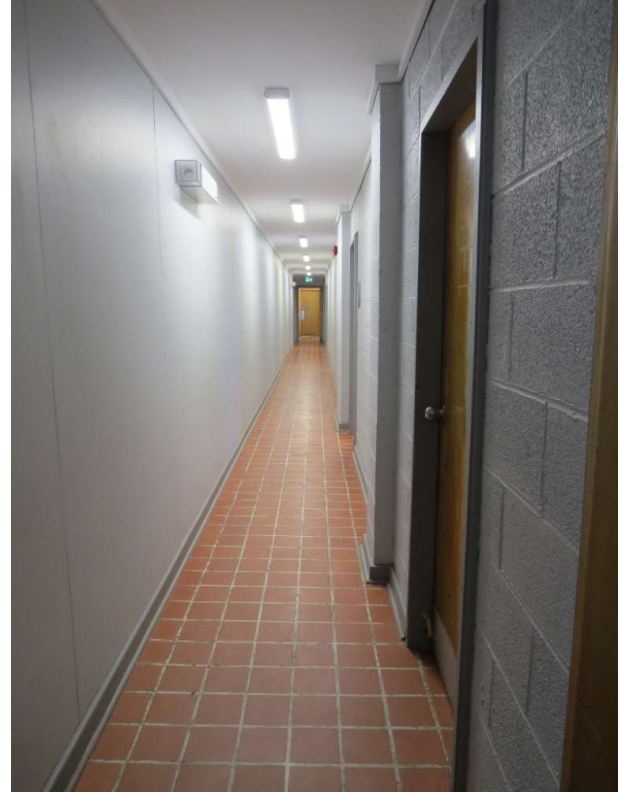
Hallway 2



Hallway 3



Hallway 4



Hallway 5



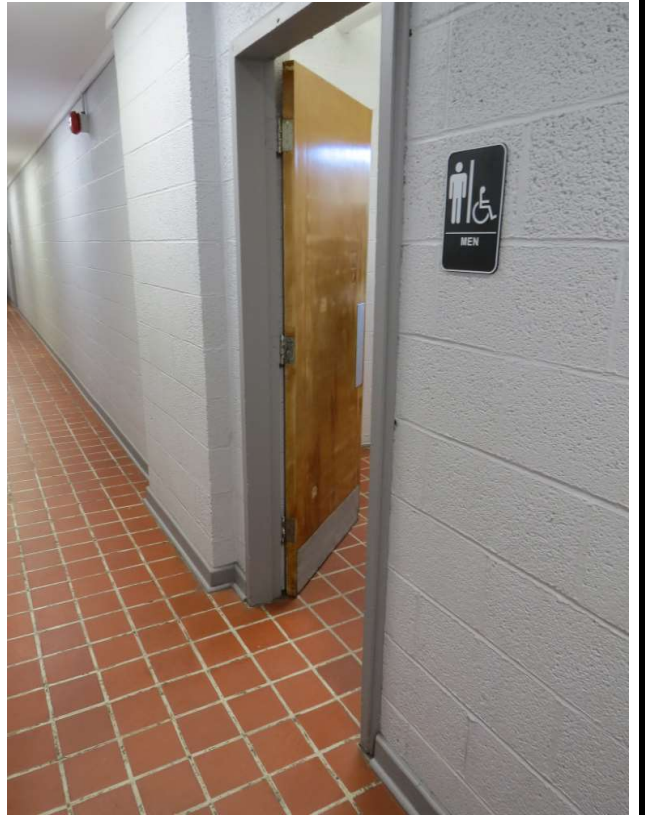
Hallway 6



Hallway 7



Hallway 8



Hallway 9



6. Stairs

| AREA OF FOCUS | EXISTING CONDITIONS | POSSIBLE BARRIERS | PROPOSED SOLUTIONS | PRIORITY LEVEL |
|-----------------------------------|---|--|--|----------------|
| Main Stairs – General | The main stairs lead from the main floor and provide access to the meeting room and fitness studio upstairs. | | | |
| Main Stairs – Riser Height | Riser heights do not exceed the maximum at 175mm high and are consistent on the stairs. | | | |
| Main Stairs – Tread Depth | Tread depths meet the minimum requirement at 290mm and are consistent on the stairs. | | | |
| Main Stairs – Clear Width | The clear width is adequate for the usage of the stairs. | | | |
| Main Stairs – Surfaces | The stair surface is not stable and can be slippery. | Unstable or slippery surfaces can be a hazard, especially in areas where people are navigating stairs. (A) | Consider renovating the stairs to provide slip-resistant surfaces to reduce the risk of falls and injuries. | 2 |
| Main Stairs – Landings | The landing at the top of the stairs is level and stable. The landing at the bottom of the stairs has a threshold and could be a hazard for some users. | Level landings offer users of the stairs a place to rest or steady themselves before continuing along the path of travel. (P)(A) | Consider renovating the threshold at the bottom of the main stairs to provide a level landing and safe path of travel. | 3 |
| Main Stairs – Open Risers | There are no open risers present on the stairs. | | | |

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|--|---|--|--|---|
| Main Stairs – Nosing Design | Nosings have abrupt undersides. | Nosings with abrupt undersides can be a tripping hazard for individuals. (A) | Consider renovating the stairs to provide nosings that are designed without abrupt undersides to reduce the risk of tripping on the stairs. | 3 |
| Main Stairs – Tactile Attention Indicator | A tactile attention indicator is not present at the top of the stairs. | The absence of a tactile attention indicator can be a hazard to users with low vision or users who are blind. (S) | Install a tactile attention indicator at the top of the stairs to create a safe approach at the tops of all stairs by alerting users that they are approaching a descending set of stairs. | 2 |
| Main Stairs – Slip-Resistant Strips | Slip-resistant strips are not provided on the nosings of the stairs. | The absence of slip-resistant strips can be a hazard for all users. (A) | Install slip-resistant strips on the surface of the stairs to reduce the risk of falls and injuries. | 2 |
| Main Stairs – Colour Contrast Strips | Colour-contrast strips are not provided on the nosings of the stairs. Colour contrast is present when ascending the stairs due to the metal nosing, but strips are not present when descending the stairs. | The absence of colour-contrast strips can be a hazard for individuals with low vision, or those who need assistance in clearly identifying each step. (S)(A) | Install colour-contrast strips that wrap around the nosings of the stairs to create a safe use of the stairs for all users for both ascending and descending use. | 2 |
| Main Stairs – Handrail Height | Handrails are provided on the stairs at accessible heights, 820-830mm above the steps. | | | |

| | | | | |
|--|--|--|---|---|
| Main Stairs – Continuous Handrails | Handrails are continuous on the stairs and landings. | | | |
| Main Stairs – Graspable Handrails | The stair handrails are graspable. | | | |
| Main Stairs – Handrail Extensions and Returns | Handrails do not have extensions and returns. | Handrails without extensions will not allow users to be notified when a set of stairs is starting or ending, as well as not provide proper support as users transition from the stairs to a level path of travel. (P)(S) | Ensure that handrails have extensions at the top and bottom of the staircase to provide support and notification of the transitions. However, a handrail extension is not practical at the bottom of the current handrail. Handrail extensions should be returned to the wall or back to itself to reduce the risk of users getting caught on the handrail. | 3 |
| Main Stairs – Handrail Colour | Handrails are not colour-contrasted with surrounding surfaces. | The absence of colour-contrasted handrails can make it hard for users with vision disabilities, to safely discern the location of the handrail. (S) | Provide colour-contrasted handrails to assist individuals in identifying the location and presence of the handrails. | 2 |
| Main Stairs – Handrail Support | Handrails are secure and support adequate weight. | | | |

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|--|--|---|---|---|
| Main Stairs – Handrails on Both Sides | Handrails are not provided on both sides of the staircase. | The absence of handrails on both sides of the staircase can be a significant hazard to users of all abilities, especially when users are ascending and descending at the same time. (A) | Install round and graspable handrails on both sides of the staircase to provide support and assistance for individuals using the staircase. | 2 |
| Main Stairs – Height Clearance | The stairs have adequate height clearance. | | | |
| Main Stairs – Illumination | The stairs are not well-illuminated. | Inadequate lighting on stairs can create an unsafe path of travel and can be a hazard for all users. (A) | Increase illumination on the stairs to assist all users in navigating the staircase safely. | 1 |
| Front Entry Stairs – General | The front entrance has two steps up to the entry doors from the parking lot. | | | |
| Front Entry Stairs – Riser Height | Riser heights do not exceed the maximum, at 100-140mm. | | | |
| Front Entry Stairs – Riser Height Consistency | Riser heights are not consistent on the stairs. | Inconsistent riser heights can be a tripping hazard for all individuals who use the stairs. (A) | Ensure that all riser heights are consistent throughout the staircase. | 5 |
| Front Entry Stairs – Tread Depth | Tread depths meet the minimum requirement at 320mm. | | | |
| Front Entry Stairs – Clear Width | The clear width is adequate for the usage of the stairs. | | | |
| Front Entry Stairs – Surfaces | The stair surface is stable and slip resistant. | | | |

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|---|--|--|--|---|
| Front Entry Stairs – Landings | Level landings are present on the stairs. | | | |
| Front Entry Stairs – Open Risers | There are no open risers present on the stairs. | | | |
| Front Entry Stairs – Nosing Design | The stair nosings do not have abrupt undersides. | | | |
| Front Entry Stairs – Tactile Attention Indicator | A tactile attention indicator is not present at the top of the stairs. | The absence of a tactile attention indicator can be a hazard to users with low vision or users who are blind. (S) | Install a tactile attention indicator at the top of the stairs to create a safe approach at the tops of all stairs by alerting users that they are approaching a descending set of stairs. | 2 |
| Front Entry Stairs – Slip-Resistant Strips | Slip-resistant strips are not provided on the nosings of the stairs. | The absence of slip-resistant strips can be a hazard for all users. (A) | Install slip-resistant strips on the surface of the stairs to reduce the risk of falls and injuries. | 3 |
| Front Entry Stairs – Colour Contrast Strips | Colour-contrast strips are not provided on the nosings of the stairs. | The absence of colour-contrast strips can be a hazard for individuals with low vision, or those who need assistance in clearly identifying each step. (S)(A) | Install colour-contrast strips that wrap around the nosings of the stairs to create a safe use of the stairs for all users for both ascending and descending use. | 3 |

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|--|--|--|--|---|
| Front Entry Stairs – Handrail Heights | Handrails are not provided on the stairs. | Without handrails, users requiring support as they use the stairs may not be able to use the stairs safely. (A) | Ensure round and graspable handrails are installed on both sides of the stairs at accessible heights as per building codes and accessibility guidelines. | 1 |
| Front Entry Stairs – Tread Design | Treads and landings have adequate drainage and do not pool water. | | | |
| Front Entry Stairs – Flooring Surfaces | The flooring used for the stairs has no busy patterns. | | | |
| Front Entry Stairs – Height Clearance | The stairs have adequate height clearance. | | | |
| Front Entry Stairs – Illumination | The stairs are well-illuminated. | | | |
| Secondary Entry Stairs – General | The secondary entrance has three steps up to the entry doors from the parking lot. | | | |
| Secondary Entry Stairs – Riser Heights | Riser heights exceed the maximum at 160-200mm high. | Riser heights that exceed the maximum height considered to be accessible create a barrier for people of many different abilities. (F)(P) | Ensure that all riser heights do not exceed the maximum allowed by building codes and accessibility guidelines. | 4 |
| Secondary Entry Stairs – Consistent Riser Heights | Riser heights are not consistent. | Inconsistent riser heights can be a tripping hazard for all individuals who use the stairs. (A) | Ensure that all riser heights are consistent throughout the staircase. | 4 |

| | | | | |
|---|--|--|--|---|
| Secondary Entry Stairs – Tread Depths | Tread depths do not meet the minimum requirement at 270-290mm. | Inadequate tread depths can be hazardous, which especially on stairs is unsafe for all users who use the stairs. (A) | Ensure that all tread depths meet the minimum requirements set by building codes and accessibility guidelines. | 4 |
| Secondary Entry Stairs – Consistent Tread Depths | Tread depths are not consistent. | Inconsistent tread depths can be a tripping hazard for all individuals who use the stairs. (A) | Ensure that all tread depths are consistent throughout the staircase. | 4 |
| Secondary Entry Stairs – Clear Width | The clear width is adequate for the usage of the stairs. | | | |
| Secondary Entry Stairs – Surfaces | The stair surface is stable and slip resistant. | | | |
| Secondary Entry Stairs – Landings | Level landings are present on the stairs. | | | |
| Secondary Entry Stairs – Open Risers | There are no open risers present on the stairs. | | | |
| Secondary Entry Stairs – Nosing Design | Stair nosings do not have abrupt undersides. | | | |
| Secondary Entry Stairs – Tactile Attention Indicator | A tactile attention indicator is not present at the top of the stairs. | The absence of a tactile attention indicator can be a hazard to users with low vision or users who are blind. (S) | Install a tactile attention indicator at the top of the stairs to create a safe approach at the tops of all stairs by alerting users that they are approaching a descending set of stairs. | 2 |

| | | | | |
|--|---|--|---|---|
| Secondary Entry Stairs – Slip Resistant Strips | Slip-resistant strips are not provided on the nosings of the stairs. | The absence of slip-resistant strips can be a hazard for all users. (A) | Install slip-resistant strips on the nosings of the stairs to reduce the risk of falls and injuries. | 2 |
| Secondary Entry Stairs – Colour Contrast Strips | Colour-contrast strips are not provided on the nosings of the stairs. | The absence of colour-contrast strips can be a hazard for individuals with low vision, or those who need assistance in clearly identifying each step. (S)(A) | Install colour-contrast strips that wrap around the nosings of the stairs to create a safe set of stairs for all users both for ascending and descending use. | 2 |
| Secondary Entry Stairs – Handrail Height | Handrails are provided on the stairs at accessible heights. | | | |
| Secondary Entry Stairs – Continuous Handrails | Handrails are continuous on the stairs and landings. | | | |
| Secondary Entry Stairs – Graspable Handrails | The stair handrails are graspable. | | | |
| Secondary Entry Stairs – Handrail Extensions | The handrail has an extension at the top but does not have one at the bottom of the stairs. | Handrails without extensions will not allow users to be notified when a set of stairs is starting or ending, as well as not provide proper support as users transition from the stairs to a level path of travel. (P)(S) | Ensure that handrails have extensions at the top and bottom of the staircase to provide support and notification of the transitions. | 4 |

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|---|---|---|---|---|
| Secondary Entry Stairs – Handrail Colour | Handrails are colour-contrasted with surrounding surfaces. | | | |
| Secondary Entry Stairs – Handrail Support | Handrails are secure and support adequate weight. | | | |
| Secondary Entry Stairs – Handrails on Both Sides | Handrails are not provided on both sides of the staircase. | The absence of handrails on both sides of the staircase can be a significant hazard to users of all abilities, especially when users are ascending and descending at the same time. (A) | Install round and graspable handrails on both sides of the staircase to provide support and assistance for individuals using the staircase. | 2 |
| Secondary Entry Stairs – Tread Design | Treads and landings have adequate drainage and do not pool water. | | | |
| Secondary Entry Stairs – Flooring | The flooring used for the stairs has no busy patterns. | | | |
| Secondary Entry Stairs – Height Clearance | The stairs have adequate height clearance. | | | |
| Secondary Entry Stairs – Illumination | The stairs are well-illuminated. | | | |
| Washroom Entry Stairs – General | The washroom entrances have two steps up to the entry doors from the parking lot. | | | |

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|---|--|---|--|---|
| Washroom Entry Stairs – Riser Heights | Riser heights do not exceed the maximum, at 180mm high. | | | |
| Washroom Entry Stairs – Tread Depths | Tread depths meet the minimum requirement. | | | |
| Washroom Entry Stairs – Clear Width | The clear width is adequate for the usage of the stairs. | | | |
| Washroom Entry Stairs – Stair Surfaces | The stair surface is stable and slip resistant. | | | |
| Washroom Entry Stairs – Landings | Level landings are present on the stairs. | | | |
| Washroom Entry Stairs – Open Risers | There are no open risers present on the stairs. | | | |
| Washroom Entry Stairs – Nosing Design | Nosings do not have abrupt undersides. | | | |
| Washroom Entry Stairs – Tactile Attention Indicators | A tactile attention indicator is not present at the top of the stairs. | The absence of a tactile attention indicator can be a hazard to users with low vision or users who are blind. (S) | Install a tactile attention indicator at the top of the stairs to create a safe approach at the tops of all stairs by alerting users that they are approaching a descending set of stairs. | 3 |
| Washroom Entry Stairs – Slip-Resistant Strips | Slip-resistant strips are not provided on the nosings of the stairs. | The absence of slip-resistant strips can be a hazard for all users. (A) | Install slip-resistant strips on the surface of the stairs to reduce the risk of falls and injuries. | 2 |

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|---|---|--|---|---|
| Washroom Entry Stairs – Colour Contrast Strips | Colour-contrast strips are not provided on the nosings of the stairs. | The absence of colour-contrast strips can be a hazard for individuals with low vision, or those who need assistance in clearly identifying each step. (S)(A) | Install colour-contrast strips that wrap around the nosings of the stairs to create a safe set of stairs both for ascending and descending use. | 3 |
| Washroom Entry Stairs – Handrails | A handrail is provided at both entry stairs. The handrails do not meet all accessible standards but are working well for the usage as these entrances are not often used. | | | |
| Washroom Entry Stairs – Drainage | Treads and landings have adequate drainage and do not pool water. | | | |
| Washroom Entry Stairs – Height Clearance | The washroom entry stairs have adequate height clearance. | | | |
| Washroom Entry Stairs – | The washroom entry stairs are well-illuminated. | | | |
| Stage Stairs – General | Three sets of stairs are provided to access the stage. Two are provided from the front of the stage in the gym, and one set is provided from the side of the stage and can be accessed from the secondary entrance lobby. | | | |

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|--|---|--|---|---|
| Stage Stairs – Riser Heights | Riser heights exceed the maximum, at 200mm high. | Riser heights that exceed the maximum height considered to be accessible create a barrier for people of many different abilities. (F)(P) | Ensure that all riser heights do not exceed the maximum allowed by building codes and accessibility guidelines. | 4 |
| Stage Stairs – Consistent Riser Heights | Riser heights are consistent. | | | |
| Stage Stairs – Tread Depths | Tread depths do not meet the minimum requirement, at 240-280mm deep. | Inadequate tread depths can be hazardous, which is unsafe for all users. (A) | Ensure that all tread depths meet the minimum requirements set by building codes and accessibility guidelines. | 4 |
| Stage Stairs – Consistent Tread Depths | Tread depths are consistent. | | | |
| Stage Stairs – Clear Width | The clear width of the stairs is 600-760mm which is too narrow for some users but works well for the typical usage of the stairs. | Inadequate clear width can create tight or unsafe use of a stairwell for all users of the stairs. (A) | Ensure that the clear width of the staircase is adequate for use. | 3 |
| Stage Stairs – Stair Surface | The stair surface is stable and slip resistant. | | | |
| Stage Stairs – Level Landings | Level landings are present on the stairs. | | | |
| Stage Stairs – Open Risers | There are no open risers present on the stairs. | | | |

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|---|--|--|--|---|
| Stage Stairs – Nosing Design | Nosings have abrupt undersides. | Nosings with abrupt undersides can be a tripping hazard for individuals. (A) | Ensure that all nosings do not have abrupt undersides to prevent the risk of tripping and falling. | 4 |
| Stage Stairs – Tactile Attention Indicator | A tactile attention indicator is not present at the top of the stairs. | The absence of a tactile attention indicator can be a hazard to users with low vision or users who are blind. (S) | Install a tactile attention indicator at the top of the stairs to create a safe approach at the tops of all stairs by alerting users that they are approaching a descending set of stairs. | 3 |
| Stage Stairs – Slip-Resistant Strips | Slip-resistant strips are not provided on the nosings of the stairs. | The absence of slip-resistant strips can be a hazard for all users. (A) | Install slip-resistant strips on the surface of the stairs to reduce the risk of falls and injuries. | 3 |
| Stage Stairs – Colour Contrast Strips | Colour-contrast strips are not provided on the nosings of the stairs. | The absence of colour-contrast strips can be a hazard for individuals with low vision, or those who need assistance in clearly identifying each step. (S)(A) | Install colour-contrast strips that wrap around the nosings of the stairs to create a safe set of stairs for all users both for ascending and descending use. | 3 |
| Stage Stairs – Handrail Heights | Handrails are not provided on the stairs at accessible heights as they are provided too low for some users at 800-820mm. | Handrails that are not provided at an accessible height may not support all users and can be a hazard for users of all abilities. (A) | Ensure handrails are installed on the stairs at accessible heights as per building codes and accessibility guidelines. | 4 |

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|---|--|---|---|---|
| Stage Stairs – Continuous Handrails | Handrails are continuous on the stairs and landings. | | | |
| Stage Stairs – Graspable Handrails | The stair handrails are graspable. | | | |
| Stage Stairs – Handrail Extensions | Handrails do not have extensions. | Handrails without extensions will not allow users to be notified when a set of stairs is starting or ending and will not provide proper support as users transition from the stairs to a level path of travel. (P)(S) | Ensure that handrails have extensions at the top and bottom of the staircase to provide support and notification of the transitions. | 4 |
| Stage Stairs – Colour-Contrasted Handrails | Handrails are colour-contrasted with surrounding surfaces. | | | |
| Stage Stairs – Secure Handrails | Handrails are secure and support adequate weight. | | | |
| Stage Stairs – Handrails on Both Sides | Handrails are not provided on both sides of the staircase. | The absence of handrails on both sides of the staircase can be a significant hazard to users of all abilities, especially when users are ascending and descending at the same time. (A) | Install round and graspable handrails on both sides of the staircase to provide support and assistance for individuals using the staircase. | 4 |
| Stage Stairs – Height Clearance | The stairs have adequate height clearance. | | | |

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|---|---|--|---|---|
| Stage Stairs – Illumination | The stage stairs in the gym are well-illuminated however, the stairs on the side of the stage are dim. The stairs on the side of the stage have glow in the dark strips that provide some assistance in the dark. | Inadequate lighting on stairs can create an unsafe path of travel and can be a hazard for all users. (A) | Increase illumination on the stairs to assist all users in navigating the staircase safely. | 3 |
| Emergency Stairs – General | An exterior emergency exit stair is provided from the second level to the driveway next to the building. | | | |
| Emergency Stairs – Signage | Signage is lacking on the emergency exit door. | Signage makes users aware of the usage and expectations of the emergency stairs. (A) | Install a sign on the interior of the exit door that states the door (and stairs) are for emergency exiting only. | 1 |
| Emergency Stairs – Exit Door Clear Width | The emergency exit door in the fitness studio has a clear width of 750mm which is too narrow for many users but works well for the usage. | | | |
| Emergency Stairs – Exit Door Threshold | The threshold at the exit door to the stairs is 200mm which is too high for many users, but it works well for the usage. | | | |
| Emergency Stairs – Clear Width | The clear width is adequate for the usage of the stairs. | | | |

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|--|---|--|--|---|
| Emergency Stairs – Stair Surface | The stair surface is stable and slip resistant. The wood stairs may be slippery when wet but they work well for the usage. | | | |
| Emergency Stairs – Level Landings | Level landings are present on the stairs. The stairs would benefit from an intermediate landing as the stairs are steep and exceed the maximum number of steps in accessible standards, but the stairs are working well for the usage. | | | |
| Emergency Stairs – Open Risers | There are open risers present on the stairs. | Open risers can be a barrier to users of various lived experiences, depending on whether they have limited ability in their reach of their step, or experience anxiety with open risers. (F)(P)(C) | Ensure that all risers are closed to create safe access for everyone that uses the stairs. | 4 |
| Emergency Stairs – Nosing Design | Nosings do not have abrupt undersides. | | | |

| | | | | |
|---|--|--|--|---|
| Emergency Stairs – Tactile Attention Indicator | A tactile attention indicator is not present at the top of the stairs. | The absence of a tactile attention indicator can be a hazard to users with low vision or users who are blind. (S) | Install a tactile attention indicator at the top of the stairs to create a safe approach at the tops of all stairs by alerting users that they are approaching a descending set of stairs. | 4 |
| Emergency Stairs – Slip-Resistant Strips | Slip-resistant strips are not provided on the nosings of the stairs. | The absence of slip-resistant strips can be a hazard for all users. (A) | Install slip-resistant strips on the surface of the stairs to reduce the risk of falls and injuries. | 3 |
| Emergency Stairs – Colour Contrast Strips | Colour-contrast strips are not provided on the nosings of the stairs. | The absence of colour-contrast strips can be a hazard for individuals with low vision, or those who need assistance in clearly identifying each step. (S)(A) | Install colour-contrast strips that wrap around the nosings of the stairs to create a safe set of stairs for all users both for ascending and descending use. | 3 |
| Emergency Stairs – Handrail Heights | Handrails are not provided on the stairs at accessible heights. | Handrails that are not provided at an accessible height may not support all users and can be a hazard for users of all abilities. (A) | Ensure handrails are installed on the stairs at accessible heights as per building codes and accessibility guidelines. Consider installing a round and graspable handrail on top of the existing 2x4 handrails to meet these requirements. | 2 |
| Emergency Stairs – Drainage | Treads and landings have adequate drainage and do not pool water. | | | |

| | | | | |
|--|--|---|--|---|
| Emergency Stairs – Height Clearance | The stairs have adequate height clearance. | | | |
| Emergency Stairs – Obstructions | The box on the power pole at the bottom of the exit stairs impedes the path of travel and may be a hazard for all users. | Without high colour contrast or a cane detectable feature, the box on the power pole at the bottom of the stairs may be a hazard for all users as they exit the stairs. (A) | The box at the bottom of the stairs should be equipped with high contrast colour to ensure users do not bump into it as it impedes the exiting path. | 1 |

Stairs Photos

Main Stairs 1



Main Stairs 2



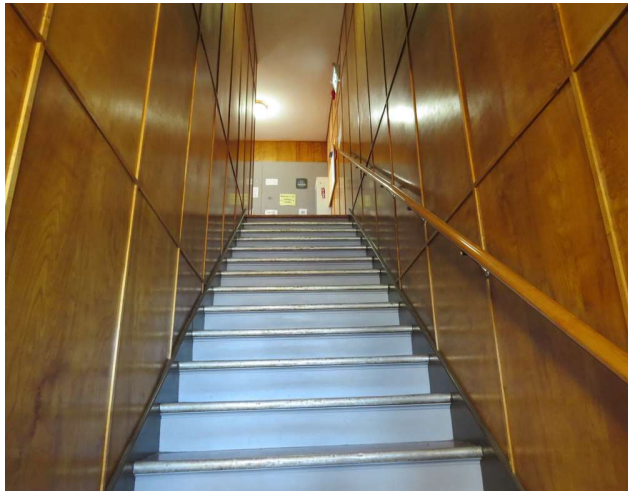
Main Stairs 3



Main Stairs 4



Main Stairs 5



Main Stairs 6



Main Stairs 7



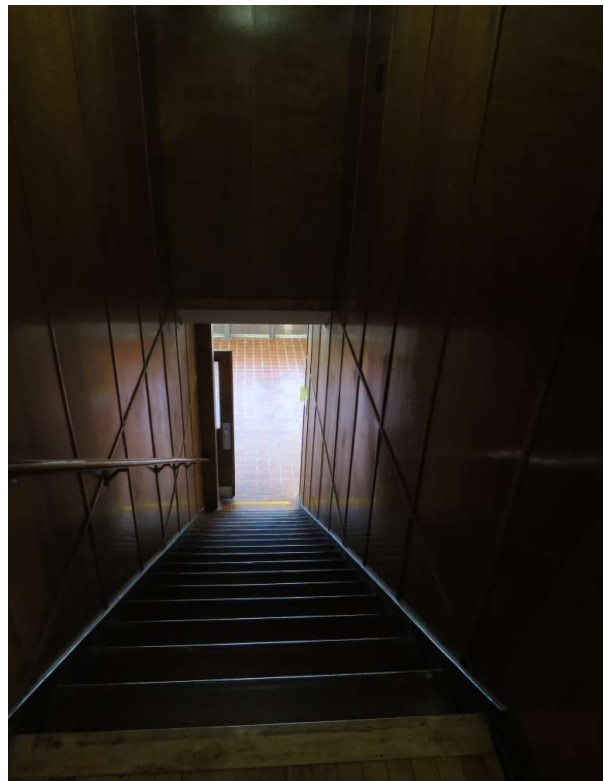
Main Stairs 8



Main Stairs 9



Main Stairs 10



Front Entry Stairs 1



Front Entry Stairs 2



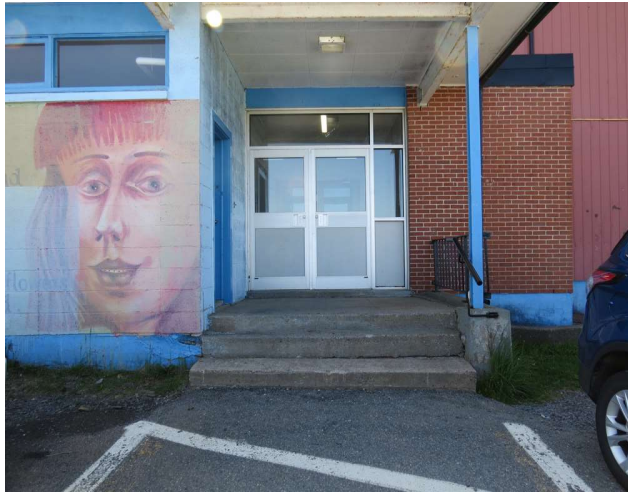
Front Entry Stairs 3



Front Entry Stairs 4



Secondary Entrance Stairs 1



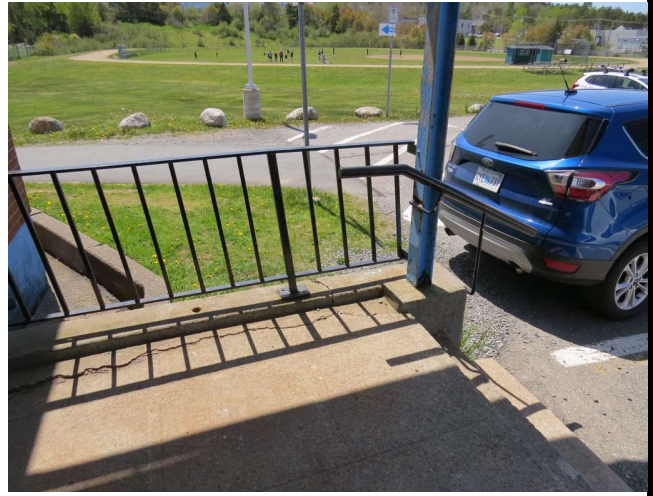
Secondary Entrance Stairs 2



Secondary Entrance Stairs 3



Secondary Entrance Stairs 4



Washroom Entry Stairs 1



Washroom Entry Stairs 2



Washroom Entry Stairs 3



Washroom Entry Stairs 4



Stage Stairs 1



Stage Stairs 2



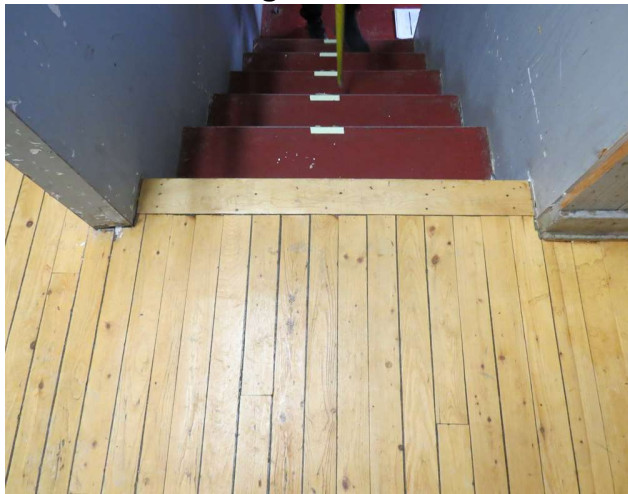
Stage Stairs 3



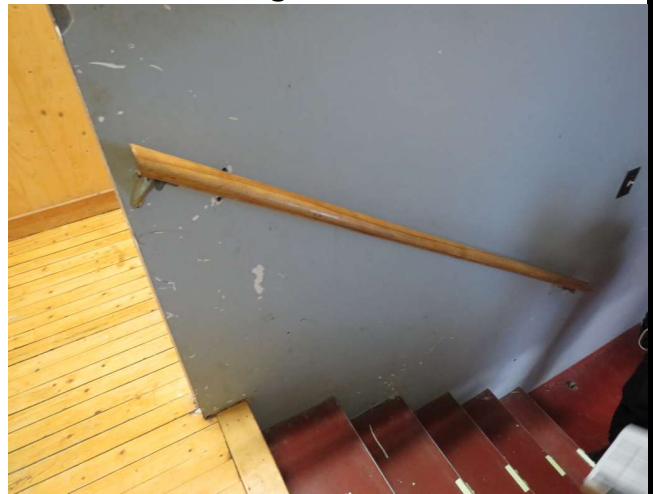
Stage Stairs 4



Stage Stairs 5



Stage Stairs 6



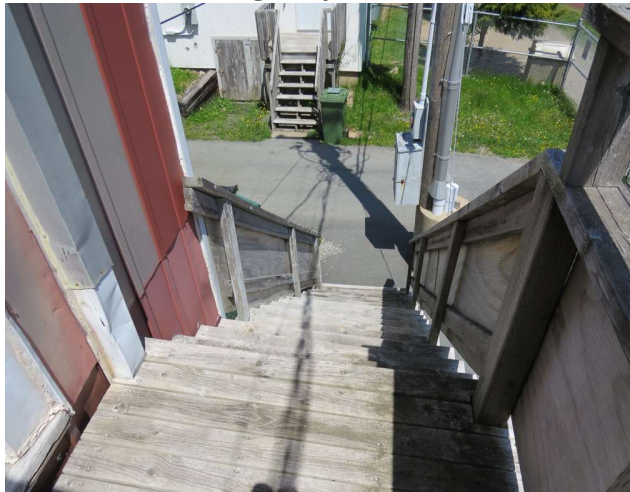
Stage Stairs 7



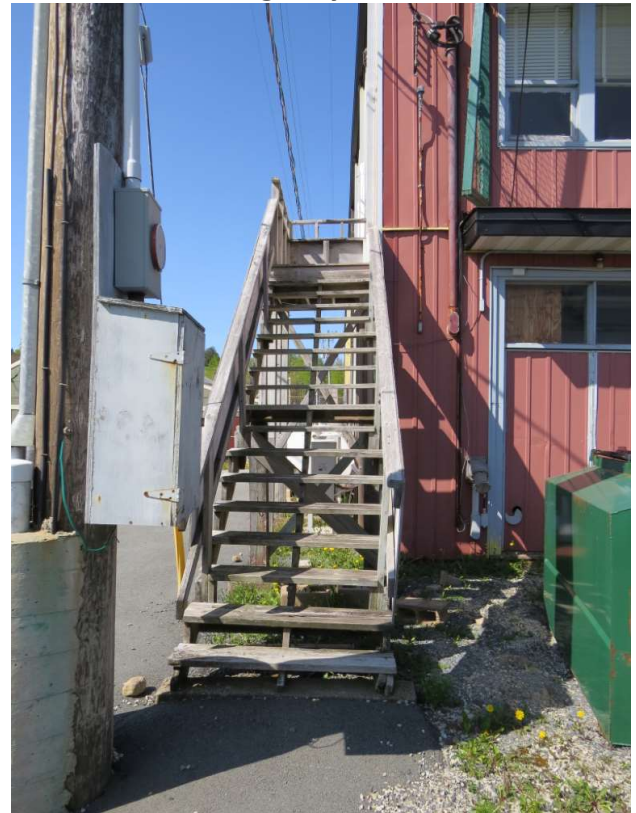
Stage Stairs 8



Emergency Stairs 1



Emergency Stairs 2



Emergency Stairs 3



7. Workstations/Reception

| AREA OF FOCUS | EXISTING CONDITIONS | POSSIBLE BARRIERS | PROPOSED SOLUTIONS | PRIORITY LEVEL |
|---------------------------|---|--|--|----------------|
| Office – General | A staff office is provided off the lobby. | | | |
| Office Door – Door Weight | Minimal force is required to open the office door. | | | |
| Office Door – Clear Width | The clear width of the office door is 795mm which is not wide enough for some users but works well for the usage of the building. | The lack of an accessible clear width can make it difficult for people who use wheeled mobility devices or use a guide dog to pass through a doorway. (M)(S) | Provide a wider door with an accessible clear width to make it usable for everyone. | 4 |
| Office Door – Threshold | Thresholds are minimal allowing users to easily pass through the doorway. | | | |
| Office Door – Clear Space | Clear space is provided on the pull side of the office door to allow for easy use. | | | |
| Office Door – Clear Space | Clear space is not provided on the push side of the office door. | The lack of clear space on the push side of interior doors can make it difficult for users to approach and open the door, especially for users in wheeled mobility devices. (M)(A) | Create proper clear space on the push side of the office door to make it easier to use for everyone. | 4 |
| Office Door – Hardware | Accessible door hardware is not provided on the office door as it has knob hardware. | The lack of accessible door hardware can make it difficult for all users, especially those with dexterity, flexibility, and pain disabilities, to open and close doors independently. (D)(F)(P)(A) | Install accessible door hardware on all interior doors to ensure easy access for all users. | 3 |

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| Office Door – Landings | Level landings are provided at the office door. | | | |
| Office Door – Vision Panel | The vision panel is not provided at an accessible height in the office door. | Vision panels that are located too high can be difficult for people who use wheeled mobility devices or who are of a shorter stature to see through to the other side of the door. (F)(M) | Ensure vision panels are at accessible heights to make interior doors safer to use. | 4 |
| Office Door – Colour Contrast | The office door is colour-contrasted with surrounding surfaces. | | | |
| Office Door – Kick Plate | A kick plate is not provided on the push side of the office door. | The absence of a kick plate can lead to damage to door surfaces from wheelchair foot plates, which can create an experience that lacks dignity for site users. (M) | Install kick plates on the office door to protect the door surface and enhance user's on-site experience. | 3 |
| Office Door – Door Lock Mechanism | The door lock mechanism is not located at an accessible height on the office door. | Door lock mechanisms that are not at accessible heights can be difficult to reach and use, especially for persons using wheeled mobility devices. (M)(A) | Provide door lock mechanisms at accessible heights to make them easier to use for site users. | 3 |
| Office Door – Mailbox | The mailbox is installed at an accessible height in the office door. | | | |
| Office – Path of Travel | The path of travel to the desk is 800mm wide which is not wide enough for all users but works well for the usage of the site. | An inaccessible path of travel can create barriers for persons with various disabilities. (A) | Ensure an accessible path of travel is provided to the desk. | 5 |

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|---|---|--|---|---|
| Office – Clear Space | Suitable clear space for maneuvering is provided in the office | | | |
| Office – Chairs | Workstation chairs are adjustable in the office. | | | |
| Office – Adjustable Desk Heights | Desk heights are adjustable in the office. | | | |
| Office – Variety of Desk Heights | A variety of desk heights are provided in the office. | | | |
| Office – Fixed Desk Heights | Fixed desks are provided at accessible heights, 740mm above the floor in the office. | | | |
| Office – Knee Clearance | Fixed desks are provided with 710mm knee clearance for roll under access in the office. | | | |
| Office – Workstation Size | Workstations are the appropriate size for the expected tasks and usage in the office. | | | |
| Office – Colour Contrast | Workstations are colour-contrasted with adjacent surfaces in the office. | | | |
| Office – Illumination | The office is well-illuminated. | | | |
| Office – Task Lighting | Task lighting is not provided in the office. | Task lighting provides added illumination for specific task areas allowing users to easily control lighting levels for certain tasks and activities. (A) | Consider providing task lighting in the office. | 2 |

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| Office – Light Switches | Light switches are located 1350mm above the floor which are not accessible for some users. | Light switches that are located too high or too low may be out of reach for persons using wheeled mobility devices. (M) | Install light switches at accessible heights and locations at the workstation. | 5 |
| Office – Power Outlets | Power outlets are provided at accessible heights in the office. | | | |
| Office – Power Supply | Power is not provided at the desk level, but the power supply at the workstation is working well for the usage. | Providing power at the desk level allows users to easily access a power supply without the need to reach under the desk. | Consider providing a power supply at the desk level. | 3 |
| Office – Climate Controls | Climate controls are located 1500mm above the floor which are not accessible for all users. | Climate controls that are located too high or too low may be out of reach for persons using wheeled mobility devices. (M) | Install climate controls at accessible heights and locations at the workstation. | 5 |
| Office – Photocopier Controls | Photocopier controls and trays are located at accessible heights. | | | |
| Office – Window Coverings | Blinds are provided on the office windows to provide shade from the sun as necessary. | | | |
| Office – Desk Surfaces | The desk edges and corners are not rounded and may be hazardous for some users. | Sharp edges and corners of desks can be a hazard for all users. (A) | Consider replacing the desk with one that has rounded edges and corners to reduce the risk of injury. | 4 |

Office Photos

Office 1



Office 2



Office 3



Office 4



Office 5



Office 6



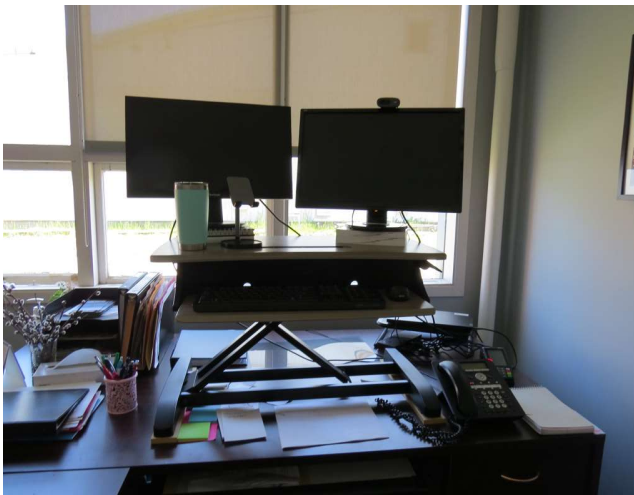
Office 7



Office 8



Office 9



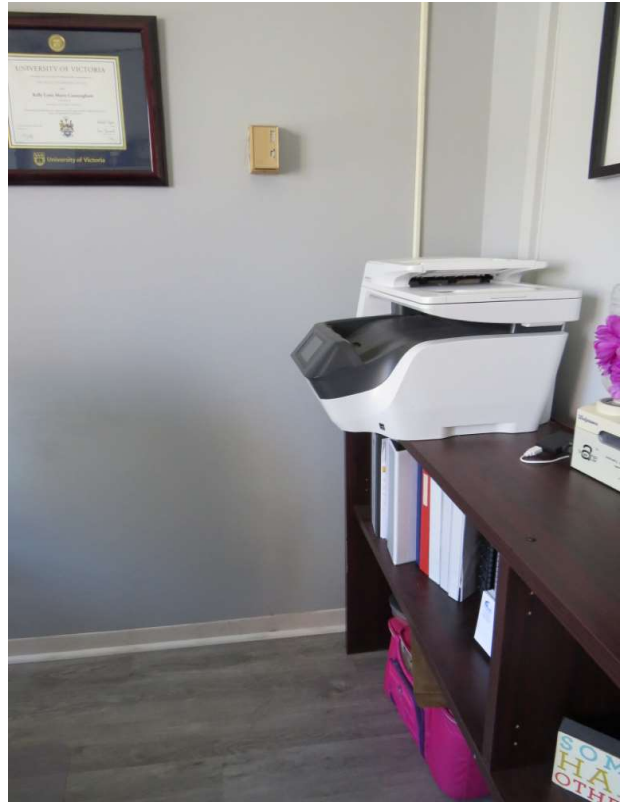
Office 10



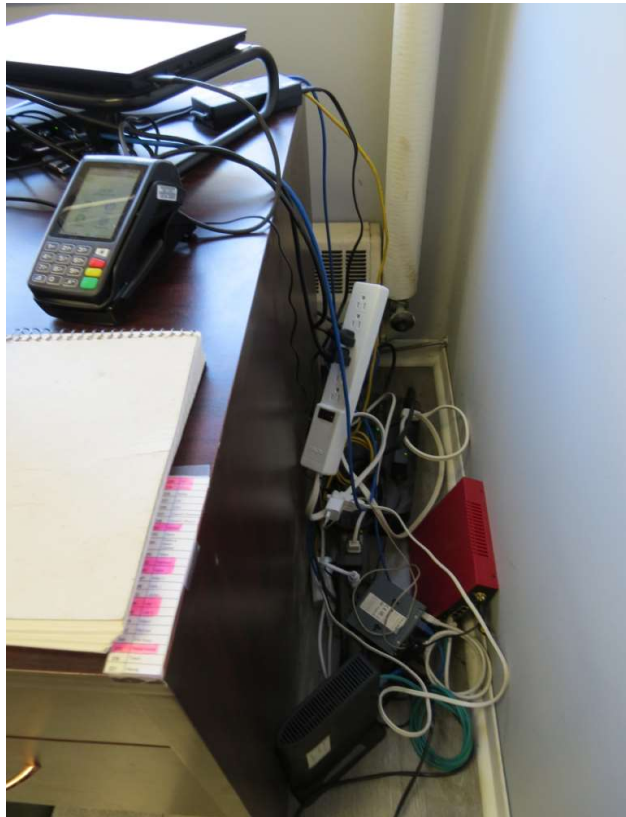
Office 11



Office 12



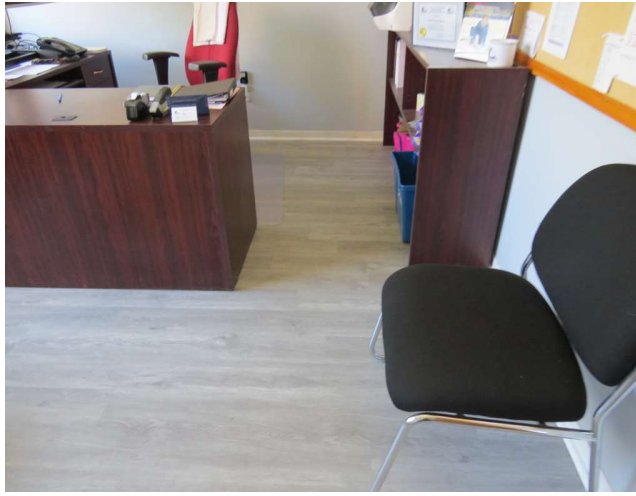
Office 13



Office 14



Office 15



Office 16



Office 17



8. Kitchens

| AREA OF FOCUS | EXISTING CONDITIONS | POSSIBLE BARRIERS | PROPOSED SOLUTIONS | PRIORITY LEVEL |
|--------------------------------|--|--|--|----------------|
| Kitchen – General | A large kitchen is provided off the gymnasium. | | | |
| Kitchen Door – Door Weight | Minimal force is required to open the kitchen doors. | | | |
| Kitchen Door – Clear Width | The clear width of the main kitchen door is 810mm which is not wide enough for the usage of the building. | The lack of an accessible clear width can make it difficult for people who use wheeled mobility devices or use a guide dog to pass through a doorway. (M)(S) | Provide accessible clear widths for interior doors to make them usable for everyone. | 3 |
| Kitchen Door – Threshold | The threshold at the main kitchen door is minimal allowing users to easily pass through the doorway. | | | |
| Kitchen Door – Clear Space | Clear space is provided on the latch side of the main kitchen door in both directions to allow for easy use. | | | |
| Kitchen Door – Door Hardware | Accessible door hardware is provided on the kitchen doors. | | | |
| Kitchen Door – Landings | Level landings are provided at the main kitchen door. | | | |
| Kitchen Door – Colour Contrast | The kitchen doors are not colour-contrasted with surrounding surfaces. | A lack of colour contrast on doors can make it difficult for people to distinguish the door from surrounding surfaces, especially for those with vision disabilities. (S)(A) | Enhance the colour contrast on the kitchen doors to make them more visible. | 1 |

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|---|---|---|--|---|
| Kitchen Door – Kick Plates | Kick plates are not provided on the push side of manual interior doors. | The absence of a kick plate can lead to damage to door surfaces from wheelchair foot plates, which can create an experience that lacks dignity for users. (M) | Install kick plates on manual push doors to protect the surface and enhance user's experience. | 3 |
| Kitchen Door – Locking Mechanism | Door lock mechanisms are not at accessible heights on the kitchen doors. | Door lock mechanisms that are not at accessible heights can be difficult to reach and use, especially for persons using wheeled mobility devices. (M)(A) | Provide door lock mechanisms at accessible heights to make them easier to use for site users. | 3 |
| Kitchen – Path of Travel | An accessible path of travel is provided to the kitchen. | | | |
| Kitchen – Clear Space | Clear space is provided at the sink and appliances in the kitchen. | | | |
| Kitchen – Turning Radius | A turning radius is available in the kitchen. | | | |
| Kitchen – Sink Heights | Sinks are located slightly above the accessible height in the kitchen but are working well for the usage. | | | |

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| Kitchen – Knee Clearance | Sinks are not provided with knee clearance to allow for roll-under access. | Insufficient knee clearance at sinks can make it difficult for persons with mobility disabilities to roll under to access and use the sink. (M) | Create knee clearance for roll under access at the central sink next to the dishwasher. Ensure plumbing is protected and offset to the back of the sink if possible. | 1 |
| Kitchen – Faucets | The sink faucets are accessible in the kitchen. | | | |
| Kitchen – Counter Heights | The kitchen counters are located 870-880mm above the floor which are slightly higher than the accessible standard but work well for the usage of the building. | Counters that are located too high can be difficult or impossible to use for persons in a seated position in a wheeled mobility device. (M) | Consider modifying the kitchen to provide counters at accessible heights. | 3 |
| Kitchen – Counter Knee Clearance | No kitchen counters are provided with knee clearance for roll under access. | Without knee clearance, some users may not be able to use the counters in the kitchen. (M) | Consider modifying one counter/island to create roll under access with adequate knee clearance. | 2 |
| Kitchen – Multiple Counter Heights | Multiple counter heights are provided in the kitchen | | | |
| Kitchen – Rounded Counters | Kitchen counters have rounded edges. | | | |

| | | | | |
|----------------------------------|--|--|--|---|
| Kitchen – Paper Towel | Paper towel is not provided at an accessible height in the kitchen. | Paper towel dispensers that are not located at accessible heights can be out of reach for persons with mobility disabilities. (M) | Install paper towel dispensers at accessible heights so they are easy to reach when users are washing their hands. | 3 |
| Kitchen – Paper Towel | Paper towel is not provided at an accessible location in the kitchen as it can be difficult to reach behind the counter. | Paper towel dispensers that are not located at accessible locations, within reach from the sink, can be out of reach for all users. (A) | Install paper towel dispensers at accessible locations so they are easy to reach when users are washing their hands. | 2 |
| Kitchen – Soap Dispensers | The soap dispensers in the kitchen are located at 1350mm above the floor which is too high for some users. | Soap dispensers that are located too high or that are provided at the back of the counter may be difficult to reach for some users. (M) | Consider providing additional soap dispensers that are easy to reach from the front of the kitchen sinks. | 2 |
| Kitchen – Power Supply | Electrical outlets are provided at counter height in the kitchen. | | | |
| Kitchen – Cooktop | A cooktop or range is located 930mm above the floor which is not an accessible height for all users. | Cooktops and/or ranges should be located at accessible heights to ensure people who use wheeled mobility devices can easily use the appliance. (M) | Consider lowering the cooktop as much as possible by lowering the legs. | 2 |

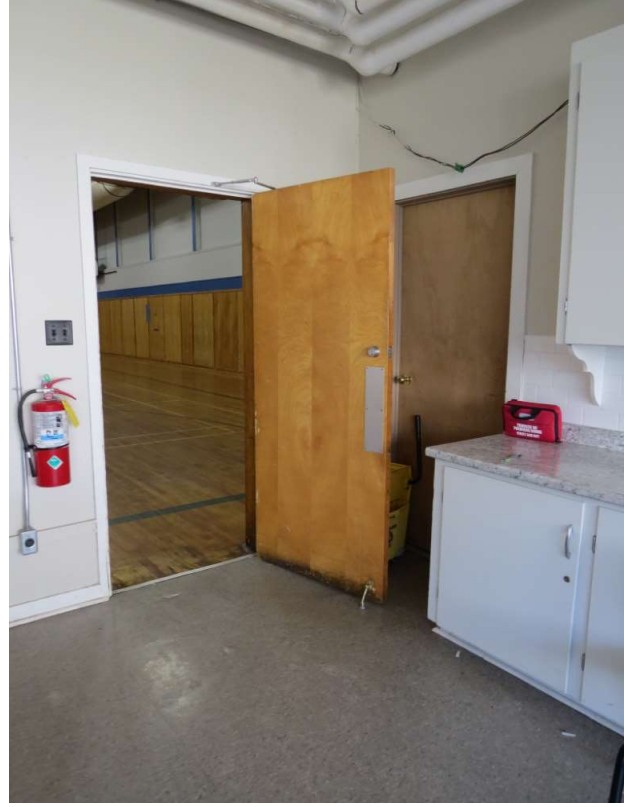
| | | | | |
|-----------------------------------|---|--|---|---|
| Kitchen – Microwave | A microwave is provided on an accessible counter in the kitchen. | | | |
| Kitchen – Refrigerator | A vertical side-by-side refrigerator is provided in the kitchen. However, the handles may be challenging for some users to operate. | Refrigerator hardware that requires dexterity and finger control can be difficult to operate for some users. (F) | Consider purchasing a new fridge in the future that has handles that are easy to operate. | 4 |
| Kitchen – Freezer | The freezer is located at an accessible height above the floor in the kitchen. | | | |
| Kitchen – Storage | Accessible storage is provided in the kitchen. | | | |
| Kitchen – Cabinet Hardware | Kitchen cabinet hardware consists of D-pulls and is accessible. | | | |
| Kitchen – Dishwasher | A raised dishwasher is included and is located 800mm above the floor. | | | |
| Kitchen – Windows | Windows are not provided with coverings. | Without window coverings, the kitchen windows may produce glare that can be challenging for many users. (S)(A) | Consider providing blinds for the windows in the kitchen. | 2 |

Kitchen Photos

Kitchen 1



Kitchen 2



Kitchen 3



Kitchen 4



Kitchen 5



Kitchen 6



Kitchen 7



Kitchen 8



Kitchen 9



9. Washrooms

| AREA OF FOCUS | EXISTING CONDITIONS | POSSIBLE BARRIERS | PROPOSED SOLUTIONS | PRIORITY LEVEL |
|--|---|--|--|----------------|
| Men's Washroom – General | The men's washroom is located off the main hallway and has an exterior access door. | | | |
| Men's Washroom – Accessible Washrooms | An adequate number of accessible washrooms and stalls are provided for the usage of this facility. | | | |
| Men's Washroom – Light Switches | Light switches are installed at accessible heights in the washroom and the washroom has sensor operated lights. | | | |
| Men's Washroom – Wayfinding Signage | Wayfinding signage is not present to lead users to the washroom. | The absence of wayfinding signage can make it difficult for persons to locate and use the washrooms in the facility. | Install blade signage to lead users to the washroom. Blade signage is recommended when users need to identify key rooms from a distance. | 1 |
| Men's Washroom – Identification Signage | Identification signage is present at the men's washroom. | | | |
| Men's Washroom – Identification Signage Height | Identification signs are installed at accessible heights, 1450mm above the floor for the men's washroom. | | | |
| Men's Washroom – Identification Signage Location | Identification signs are installed on the latch side of the washroom door. | | | |

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|--|--|--|--|---|
| Men's Washroom – International Symbol of Access | The international symbol of access is present on all accessible washroom identification signs. | | | |
| Men's Washroom – Braille | Braille is present on identification signage for the washroom. | | | |
| Men's Washroom – Tactile Characters | Tactile characters are present on identification signage for the washroom. | | | |
| Men's Washroom – Clear Width | The washroom entry doorways have a clear width of 760-790mm which is not adequate for the usage of the building. | Entry doorways with inadequate clear width can make it difficult or impossible for persons with mobility disabilities to enter the washroom. (M) | Consider renovating the entry doorway so that it has a wider door with an accessible clear width that allows for the passage of a wheeled mobility device. | 3 |
| Men's Washroom – Threshold | The washroom entry door has a minimal threshold. | | | |
| Men's Washroom – Door Hardware | The washroom entry door hardware is accessible and easy to use. | | | |
| Men's Washroom – Colour Contrast | The washroom entry door is colour-contrasted with adjacent surfaces. | | | |
| Men's Washroom – Door Type | The washroom entry has two doors, but they are typically propped open to provide a screened wall entrance which limits the need for users to open the doors, providing easy access to the washrooms. | | | |

| | | | | |
|---|---|--|--|---|
| Men's Washroom – Colour Contrast | Washroom surfaces are colour-contrasted. | | | |
| Men's Washroom – Illumination | The washroom is well-illuminated. | | | |
| Men's Washroom – Floor Surfaces | Floor surfaces are stable and do not produce glare in the washroom. However, the tile floor has some irregularities and may be slippery when wet. | Slippery floors and irregularities in the flooring can be a tripping hazard for all users. (A) | Consider using a non-slip treatment that does not produce glare on the floor tile and repair any broken tiles. | 3 |
| Men's Washroom – Floor Surfaces | Floor surfaces are not light in colour. | Floor surfaces that are dark in colour or have complex patterns can be problematic for those with vision disabilities, making it difficult to navigate the space safely. (S) | Provide floor surfaces that are light and neutral in colour to make them more accessible to people with vision disabilities. | 3 |
| Men's Washroom – Clear Space | Clear space is provided so users can approach and use the sink. | | | |
| Men's Washroom – Sink Height | The sinks are located at accessible heights, 850mm above the finished floor. | | | |
| Men's Washroom – Knee Clearance | The sink is provided with adequate knee clearance, 785mm, to allow for roll-under access. | | | |
| Men's Washroom – Toe Clearance | The sink is provided with toe clearance to allow for roll-under access. | | | |

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|--|---|---|--|---|
| Men's Washroom – Offset Plumbing | Plumbing is offset at the sink. | | | |
| Men's Washroom – Protected Plumbing | Plumbing is not protected at the sink. | Exposed plumbing can pose a burn hazard for persons with mobility disabilities. (M) | Install insulation or protection on sink plumbing to minimize the risk of injury or harm to persons with mobility disabilities. | 2 |
| Men's Washroom – Faucet | The sink faucet is accessible and is sensor operated. | | | |
| Men's Washroom – Mirror | The mirrors are located at an accessible height. | | | |
| Men's Washroom – Soap Dispensers | Soap dispensers are located 1450mm above the floor which are too high for many users. | Soap dispensers that are not located at accessible heights and locations can be out of reach for persons with mobility disabilities. (M) | Install soap dispensers at accessible heights and locations so they are easy to reach when users are washing their hands. | 2 |
| Men's Washroom – Soap Dispensers | Soap dispensers are easy to operate and are accessible. | | | |
| Men's Washroom – Paper Towel Dispensers | Paper towel dispensers are located 1200mm above the floor which works well for most users but may be out of reach for some users. | Paper towel dispensers that are not located at accessible heights and locations can be out of reach for persons with mobility disabilities. (M) | Install paper towel dispensers at accessible heights and locations so they are easy to reach when users are washing their hands. | 2 |

| | | | | |
|--|--|---|--|---|
| Men's Washroom – Paper Towel Dispensers | Paper towel dispensers are not accessible as they require dexterity and finger control. | Inaccessible paper towel dispensers can make it difficult for persons with dexterity disabilities to use. (D) | Ensure that paper towel dispensers are accessible to allow persons with dexterity disabilities to use the sink. Consider providing automatic dispensers. | 2 |
| Men's Washroom – Coat Hook | A coat hook is provided on the back of the accessible toilet stall door at 1200mm. This coat hook is not located well for the usage. | Coat hooks on the back of the door can be a hazard for all users as the door opens and closes. (A) | Provide coat hooks on a side wall at an accessible height in the accessible stalls to allow persons to hang belongings while using the washroom. | 3 |
| Men's Washroom – Shelf | A shelf is not provided in an accessible location in the washroom. | Providing a shelf at an accessible location in the washroom allows users to safely store belongings while using the washroom. (A) | Provide a shelf in the washroom in an accessible location. | 3 |
| Men's Washroom – Child Change Table | A child change table is not provided in the washroom. | A child change table provides a safe and sanitary place for parents and caregivers to change their child. (A) | Consider providing a child change table at an accessible height to allow parents or caregivers to change their child easily and safely. | 1 |

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|---|--|---|---|---|
| Men's Washroom – Sharps Bin | A sharps bin is located 1640mm above the floor in the washroom which is not an accessible height for all users. | Sharps bins that are located too high can make it difficult for persons with mobility disabilities to reach. (M) | Install sharps bins at accessible heights in the washroom. | 3 |
| Men's Washroom – Emergency Call System | An emergency call system is not provided in the washroom. | The lack of an emergency call system can pose a safety risk for persons with mobility disabilities in the event of an emergency. (M) | Consider providing an emergency call system to ensure the safety of persons with disabilities in the event of an emergency. | 3 |
| Men's Washroom – Stall Door | The accessible stall door has an adequate clear width of 870mm to provide easy access into the stall. | | | |
| Men's Washroom – Stall Door | Accessible stalls are equipped with accessible locking mechanisms. | | | |
| Men's Washroom – Stall Door Hardware | The accessible stall door is equipped with an external D-pull handle in the vertical orientation which works well for typical usage, but the handle is not located to meet accessible standards. | D-pull handles that are not located to accessible standards may work well for most users, but some users with various disabilities may have difficulty operating the door due to this layout. (F)(P)(M) | Consider reinstalling the D-pull on the outside of the door to meet the accessible standard including switching it to a horizontal orientation. | 4 |

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|--|--|---|--|---|
| Men's Washroom – Stall Door Hardware | Accessible stall doors are equipped with an external D-pull handle in the vertical orientation which works well for typical usage, but the handle is not located to meet accessible standards. | D-pull handles that are not located to accessible standards may work well for most users, but some users with various disabilities may have difficulty operating the door due to this layout. (F)(P)(M) | Consider reinstalling the D-pull on the outside of the door to meet the accessible standard including switching it to a horizontal orientation and locating close to the hinge side of the door. | 4 |
| Men's Washroom – Colour Contrast | Washroom stall doors are not colour-contrasted with adjacent surfaces. | Colour-contrasted stall doors allow users with vision disabilities to easily identify stall door locations. (S) | Consider modifying the stall doors so that they are colour-contrasted with adjacent surfaces. | 5 |
| Men's Washroom – Accessible Stall Size | The accessible washroom stall is large enough for usage. | | | |
| Men's Washroom – Transfer Space | Adequate transfer space is provided adjacent to the toilet to allow users to easily transfer onto and off the toilet. | | | |
| Men's Washroom – Hands Free Flush Valve | A hands-free flush valve is provided. | | | |
| Men's Washroom – Toilet Height | Toilet seats are located at accessible heights. | | | |

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|--|--|---|--|---|
| Men's Washroom – Toilet Backrest | Toilets are not provided with a backrest for support. | Toilets without backrests can be a hazard for users with mobility and balance disabilities. (M) | Provide toilets that are equipped with a backrest, toilet seat or toilet tank to provide support for the user. | 3 |
| Men's Washroom – Power Supply | A power outlet is not provided by the toilet. | Power outlets provided by the toilet provides a power source for users that require special equipment while in the washroom. | Provide a power outlet near the toilet at an accessible height and location. | 4 |
| Men's Washroom – Grab Bars | Graspable grab bars are provided at accessible toilets in the washroom. | | | |
| Men's Washroom – Rear Grab Bar Height | Rear grab bars are provided at accessible heights, 760mm above the floor. | | | |
| Men's Washroom – L-Shaped Grab Bar Height | L-shaped grab bars are provided at accessible heights, 750mm above the floor. | | | |
| Men's Washroom – L-Shaped Grab Bar Location | The L-shaped grab bar is located 250mm in front of the toilet and may not provide adequate support for some users. | L-shaped grab bars that are located too far from the toilet can make it difficult or impossible for persons with mobility disabilities to transfer onto and off the toilet. (M) | Consider replacing the L-shaped grab bar with a new, smaller L-shaped grab bar that will provide adequate support at the toilet. | 3 |

| | | | | |
|--|--|--|---|---|
| Men's Washroom – Toilet Paper Dispenser | Toilet paper dispensers are not accessible. | Inaccessible toilet paper dispensers can make it difficult for persons with disabilities to use the washroom. (A) | Provide open roll toilet paper dispensers so that they are easy to use. | 1 |
| Men's Washroom – Toilet Paper Height | Toilet paper dispensers are provided at accessible heights, 740mm above the floor. | | | |
| Men's Washroom – Toilet Paper Location | The toilet paper dispenser is located 500mm in front of the toilet and may be difficult to reach for most users. | Toilet paper dispensers that are located too far away from the toilet can be a hazard as they are difficult to reach for all users. (A) | Install toilet paper dispensers at accessible locations that are easy to reach from the toilet. | 1 |
| Men's Washroom – Urinal Clear Space | Clear space is provided to approach and use the urinals. | | | |
| Men's Washroom – Lowered Urinal | A lowered urinal is not provided in the washroom. | Lowered urinals should be installed in every applicable washroom to provide people of short stature and children with a urinal they can use. (A) | Consider installing at least one urinal at a lower, accessible height. | 4 |
| Men's Washroom – Grab Bars | Grab bars are provided at urinals in the washroom at accessible locations. | | | |
| Men's Washroom – Grab Bar Heights | The grab bars at the urinal are provided at accessible heights. | | | |

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|---|---|--|--|---|
| Men's Washroom – Colour Contrast | Urinals are colour-contrasted with surrounding surfaces. | | | |
| Men's Washroom – Centreline Indicators | Urinals are provided with tactile centreline indicators and partitions. | | | |
| Men's Washroom – Flush Valves | Urinals are provided with automatic flush valves. | | | |
| Women's Washroom – General | The women's washroom is located off the main hallway and has an exterior access door. | | | |
| Women's Washroom – Accessible Stalls | An adequate number of accessible stalls are provided for the usage of this facility. | | | |
| Women's Washroom – Light Switches | Light switches are installed at accessible heights in the washroom and the washroom has sensor operated lights. | | | |
| Women's Washroom – Wayfinding Signage | Wayfinding signage is not present to lead users to the washroom. | The absence of wayfinding signage can make it difficult for persons to locate and use the washrooms in the facility. | Install blade signage to lead users to the washroom. Blade signage is recommended when users need to identify key rooms from a distance. | 1 |
| Women's Washroom – Room Identification Signage | Identification signage is present at the women's washroom. | | | |

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|---|---|--|--|---|
| Women's Washroom – Identification Sign Height | Identification signs are installed at accessible heights, 1450mm above the floor, for the washroom. | | | |
| Women's Washroom – Identification Signage Location | Identification signs are not installed on the latch side of the washroom door. | Identification signs that are not on the latch side of the door can be difficult to locate and read for persons with vision disabilities. Identification signs that are located on the door can be a hazard. (S) | Ensure that identification signs are installed on the latch side of the door. | 3 |
| Women's Washroom – International Symbol of Access | The international symbol of access is present on all accessible washroom identification signs. | | | |
| Women's Washroom – Braille | Braille is present on identification signage for the washroom. | | | |
| Women's Washroom – Tactile Characters | Tactile characters are present on identification signage for the washroom. | | | |
| Women's Washroom – Entry Clear Width | The washroom entry doorways have a clear width of 790mm which is not adequate for the usage. | Entry doorways with inadequate clear width can make it difficult or impossible for persons with mobility disabilities to enter the washroom. (M) | Consider renovating the entry doorway so that it has a wider door with an accessible clear width that allows for the passage of a wheeled mobility device. | 3 |
| Women's Washroom – Threshold | The washroom entry door has a minimal threshold. | | | |

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|---|--|--|--|---|
| Women's Washroom – Entry Door Hardware | The washroom entry door hardware is accessible and easy to use. | | | |
| Women's Washroom – Colour Contrast | The washroom entry door is colour-contrasted with adjacent surfaces. | | | |
| Women's Washroom – Screened Entry | The washroom entry has two doors, but they are typically propped open to provide a screened wall entrance which limits the need for users to open the doors, providing easy access to the washrooms. | | | |
| Women's Washroom – Colour Contrast | Washroom surfaces are colour-contrasted. | | | |
| Women's Washroom – Illumination | The washroom is well-illuminated. | | | |
| Women's Washroom – Floor Surfaces | Floor surfaces are stable and do not produce glare in the washroom. However, the tile floor has some irregularities and may be slippery when wet. | Slippery floors and irregularities in the flooring can be a tripping hazard for all users. (A) | Consider using a non-slip treatment that does not produce glare on the floor tile and repair any broken tiles. | 3 |
| Women's Washroom – Floor Surfaces | Floor surfaces are not light in colour. | Floor surfaces that are dark in colour or have complex patterns can be problematic for those with vision disabilities, making it difficult to navigate the space safely. (S) | Provide floor surfaces that are light and neutral in colour to make them more accessible to people with vision disabilities. | 3 |

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|--|---|---|---|---|
| Women's Washroom – Sink Clear Space | Clear space is provided so users can approach and use the sink. | | | |
| Women's Washroom – Sink Height | The sink is located at an accessible height, 850mm above the finished floor. | | | |
| Women's Washroom – Knee Clearance | The sink is provided with adequate knee clearance, 785mm, to allow for roll-under access. | | | |
| Women's Washroom – Toe Clearance | The sink is provided with toe clearance to allow for roll-under access. | | | |
| Women's Washroom – Offset Plumbing | Plumbing is offset at the sink. | | | |
| Women's Washroom – Protected Plumbing | Plumbing is not protected at the sink. | Exposed plumbing can pose a burn hazard for persons with mobility disabilities. (M) | Install insulation or protection on sink plumbing to minimize the risk of injury or harm to persons with mobility disabilities. | 2 |
| Women's Washroom – Faucet | The sink faucet is accessible and is sensor operated. | | | |
| Women's Washroom – Mirror Height | The mirror is at an accessible height. | | | |

| | | | | |
|--|---|---|--|---|
| Women's Washroom – Soap Dispenser Height | Soap dispensers are located 1350mm above the floor which are too high for some users. | Soap dispensers that are not located at accessible heights and locations can be out of reach for persons with mobility disabilities. (M) | Install soap dispensers at accessible heights and locations so they are easy to reach when users are washing their hands. | 2 |
| Women's Washroom – Soap Dispenser | Soap dispensers are easy to operate and are accessible. | | | |
| Women's Washroom – Paper Towel Dispensers | Paper towel dispensers are located too high, 1400mm above the floor. | Paper towel dispensers that are not located at accessible heights and locations can be out of reach for persons with mobility disabilities. (M) | Install paper towel dispensers at accessible heights and locations so they are easy to reach when users are washing their hands. | 2 |
| Women's Washroom – Paper Towel Dispensers | Paper towel dispensers are not accessible as they require dexterity and finger control. A garbage bin is located below one of the paper towel dispensers and may limit the ability of some users to reach the paper towel. | Inaccessible paper towel dispensers can make it difficult for persons with dexterity disabilities to use. (D) | Ensure that paper towel dispensers are accessible to allow persons with dexterity disabilities to use the sink. Consider providing automatic dispensers. | 2 |
| Women's Washroom – Coat Hook | A coat hook is provided on the back of the accessible toilet stall door at 1200mm. This coat hook is not located well for the usage. | Coat hooks on the back of the door can be a hazard for all users as the door opens and closes. (A) | Provide coat hooks on a side wall in the washroom and/or accessible stalls to allow persons to hang belongings while using the washroom. | 3 |

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|--|--|--|---|---|
| Women's Washroom – Shelf | A shelf is not provided in an accessible location in the washroom. | Providing a shelf at an accessible location in the washroom allows users to safely store belongings while using the washroom. (A) | Provide a shelf in the washroom in an accessible location. | 3 |
| Women's Washroom – Child Change Table | A child change table is provided in the washroom at an accessible height, 850mm above the floor. | | | |
| Women's Washroom – Sanitary Napkin Receptacle | A sanitary napkin receptacle is provided at an accessible height, 960mm above the floor near the toilet. | | | |
| Women's Washroom – Sharps Bin | A sharps bin is provided 1680mm above the floor which is not an accessible height. | Sharps bins that are located too high can make it difficult for persons with mobility disabilities to reach. (M) | Install sharps bins at accessible heights in the washroom. | 3 |
| Women's Washroom – Emergency Call System | An emergency call system is not provided in the washroom. | The lack of an emergency call system can pose a safety risk for persons with mobility disabilities in the event of an emergency. (M) | Consider providing an emergency call system to ensure the safety of persons with disabilities in the event of an emergency. | 3 |
| Women's Washroom – Stall Door Clear Width | The accessible stall door has an adequate clear width of 880mm to provide easy access into the stall. | | | |

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|---|--|---|--|---|
| Women's Washroom – Locking Mechanism | Accessible stalls are equipped with accessible locking mechanisms. | | | |
| Women's Washroom – Stall Door | The accessible stall door is equipped with an external D-pull handle in the vertical orientation which works well for typical usage, but the handle is not located to meet accessible standards. | D-pull handles that are not located to accessible standards may work well for most users, but some users with various disabilities may have difficulty operating the door due to this layout. (F)(P)(M) | Consider reinstalling the D-pull on the outside of the door to meet the accessible standard including switching it to a horizontal orientation. | 4 |
| Women's Washroom – Stall Door | Accessible stall doors are equipped with an external D-pull handle in the vertical orientation which works well for typical usage, but the handle is not located to meet accessible standards. | D-pull handles that are not located to accessible standards may work well for most users, but some users with various disabilities may have difficulty operating the door due to this layout. (F)(P)(M) | Consider reinstalling the D-pull on the outside of the door to meet the accessible standard including switching it to a horizontal orientation and locating close to the hinge side of the door. | 4 |
| Women's Washroom – Colour Contrast | Washroom stall doors are not colour-contrasted with adjacent surfaces. | Colour-contrasted stall doors allow users with vision disabilities to easily identify stall door locations. (S) | Consider modifying the stall doors so that they are colour-contrasted with adjacent surfaces. | 5 |
| Women's Washroom – Stall Size | The accessible washroom stall is large enough for the usage. | | | |

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|--|---|--|--|---|
| Women's Washroom – Transfer Space | Adequate transfer space is provided adjacent to the toilet to allow users to easily transfer onto and off the toilet. | | | |
| Women's Washroom – Hands-Free Flush Valve | A hands-free flush valve is provided. | | | |
| Women's Washroom – Toilet Height | Toilet seats are located at accessible heights. | | | |
| Women's Washroom – Backrest | Toilets are not provided with a backrest for support. | Toilets without backrests can be a hazard for users with mobility and balance disabilities. (M) | Provide toilets that are equipped with a backrest, toilet seat or toilet tank to provide support for the user. | 3 |
| Women's Washroom – Power Supply | A power outlet is not provided by the toilet. | Power outlets provided by the toilet provides a power source for users that require special equipment while in the washroom. | Provide a power outlet near the toilet at an accessible height and location. | 4 |
| Women's Washroom – Graspable Grab Bars | Graspable grab bars are provided at accessible toilets in the washroom. | | | |
| Women's Washroom – Rear Grab Bar Height | Rear grab bars are provided at accessible heights, 760mm above the floor. | | | |
| Women's Washroom – L-Shaped Grab Bar Height | L-shaped grab bars are provided at accessible heights, 740mm above the floor. | | | |

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|--|--|---|--|---|
| Women's Washroom – L-Shaped Grab Bar Location | The L-shaped grab bar is located 250mm in front of the toilet and may not provide adequate support for some users. | L-shaped grab bars that are located too far from the toilet can make it difficult or impossible for persons with mobility disabilities to transfer onto and off the toilet. (M) | Consider replacing the L-shaped grab bar with a new, smaller L-shaped grab bar that will provide adequate support at the toilet. | 3 |
| Women's Washroom – Toilet Paper Dispensers | Toilet paper dispensers are not accessible. | Inaccessible toilet paper dispensers can make it difficult for persons with disabilities to use the washroom. (A) | Provide open roll toilet paper dispensers so that they are easy to use. | 1 |
| Women's Washroom – Toilet Paper Dispensers | Toilet paper dispensers are provided at accessible heights, 730mm above the floor. | | | |
| Women's Washroom – Toilet Paper Dispensers | The toilet paper dispenser is located 500mm in front of the toilet and may be difficult to reach for most users. | Toilet paper dispensers that are located too far away from the toilet can be a hazard as they are difficult to reach for all users. (A) | Install toilet paper dispensers at accessible locations that are easy to reach from the toilet. | 1 |

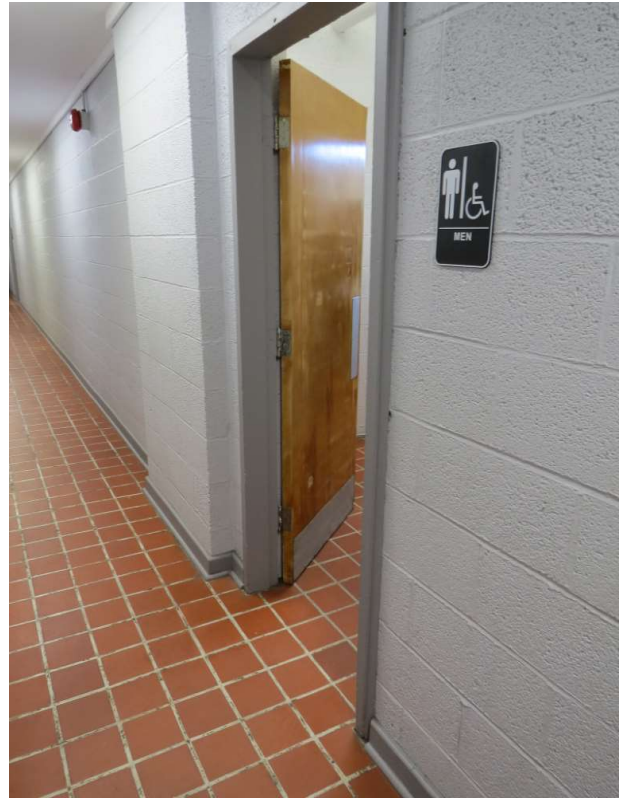
| | | | | |
|---|--|---|--|----------|
| Washrooms – Adult Change Table | <p>An adult change table is not provided at the site. Typically, adult change tables are only recommended for private washrooms, not public, gendered washrooms.</p> | <p>Without an adult change table in the facility, caregivers may need to use the floor to change some site users with various disabilities. (M)</p> | <p>Consider creating a new universal washroom in the facility to provide a private accessible washroom with an adult change table. Consider providing a basic accessible shower in this space. The new washroom could use existing space in the large kitchen or a storage room.</p> | <p>4</p> |
|---|--|---|--|----------|

Washroom Photos

Men's Washroom 1



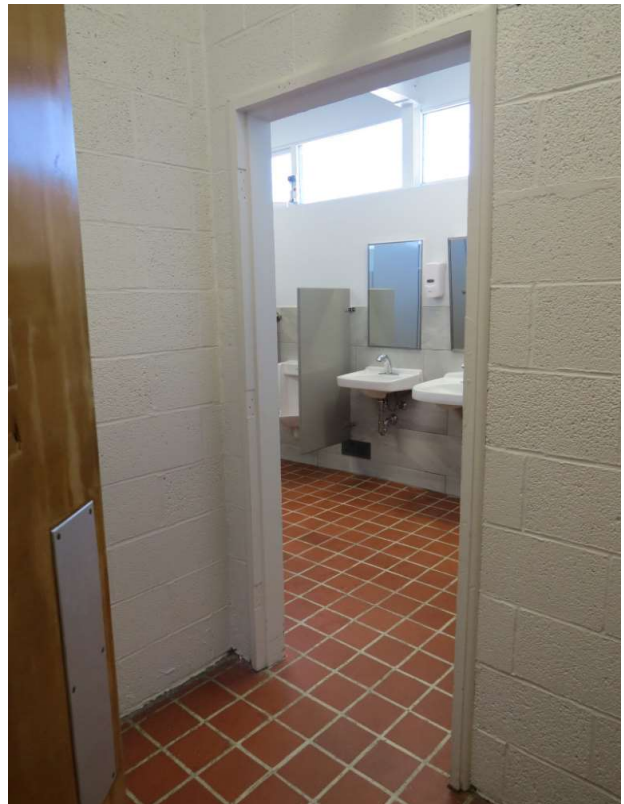
Men's Washroom 2



Men's Washroom 3



Men's Washroom 4



Men's Washroom 5



Men's Washroom 6



Men's Washroom 7



Men's Washroom 8



Men's Washroom 9



Men's Washroom 10



Men's Washroom 11



Men's Washroom 12



Men's Washroom 13



Men's Washroom 14



Men's Washroom 15



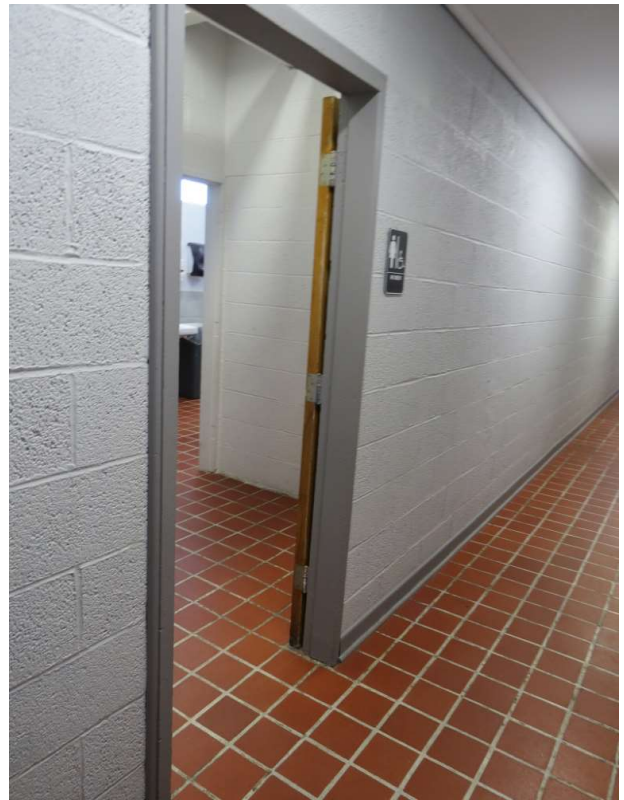
Men's Washroom 16



Women's Washroom 1



Women's Washroom 2



Women's Washroom 3



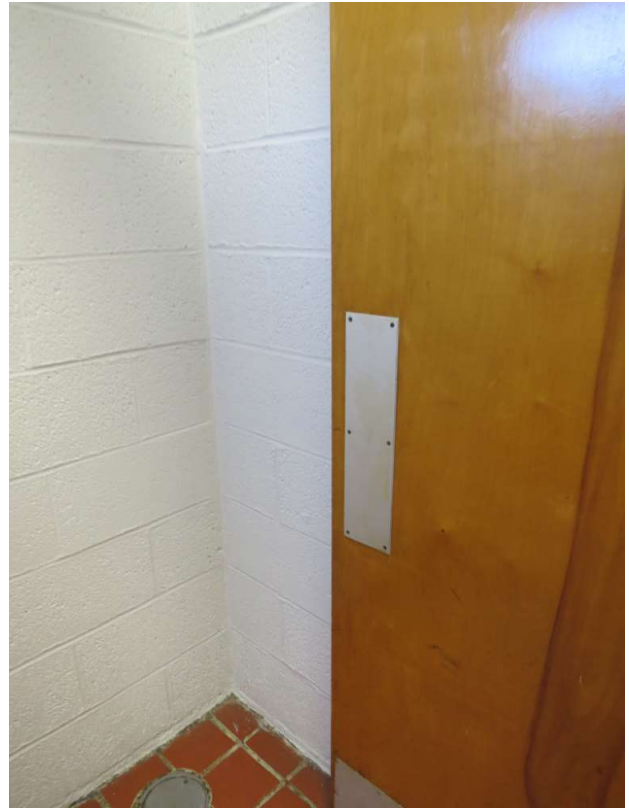
Women's Washroom 4



Women's Washroom 5



Women's Washroom 6



Women's Washroom 7



Women's Washroom 8



Women's Washroom 9



Women's Washroom 10



Women's Washroom 11



Women's Washroom 12



Women's Washroom 13



Women's Washroom 14



Women's Washroom 15



Women's Washroom 16



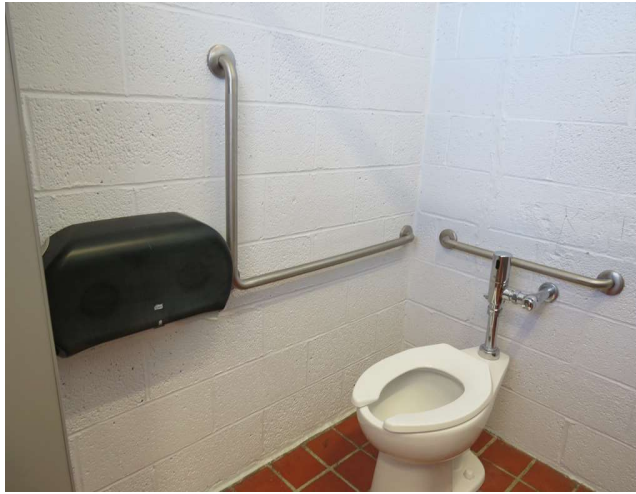
Women's Washroom 17



Women's Washroom 18



Women's Washroom 19



Women's Washroom 20



Women's Washroom 21



10. Weight Room

| AREA OF FOCUS | EXISTING CONDITIONS | POSSIBLE BARRIERS | PROPOSED SOLUTIONS | PRIORITY LEVEL |
|--|--|--|---|----------------|
| Weight Room – General | A weight room is conveniently located off the main lobby and includes various workout equipment for site users. | | | |
| Weight Room – Path of Travel | An accessible path of travel is not provided throughout the weight room. The path of travel ranges from 400-880mm. | A narrow path of travel can be difficult or impossible for some users with mobility disabilities to navigate. (M) | Consider ensuring the weight room has a path of travel to each piece of equipment that provides adequate clear width for people using wheeled mobility devices. | 2 |
| Weight Room – Entry Threshold | The entrance door has a threshold of 15-20mm which exceeds the accessible standard but works well for the usage. | Thresholds that are too high can be difficult, or even impossible, for some users to pass over independently and safely. (M)(A) | Consider modifying the door to provide a minimal threshold that can be easily passed over all users. | 3 |
| Weight Room – Entry Clear Width | The entrance door has a clear width of 790mm which does not meet accessible standards and may be too narrow for the usage of the site. | The lack of an accessible clear width can make it difficult for people who use wheeled mobility devices or use a guide dog to pass through a doorway. (M)(S) | Provide a wider door with an accessible clear width for interior to make it usable for everyone. | 3 |

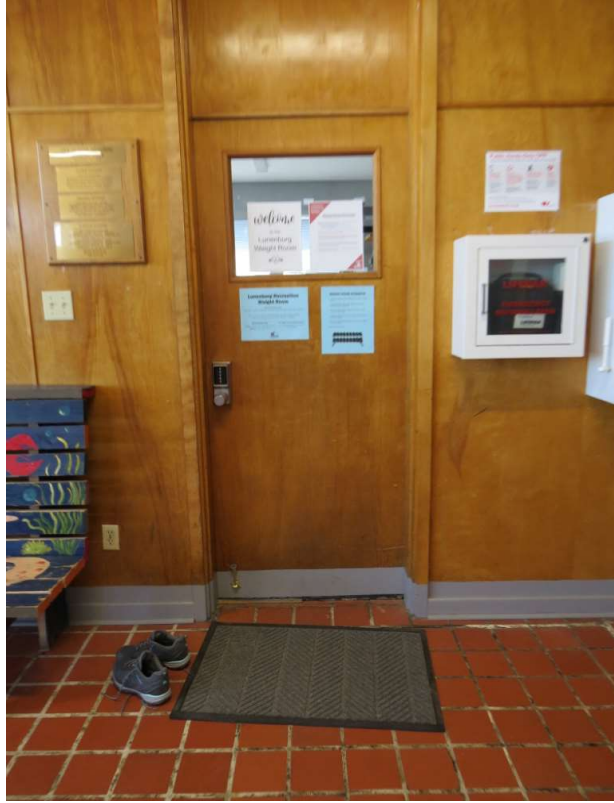
| | | | | |
|--------------------------------------|--|--|---|---|
| Weight Room – Lock Mechanism | The door lock mechanism is located at an accessible height, 1070mm above the floor, but the locking mechanism is not accessible for all users. | Door locking mechanisms that require dexterity and finger control can be difficult or impossible for some users to operate. (F) | Consider replacing the security/locking mechanism at the weight room door to provide a mechanism that can be operated by users with a variety of abilities. | 2 |
| Weight Room – Door Hardware | The door hardware is a doorknob which is not accessible for all users. | A lack of accessible door hardware can make it difficult for all users, especially those with dexterity, flexibility, and pain disabilities, to open and close doors independently. (D)(F)(P)(A) | A lever handle is recommended as the knob hardware is difficult to operate for some users. | 2 |
| Weight Room – Vision Panel | A vision panel is provided at 1500mm in the door which is too high for many users. | Vision panels that are located too high can be difficult for people who use wheeled mobility devices or who are of a shorter stature to see through to the other side of the door. (F)(M) | Ensure vision panels are at accessible heights to make interior doors safer to use. | 3 |
| Weight Room – Colour Contrast | The entrance door is not colour-contrasted with adjacent surfaces. | | | |

| | | | | |
|--|---|---|---|---|
| Weight Room – Room Identification Signage | Room identification signage is not present at the Weight Room. | Without room identification signage, users may have a difficult time identifying the weight room in the building. (A) | Room identification signage should be added on the latch side of the door at an accessible height with braille and tactile characters. The bench in the lobby may need to be relocated so that clear space can be provided in front of new room identification signage. | 1 |
| Weight Room – Kick Plate | The Weight Room door is not equipped with a kick plate on the push side. | The absence of a kick plate can lead to damage to door surfaces from wheelchair foot plates, which can create an experience that lacks dignity for users. (M) | The entrance door should be equipped with a kick plate so that users entering the room do not damage the door. | 2 |
| Weight Room – Door Weight | The entrance door is light and easy to open. | | | |
| Weight Room – Illumination | The weight room is well-illuminated. | | | |
| Weight Room – Self Height | A shelf is provided with a music player at 1700mm above the floor. This is located too high for many users and should be relocated to an accessible height. | Shelves that are located too high can be out of reach for many users, especially those using wheeled mobility devices. (M) | Consider lowering the shelf to an accessible height so that it is easy to reach for site users. | 2 |

| | | | | |
|--|--|---|---|---|
| Weight Room – Coat Hooks | Coat hooks are provided at 1750mm above the floor which are too high for many users. | Coat hooks that are located too high can be out of reach for many users, especially those using wheeled mobility devices. (M) | Additional coat hooks should be provided at an accessible height, or the existing coat hooks should be relocated at an accessible height. | 2 |
| Weight Room – Paper Towel | Paper towel is provided at 1350mm above the floor which is too high for some users. The dispenser requires dexterity to operate. | Paper towel dispensers that are located too high and that require dexterity and finger control to operate, can be difficult or impossible to use for many users. (M)(F)(P) | Consider relocating the paper towel dispenser to an accessible height and consider providing a paper towel dispenser that is easy to operate. | 3 |
| Weight Room – Controls | Heat pump controls are typically provided on a shelf at 1550mm above the floor which is too high for many users. | Controls that are located too high can be out of reach for many users, especially those using wheeled mobility devices. (M) | Consider relocating the heat pump controls to an accessible height so that they are easy to reach for site users. | 3 |
| Weight Room – Window Coverings | The windows are equipped with blinds to control glare and lighting levels. | | | |
| Weight Room – Fitness Equipment | Minimal equipment in the weight room is suitable for people using wheeled mobility devices. | The crowded weight room and lack of equipment that can be used by people using wheeled mobility devices makes this weight room difficult or impossible to use for people using wheeled mobility devices and other disabilities. (M) | Consider purchasing equipment that can be used by people with a variety of abilities and ensure clear space is provided by equipment so users can transfer onto the equipment if necessary. | 3 |

Weight Room Photos

Weight Room 1



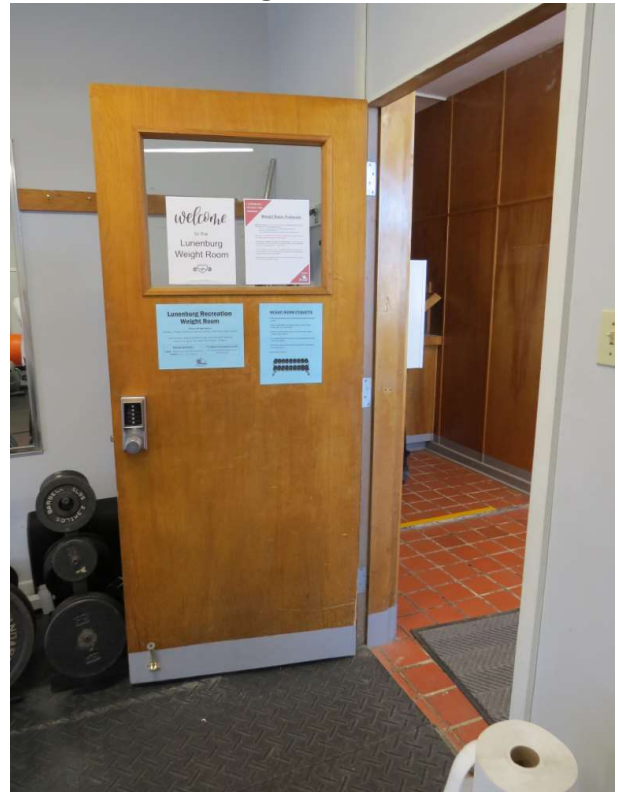
Weight Room 2



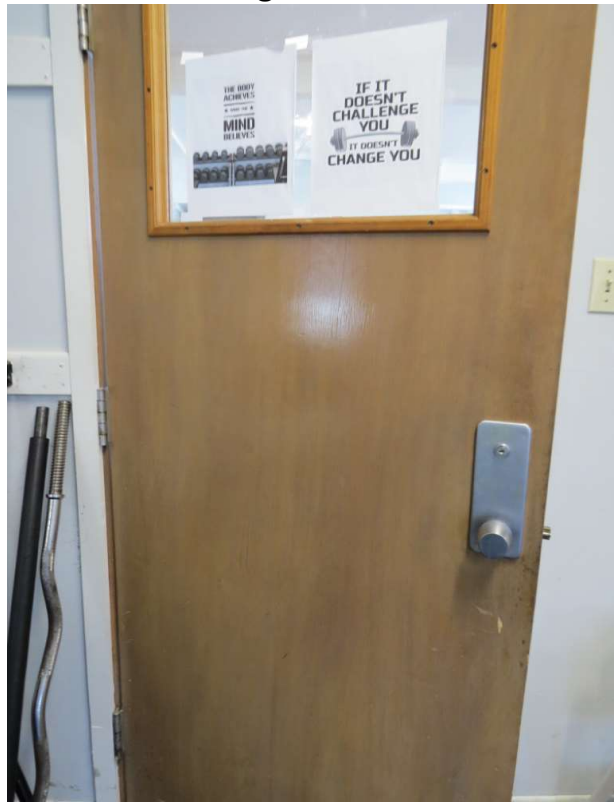
Weight Room 3



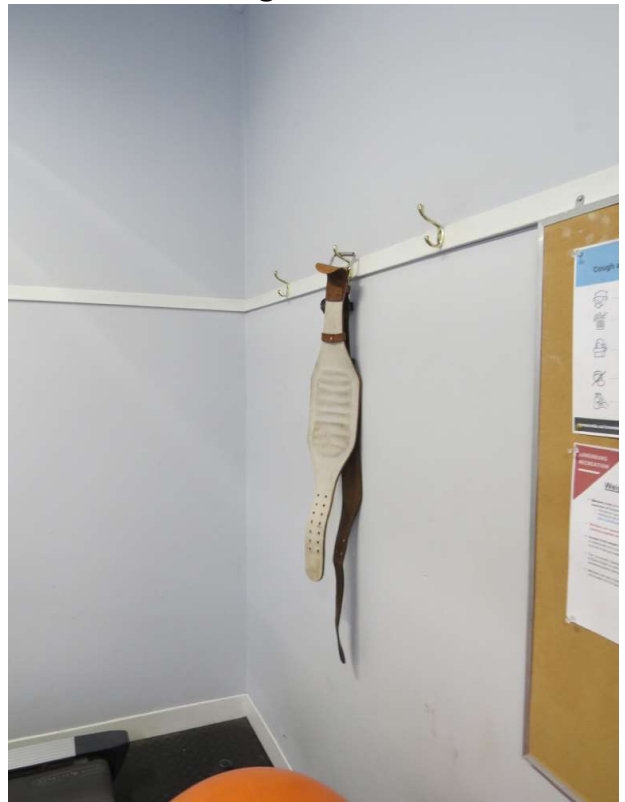
Weight Room 4



Weight Room 5



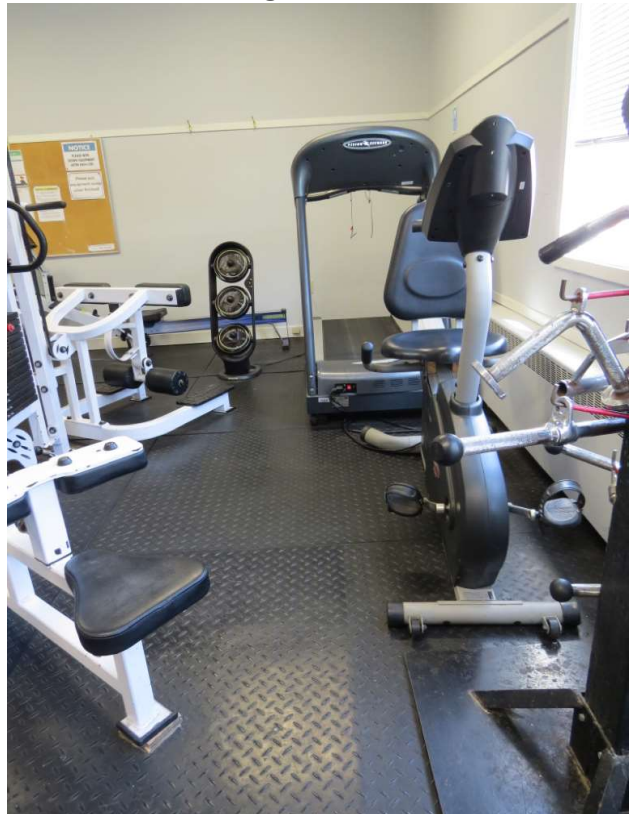
Weight Room 6



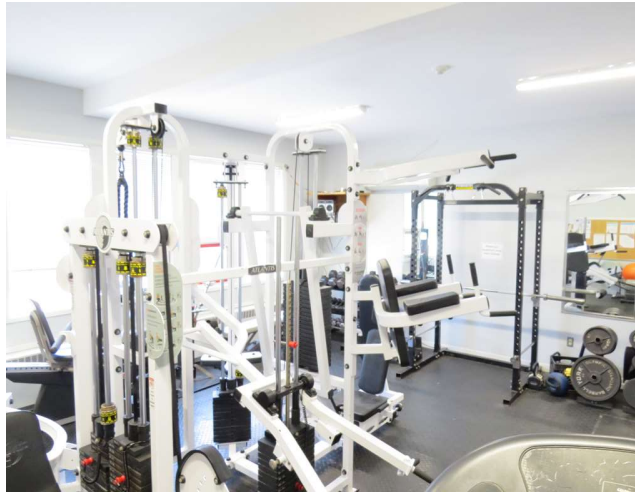
Weight Room 7



Weight Room 8



Weight Room 9



Weight Room 10



Weight Room 11



Weight Room 12



Weight Room 13



Weight Room 14



11. Gymnasium

| AREA OF FOCUS | EXISTING CONDITIONS | POSSIBLE BARRIERS | PROPOSED SOLUTIONS | PRIORITY LEVEL |
|------------------------------|---|---|---|----------------|
| Gymnasium – General | A gymnasium is conveniently located off the main lobby. | | | |
| Gymnasium – Door Clear Width | The gymnasium has double entrance doors which provides a wide opening so users can easily enter the gym. | | | |
| Gymnasium – Entrance Doors | One of the main entrance doors to the gymnasium is typically propped open but it impedes the access into the hallway. | It is important to ensure doorways do not impede the clear space to access the hallway so that all users can easily access the hallway and amenities, especially people using wheeled mobility devices. (M) | The left door (upon approach) should be the door that is propped open instead of the right so that the door does not impede the path of travel, this doorway also provides a wider clear width which is advantageous for many site users. | 1 |
| Gymnasium – Vision Panel | The vision panels in the gymnasium entrance doors are at 1100mm which is too high for many users. | Vision panels that are located too high can be difficult for people who use wheeled mobility devices or who are of a shorter stature to see through to the other side of the door. (F)(M) | Consider a future renovation to include a vision panel in the doors at an accessible height. | 4 |

| | | | | |
|--------------------------------------|---|---|--|---|
| Gymnasium – Path of Travel | An accessible path of travel is provided throughout the gymnasium. | | | |
| Gymnasium – Illumination | The gymnasium is well-illuminated. | | | |
| Gymnasium – Entry Door Colour | The gymnasium doors are not colour-contrasted including both main entrance doorways and the interior doors in the gymnasium. | Without colour-contrast some users with seeing disabilities may have difficulty identifying the door locations. (S) | Consider modifying the doors to create colour contrast with adjacent surfaces. This can be accomplished by painting the trim around the doors with a high contrast colour. | 2 |
| Gymnasium – Power Outlets | Many power outlets have been provided at accessible heights to accommodate community events and markets. | | | |
| Gymnasium – Acoustics | Curtains are provided in the ceiling to improve sound absorption. Additional sound absorbing material could be used to further reduce the noise in the gymnasium however, the gym is working well for the site usage. | | | |

Gymnasium Photos

Gymnasium 1



Gymnasium 2



Gymnasium 3



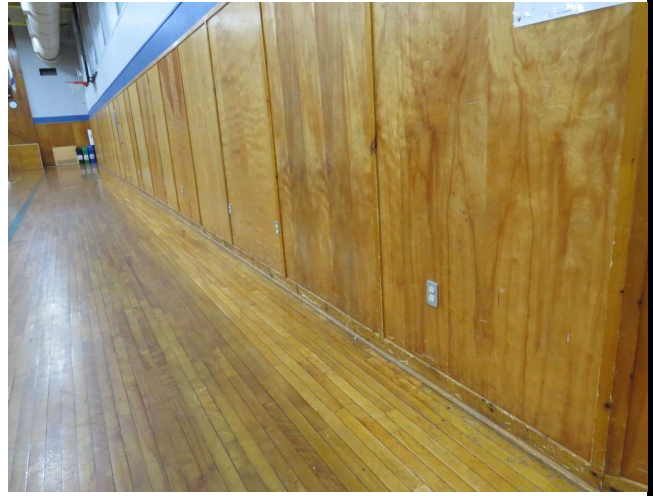
Gymnasium 4



Gymnasium 5



Gymnasium 6



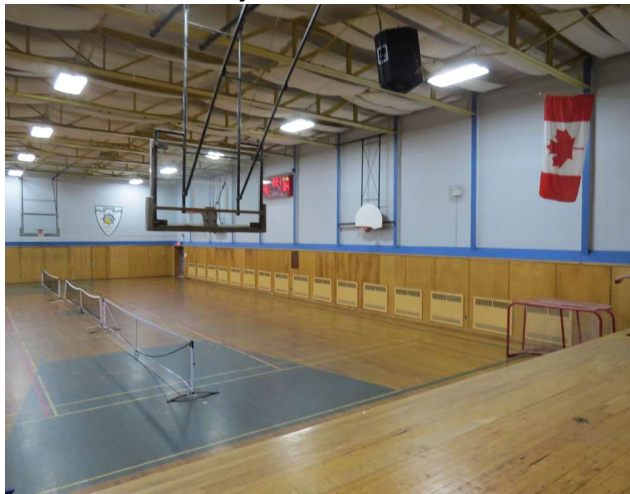
Gymnasium 7



Gymnasium 8



Gymnasium 9



Gymnasium 10



Gymnasium 11



Gymnasium 12



Gymnasium 13



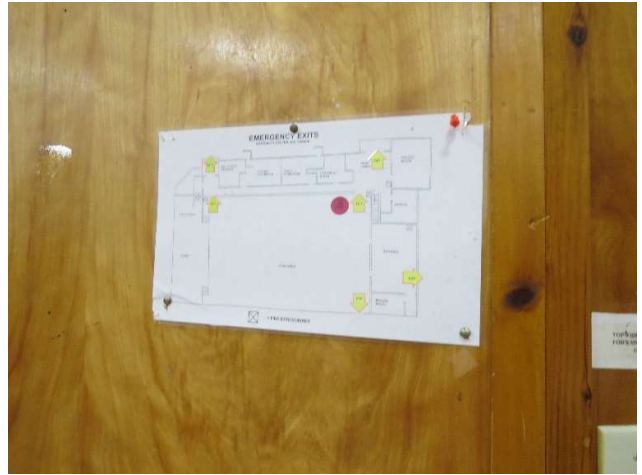
Gymnasium 14



Gymnasium 15



Gymnasium 16



Gymnasium 17



Gymnasium 18



12. Stage

| AREA OF FOCUS | EXISTING CONDITIONS | POSSIBLE BARRIERS | PROPOSED SOLUTIONS | PRIORITY LEVEL |
|-------------------------|---|--|---|----------------|
| Stage – General | A Stage is provided at one end of the gymnasium. | | | |
| Stage – Illumination | The stage is well-illuminated. | | | |
| Stage – Path of Travel | An accessible path of travel is not provided to the stage as stairs are the only way to access the stage. | Without an accessible means of access to the stage, some community members and site users may not be able to use the stage. (M)(P)(F) | Consider providing a movable ramp or platform lift to provide access onto the stage for people who cannot use the stairs. | 2 |
| Stage – Colour Contrast | The stage does not have colour contrast provided along the front stage. | All stage users, especially those with seeing disabilities, are at risk of falling off the stage due to a lack of colour contrast at the edge of the stage. (S)(A) | Consider modifying the stage to include a colour contrasted strip along the edge of the stage to ensure users can identify the edge of the stage. | 2 |

Stage Photos

Stage 1



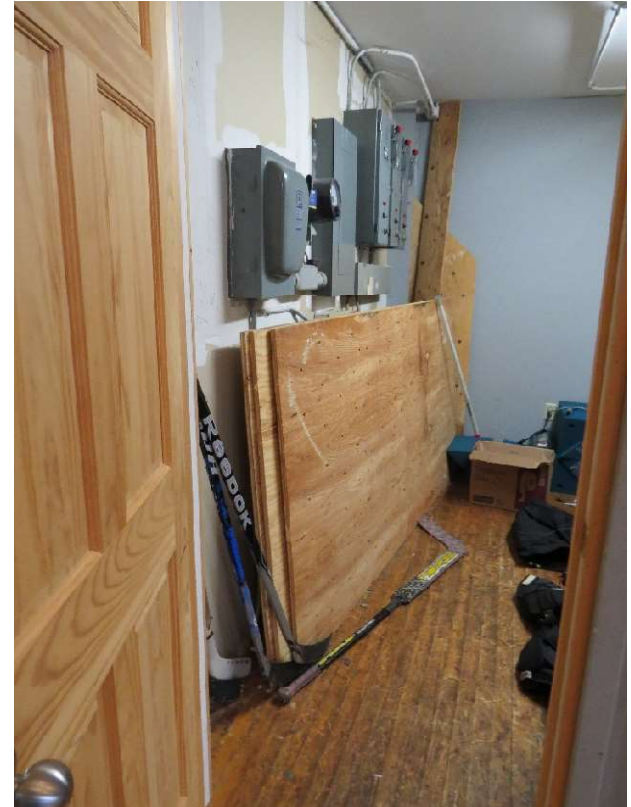
Stage 2



Stage 3



Stage 4



Stage 5



Stage 6



13. Meeting Room

| AREA OF FOCUS | EXISTING CONDITIONS | POSSIBLE BARRIERS | PROPOSED SOLUTIONS | PRIORITY LEVEL |
|-------------------------------|---|--|--|----------------|
| Meeting Room – General | A meeting room is provided on the second level and is typically used for fitness classes and community meetings. | | | |
| Meeting Room – Path of Travel | An accessible path of travel is not provided to the meeting room as it can only be accessed by a stairway. | Without an accessible means of access to the stage, some community members and site users may not be able to use this space. (M)(P)(F) | Consider a future renovation to provide accessible means of access to this space in the form of a lift or elevator. | 3 |
| Meeting Room – Clear Width | The meeting room entrance door has a clear width of 790mm which works well for the usage but could be wider to meet accessible standards. | The lack of an accessible clear width can make it difficult for people who use wheeled mobility devices or use a guide dog to pass through a doorway. (M)(S) | If an accessible path of travel is provided to the meeting room, the doorway should be modified to create an accessible clear width into this space. | 5 |
| Meeting Room – Clear Width | The doorway into the fitness studio from the meeting room has a clear width of 770mm which may be too narrow for some users but works well for the usage. | The lack of an accessible clear width can make it difficult for people who use wheeled mobility devices or use a guide dog to pass through a doorway. (M)(S) | If an accessible path of travel is provided to the meeting room, the doorway should be modified to create an accessible clear width into the fitness studio. | 5 |

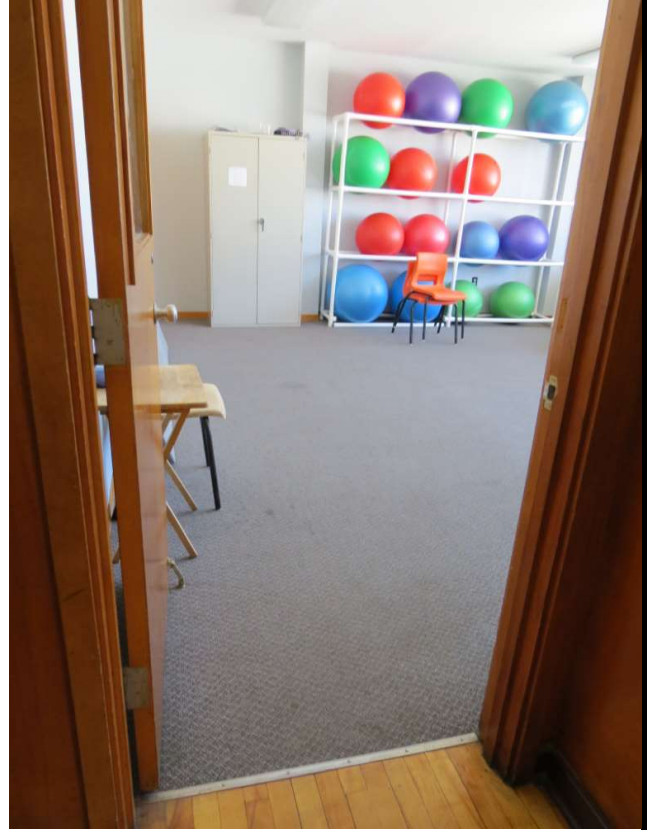
| | | | | |
|--------------------------------------|---|---|---|---|
| Meeting Room – Door Hardware | The entry door has knob hardware, which is difficult to operate for some users. | A lack of accessible door hardware can make it difficult for all users, especially those with dexterity, flexibility, and pain disabilities, to open and close doors independently. (D)(F)(P)(A) | Install accessible door hardware on all interior doors to ensure easy access for all users. | 3 |
| Meeting Room – Vision Panel | The vision panel in the entrance door is at 1200mm which may be too high for some users but works well for the usage. | | | |
| Meeting Room – Power Outlets | Power outlets are provided at accessible heights. | | | |
| Meeting Room – Light Switches | Light switches are located 1350mm above the floor which works well for the usage but may be too high for some users. | | | |
| Meeting Room – Storage | Storage is provided from the floor to the ceiling and works well for the usage. | | | |

Meeting Room Photos

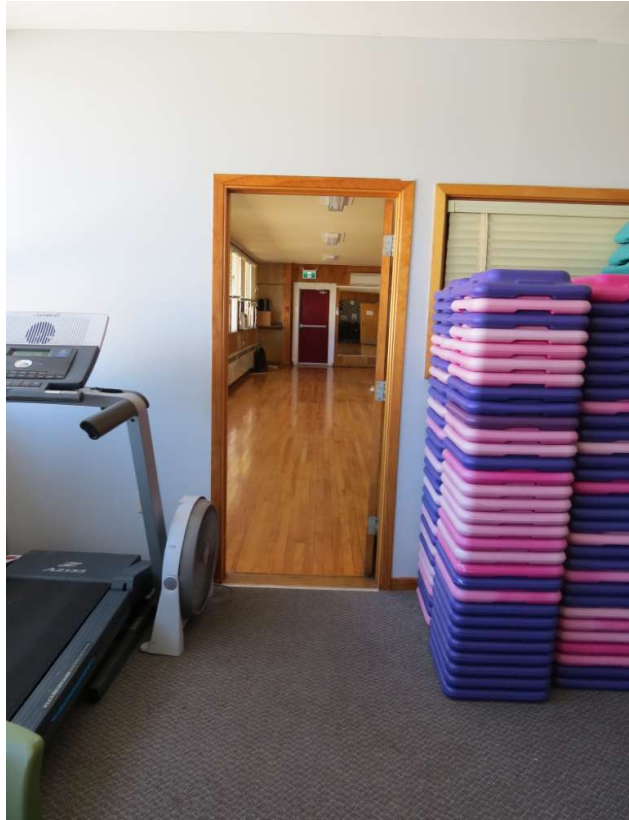
Meeting Room 1



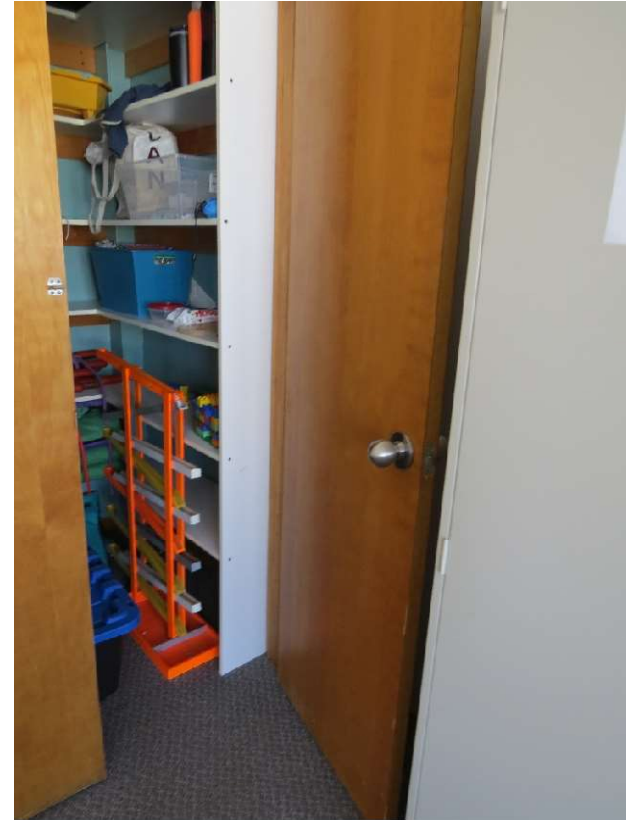
Meeting Room 2



Meeting Room 3



Meeting Room 4



Meeting Room 5



Meeting Room 6



Meeting Room 7



14. Fitness Studio

| AREA OF FOCUS | EXISTING CONDITIONS | POSSIBLE BARRIERS | PROPOSED SOLUTIONS | PRIORITY LEVEL |
|--|---|--|--|----------------|
| Fitness Studio – General | A fitness studio is provided on the second level and is typically used for fitness classes or community meetings. | | | |
| Fitness Studio – Door Clear Width | The entrance door to the fitness studio has a clear width of 795mm which is too narrow for some users but works well for the usage. | The lack of an accessible clear width can make it difficult for people who use wheeled mobility devices or use a guide dog to pass through a doorway. (M)(S) | If an accessible path of travel is provided to the meeting room, the doorway should be modified to create an accessible clear width into this space. | 5 |
| Fitness Studio – Door Hardware | The entrance door has knob hardware which can be difficult to operate for some users but works well for the usage. | A lack of accessible door hardware can make it difficult for all users, especially those with dexterity, flexibility, and pain disabilities, to open and close doors independently. (D)(F)(P)(A) | Install accessible door hardware on all interior doors to ensure easy access for all users. | 3 |
| Fitness Studio – Illumination | The fitness studio is well-illuminated. | | | |
| Fitness Studio – Window Coverings | Blinds are provided on the windows to adjust lighting levels in the studio. | | | |
| Fitness Studio – Light Switches | Light switches are located behind the weights and may be difficult to reach for some users. | Without clear space, some users may have difficulty reaching and accessing the light switches. | Clear space should be provided in front of all controls. | 3 |

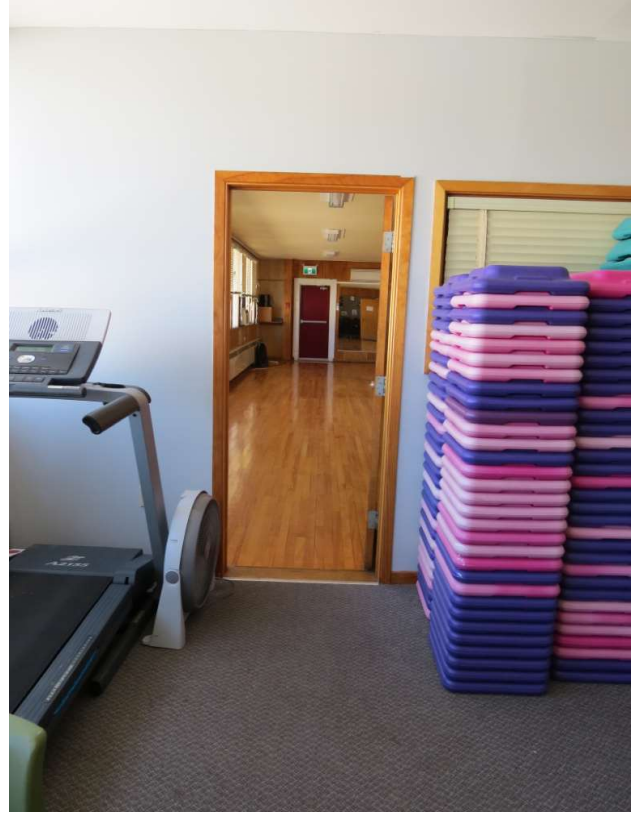
| | | | | |
|--|---|---|---|---|
| Fitness Studio – Climate Controls | Climate controls via remote are provided 1500mm above the floor which is too high for many users but works well for the usage of the space. | Controls that are located too high can be out of reach for many users, especially those using wheeled mobility devices. (M) | Consider relocating the heat pump controls to an accessible height so that they are easy to reach for site users. | 4 |
| Fitness Studio – Mirrors | Mirrors are provided from the floors to the ceiling which allows all users to easily use the mirrors. | | | |

Fitness Studio Photos

Fitness Studio 1



Fitness Studio 2



Fitness Studio 3



Fitness Studio 4



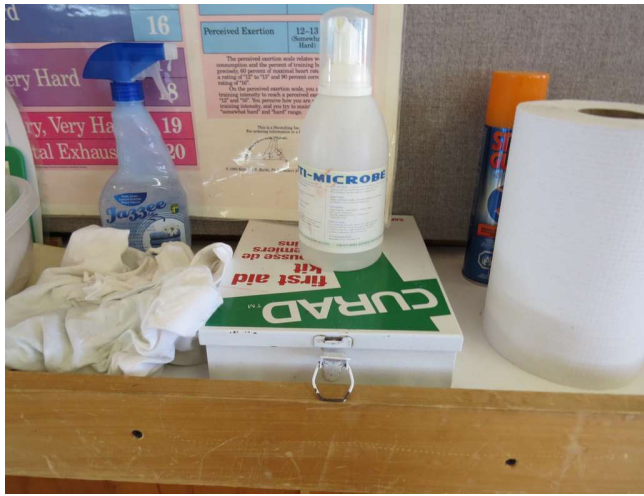
Fitness Studio 5



Fitness Studio 6



Fitness Studio 7



Fitness Studio 8



15. Wayfinding

| AREA OF FOCUS | EXISTING CONDITIONS | POSSIBLE BARRIERS | PROPOSED SOLUTIONS | PRIORITY LEVEL |
|---|---|--|---|----------------|
| Wayfinding & Signage – Directional Signage | Directional signage is not provided throughout the building. | Directional signage should be provided and clearly visible so that users are made aware of key facility locations and circulation routes. (A) | Consider providing directional signage in the lobby for the washrooms that is clearly visible from typical viewing distances. | 3 |
| Wayfinding & Signage – Blade Signage | Blade signage is not present to identify key rooms throughout the building. | Blade signage is used to ensure people can easily identify key rooms and amenities from a distance, especially when room identification signs are not visible. (A) | Install clearly visible blade signage so users can identify key spaces throughout the building as mentioned in the washrooms section above. | 2 |
| Wayfinding & Signage – Wayfinding Techniques | A limited number of wayfinding techniques are used throughout the facility. | A variety of wayfinding techniques allows users to easily identify key areas and spaces at the facility and can be especially helpful for users with cognitive disabilities. (C)(S)(A) | Consider implementing a variety of wayfinding techniques including using multi-sensory features such as fountains, scented plants, art pieces, etc. | 4 |
| Wayfinding & Signage – Font | Signage uses easy to read sans-serif font throughout the facility. | | | |

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|--|--|--|---|---|
| Wayfinding & Signage – Numerals | Signage uses Arabic numerals throughout the facility. | | | |
| Wayfinding & Signage – Character Visibility | Lettering, numbers, and symbols are clearly visible on signage throughout the facility. | | | |
| Wayfinding & Signage – | Signs have glare-free surfaces throughout the facility. | | | |
| Wayfinding & Signage – Colour Contrast | Sign characters and backgrounds have high colour contrast. | | | |
| Wayfinding & Signage – Efficiency | Signs are simple and efficiently worded throughout the facility. | | | |
| Wayfinding & Signage – Illumination | Signage is well-illuminated throughout the facility. | | | |
| Room Identification Signage – General | Room identification signage is provided for the washrooms but is not provided for the remaining rooms throughout the building. | Room identification signage is used to identify individual rooms and spaces and should be in place for all key rooms and spaces in a facility. (A) | Install clearly visible room identification signage for key spaces and rooms throughout the building. | 1 |
| Wayfinding & Signage – Braille | The washroom identification signage includes braille. Ensure any new room signs include braille. | | | |
| Wayfinding & Signage – Tactile Characters | The washroom identification signage includes tactile characters. Ensure any new room signs include braille. | | | |

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| Wayfinding & Signage – Height & Location | The washroom identification signage is installed at an accessible height. Ensure any new room signs are also installed at accessible heights on the latch side of the doors. | | | |
| Wayfinding & Signage – | The washroom identification signs are not installed on doors, but some identification signage is provided on the doors. Ensure no future room identification signs are installed on the doors. | Identification signs on the door can be a collision hazard for users with vision disabilities as they must stand in the path of travel to read the sign. (S) | Install room identification signs on the latch side of doors. | 2 |

Wayfinding Photos

Wayfinding & Signage 1



Wayfinding & Signage 2



Wayfinding & Signage 3



Wayfinding & Signage 4



Wayfinding & Signage 5



Wayfinding & Signage 6



Wayfinding & Signage 7



16. Emergency Systems

| AREA OF FOCUS | EXISTING CONDITIONS | POSSIBLE BARRIERS | PROPOSED SOLUTIONS | PRIORITY LEVEL |
|--|--|---|---|----------------|
| Emergency Systems – Ground Level Exits | <p>The main entrance, the exit doors in the gymnasium, and the exit door in the kitchen are accessible or can easily be made accessible.</p> <p>The other ground level exits are not accessible due to large thresholds. The emergency exit doors have a clear width of 760mm which are too narrow for some users.</p> | <p>If emergency exits that lead to the exterior or to muster points are not accessible, users with mobility, flexibility, dexterity, and pain disabilities may not be able to exit the building in an emergency.</p> <p>(M)(F)(P)</p> | <p>Modify ground level emergency exits to ensure they are level, with no steps and that doors are easy to open. Paths to emergency exits shall be kept clear with sufficient space on either side of the door for maneuvering.</p> <p>Consider modifying any thresholds at exit doors by installing threshold ramps and consider future renovations to provide at least one exit door with an accessible clear width.</p> | <p>3</p> |
| Emergency Systems – Audible Fire Alarms | <p>Audible fire alarms are provided throughout the facility.</p> | | | |
| Emergency Systems – | <p>Visual fire alarms are not provided throughout the facility including places people users are expected to be alone.</p> | <p>Visual fire alarms alert most users, specifically users with hearing disabilities, of an emergency in the building and should be able to be seen throughout the facility, including areas where people are expected to be alone. (H)</p> | <p>Provide visual fire alarms that can be seen throughout the facility including in places where people are expected to be alone.</p> | <p>1</p> |

| | | | | |
|--|--|--|---|---|
| Emergency Systems – Fire Alarm Pull Heights | Fire alarm pulls are located 1370-1550mm above the floor throughout the building which is too high for some users. | It is important for fire alarm pulls to be located at accessible heights so that users of a short stature or users who are in a seated position using a wheeled mobility device can easily operate the pulls in the case of an emergency. (M) | Consider modifying existing fire alarm pulls to be located at accessible heights or install additional pulls at accessible heights near existing pulls that are not accessible. | 4 |
| Emergency Systems – Fire Alarm Pull Clear Space | Adequate clear space is provided in front of all fire alarm pulls to ensure users can easily approach and use the pulls. | | | |
| Emergency Systems – Fire Extinguisher Heights | Fire extinguishers are located 1100-1300mm above the floor throughout the building which is too high for some users. | It is crucial for fire extinguishers to be located at accessible heights and locations so that users of a short stature or users who are in a seated position using a wheeled mobility device can easily operate the fire extinguishers in the case of an emergency. (M) | Consider modifying existing fire extinguishers to be located at accessible heights or install additional fire extinguishers at accessible heights. | 3 |
| Emergency Systems – Fire Extinguisher Clear Space | Adequate clear space is provided in front of all fire extinguishers to ensure users can easily approach and use them. | | | |

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|---|---|---|---|---|
| Emergency Systems – Emergency Notification Systems | A variety of emergency notification systems are not provided in this building to provide users with information about different emergency situations. | Emergency notifications allow users to differentiate between emergency situations so that they can make informed decisions about the expectations in the case of an emergency. For instance, users should be made aware if they should be exiting the building or remaining in a secure location, especially if they have hearing disabilities and cannot respond to announcements. (H) | Provide a combination of emergency notification systems that provides users with a variety of abilities to respond appropriately to certain emergency situations. | 5 |
| Emergency Systems – Emergency Exit Signage | A mix of new and outdated emergency exit signage is used throughout the building including the red “EXIT” signs and the new green running man signs. | Older emergency exit signs can be difficult to see in some emergency situations due to the red coloured text. (S)(A) | All emergency exit signs should be switched to the new green running man sign. | 1 |
| Emergency Systems – First Aid Kits | First aid kits are not all located at accessible heights and locations throughout the building. They range from 1000-2000mm above the floor. | It is important that first aid kits are located at accessible heights and locations throughout the building to ensure users of short stature or who are in a seated position using a wheeled mobility device can still reach, access, and use first aid kits. (M) | Provide first aid kits at accessible heights and locations throughout the building. | 1 |

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|--|---|--|---|---|
| Emergency Systems – Eye Wash Stations | Eye wash stations are not located at accessible heights and locations throughout the building. A station is provided at 1500mm above the floor in the janitor room. | It is important that eye wash stations are located at accessible heights and locations throughout the building to ensure users of short stature or who are in a seated position using a wheeled mobility device can still reach, access, and use them. (M) | Provide eye wash stations at accessible heights and locations throughout the building. Consider providing an eye wash station at an accessible height in the kitchen. | 2 |
| Emergency Systems – AEDs | AEDs are not located at accessible heights and locations throughout the building. The AED is located 1300mm above the floor in the lobby which works well for most users. | It is important that AED stations are located at accessible heights and locations throughout the building to ensure users of short stature or who are in a seated position using a wheeled mobility device can still reach, access, and use them. (M) | Provide AED stations at accessible heights and locations throughout the building. | 4 |
| Emergency Systems – Clear Space | Adequate clear space is provided in front of all first aid equipment to ensure users can easily approach and use them. | | | |
| Evacuation Instructions – General | Evacuation instructions are provided throughout the building. | | | |

| | | | | |
|--|--|---|--|---|
| Evacuation Instructions – Heights | Evacuation instructions are not located at accessible heights and locations throughout the building. They are located 1500-2000mm above the floor. | It is important that evacuation instructions are located at accessible heights and locations throughout the building to ensure users of short stature or who are in a seated position using a wheeled mobility device can still reach, access, and read them. (M) | Provide evacuation instructions at accessible heights and locations throughout the building. | 1 |
| Evacuation Instructions – Clear Space | Adequate clear space is provided in front of all evacuation instructions to ensure users can easily approach and use them. | | | |
| Evacuation Instructions – Glare | Evacuation plans are not provided with a non-reflective surface to minimize glare, but they are easy to read. | Evacuation instructions with surfaces that produce glare are difficult to read for many users, especially those with vision disabilities. (S) | Provide evacuation instructions with non-reflective surfaces to ensure users can easily read and interpret them. | 3 |
| Evacuation Instructions – Colour Contrast | Evacuation plans are provided with font colours that have high contrast with background surfaces. | | | |
| Evacuation Instructions – Large Print | Evacuation plans are not provided with large print. | Evacuation instructions require large-print instructions to ensure users with vision disabilities can read them with ease. (S) | Provide evacuation instructions with large print to ensure users can easily read and interpret them. | 2 |

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|--|--|---|---|---|
| Evacuation Instructions – Floor Plan | Evacuation plans throughout the building are provided with a floor plan diagram. | | | |
| Evacuation Instructions – Alternate Formats | Evacuation plans are not provided with alternate formats such as braille, tactile characters, audio, or electronic formats, etc. | Alternate formats allow users with a variety of disabilities including vision, hearing, and cognitive disabilities, to access information more easily about evacuation routes, emergency exits, and areas of refuge in the event of an emergency. (S)(H)(C) | Consider providing alternate formats for evacuation plans throughout the building such as braille, tactile characters, audio, or electronic formats, etc. | 2 |
| Evacuation Instructions – Bulletin Board | The evacuation plan provided on the bulletin board blends in with the rest of the signs on the bulletin board. | Evacuation plans should be provided with ample clear space so users can easily identify and read them. | Relocate the evacuation plan that is on the bulletin board to another location in the lobby where it can be easily seen. | 1 |

Emergency Systems Photos

Emergency Exits 1



Emergency Exits 2



Emergency Exits 3



Emergency Exits 4



Emergency Exits 5



Emergency Exits 6



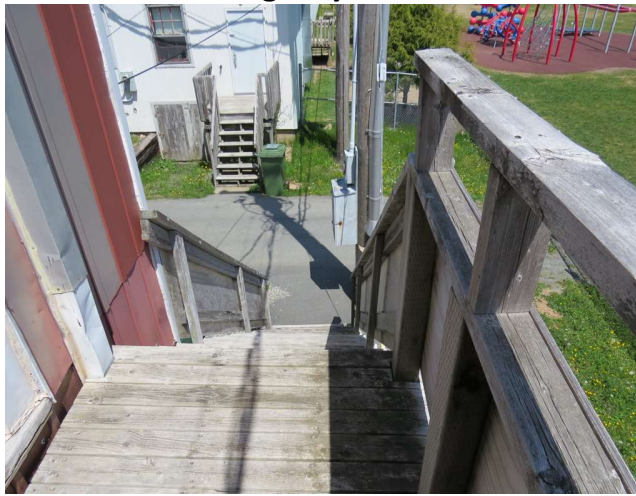
Emergency Exits 7



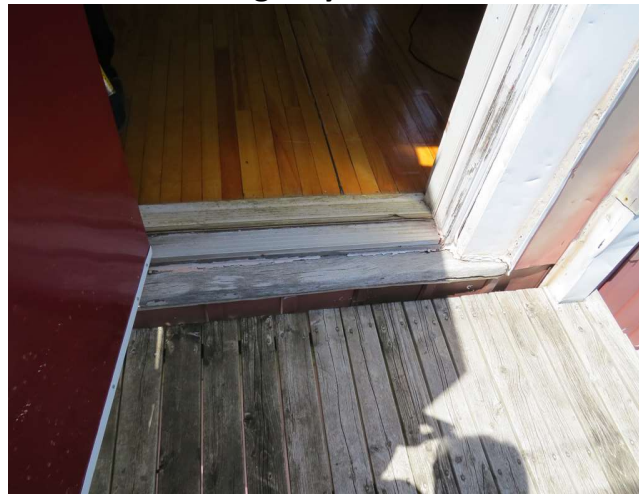
Emergency Exits 8



Emergency Exits 9



Emergency Exits 10



Emergency Exits 11



Emergency Exits 12



Emergency Exits 13



Emergency Exits 14



Emergency Exits 15



Emergency Exits 16



Emergency Exits 17



Emergency Systems 1



Emergency Systems 2



Emergency Systems 3



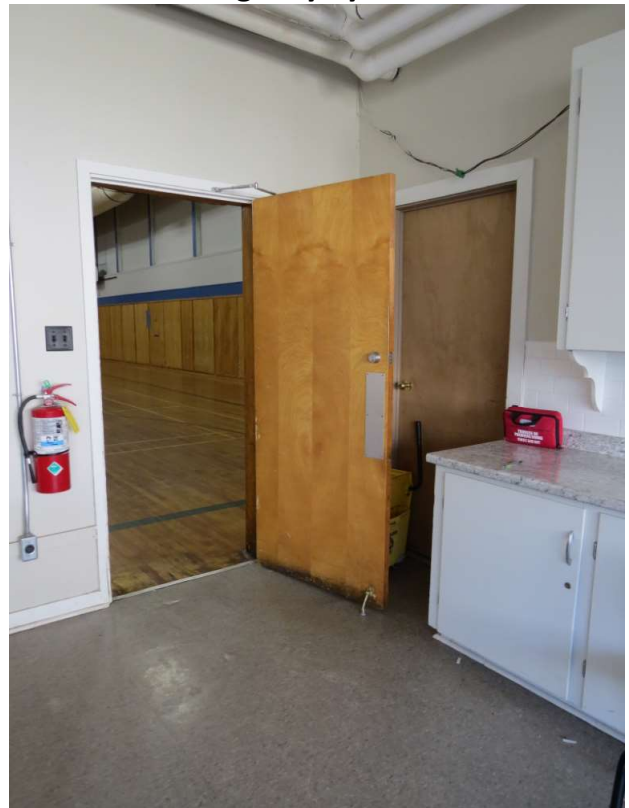
Emergency Systems 4



Emergency Systems 5



Emergency Systems 6



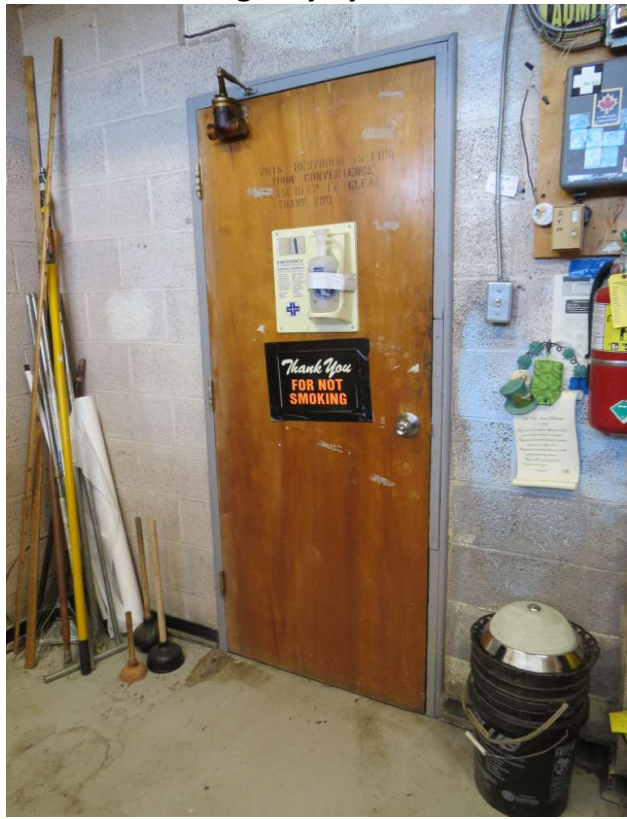
Emergency Systems 7



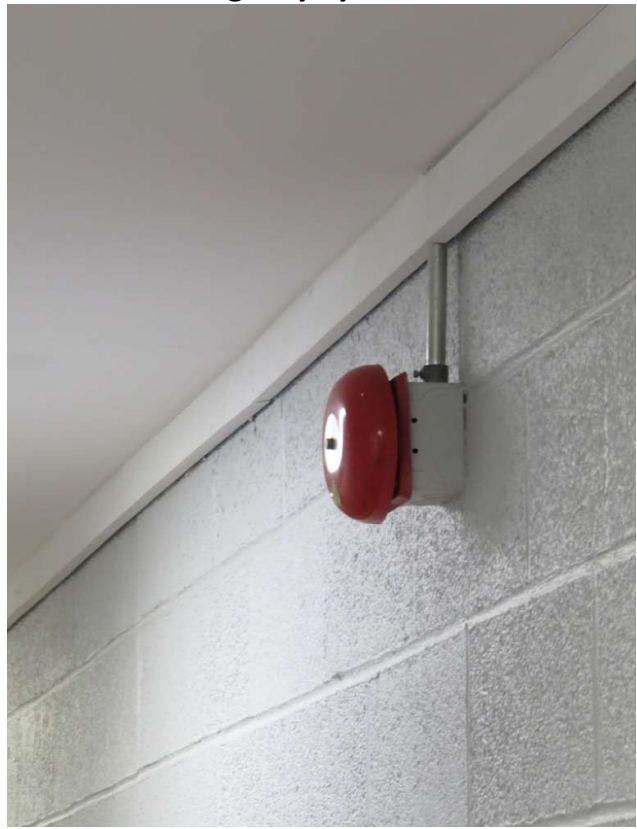
Emergency Systems 8



Emergency Systems 9



Emergency Systems 10



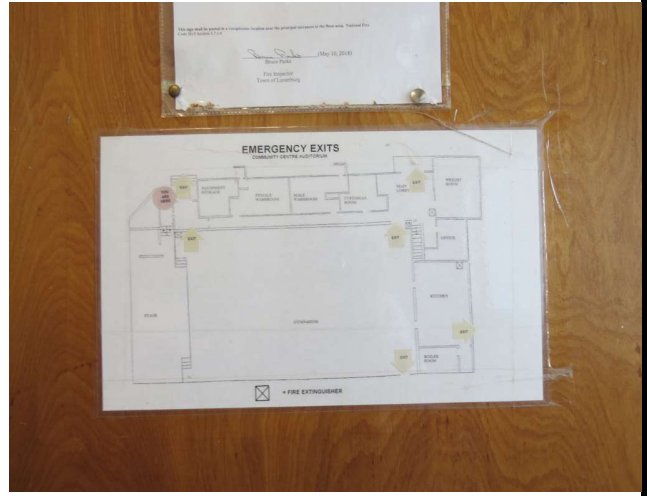
Emergency Systems 11



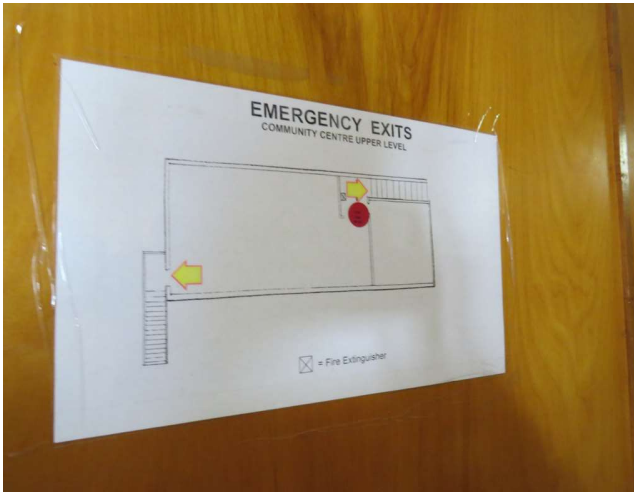
Evacuation Plans 1



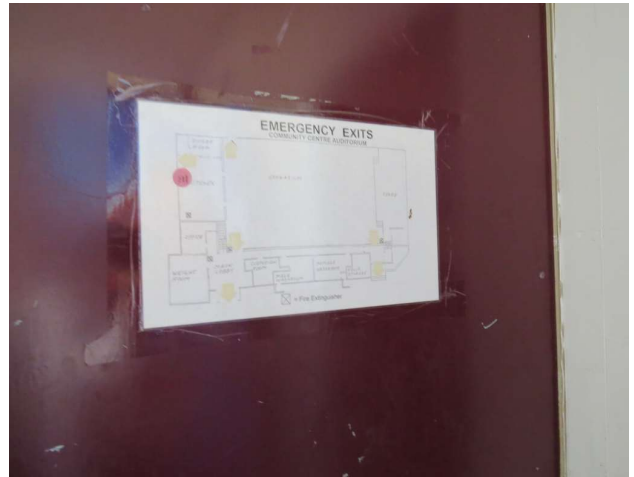
Evacuation Plans 2



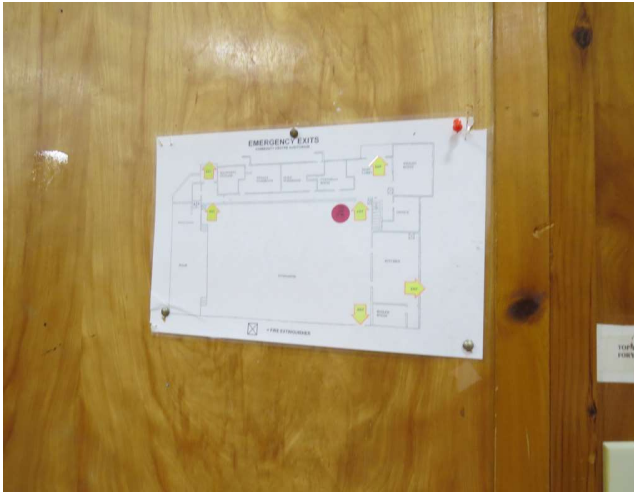
Evacuation Plans 3



Evacuation Plans 4



Evacuation Plans 5



Evacuation Plans 6



17. Building Summary

| AREA OF FOCUS | EXISTING CONDITIONS | POSSIBLE BARRIERS | PROPOSED SOLUTIONS | PRIORITY LEVEL |
|----------------------------------|---|--|---|----------------|
| Building Summary – Acoustics | Background noise causes minimal interference with site users. | | | |
| Building Summary – Acoustics | Sound damping materials, such as carpet or ceiling tiles, are used throughout the building. | | | |
| Building Summary – Windows | Double glazed windows are not installed throughout the building however, the current windows are working well for the site. | | | |
| Building Summary – Illumination | Flooring and walkways are well-illuminated throughout the site. | | | |
| Building Summary – Lighting | Lighting levels are consistent throughout the site. | | | |
| Building Summary – Task Lighting | Task lighting is not provided for task areas throughout the site. | Task lighting provides flexibility and allows users to control their own lighting levels while performing certain tasks or using certain spaces. (A) | Provide localized lighting and task lighting in areas where people may want to adjust lighting based on the usage of the space. | 3 |

| | | | | |
|---|--|---|--|---|
| Building Summary – Dimmable Lighting | Dimmable lighting has not been provided throughout the building. | Bright lighting can be overwhelming or disorienting for individuals with vision or cognitive disabilities and may cause glare. Dimmable lighting allows all users to adjust lighting to their own needs and abilities. (S)(C) | Consider providing dimmable lighting options to allow individuals to adjust lighting levels to their comfort level. | 4 |
| Building Summary – Glare and Shadows | Lighting does not produce glare and shadows throughout the site. | | | |
| Building Summary – Lighting Levels | No abrupt changes in lighting levels are present between indoor and outdoor spaces. | | | |
| Building Summary – Window Coverings | Some windows are not provided with coverings or anti-glare coatings throughout the building. | Glare from windows can be disorienting for all users, especially those with vision disabilities. (S)(A) | Install adjustable window coverings or anti-glare window coatings to reduce glare from windows. | 2 |
| Building Summary – Controls | Controls are not provided at accessible heights throughout the building. | Controls that are located too high or too low can be out of reach for many users including those with mobility disabilities who use wheeled mobility devices. (M) | Consider adjusting the height of controls to ensure that they are located at accessible heights and locations throughout the building. | 4 |

| | | | | |
|--|--|---|--|---|
| Building Summary – Clear Space | Clear space is provided in front of controls throughout the building. | | | |
| Building Summary – Level Changes | There are no level changes within a single floor of the building. | | | |
| Building Summary – Access to all Facilities | Access is not provided to all facilities expected to be used at the site as stairs are the only method to access the stage and second floor. | Without access to all facilities, individuals with various disabilities may be excluded from certain activities, services, or spaces. (A) | Consider providing access to all facilities expected to be used to ensure that all individuals can fully participate in activities and services. | 3 |
| Building Summary – Building Layout | The layout of key facilities and circulation routes are logical and direct throughout the site. | | | |

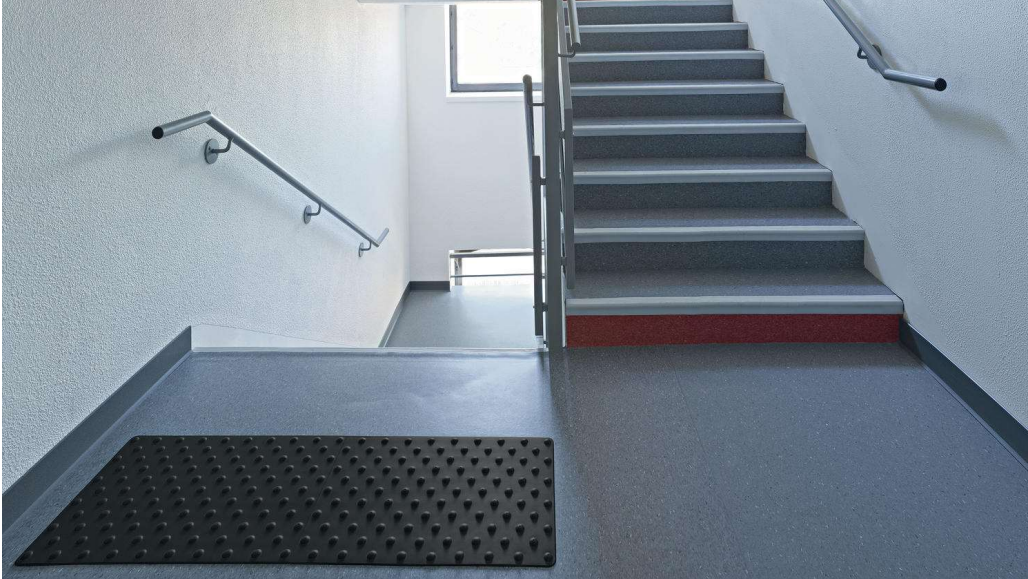
Notes for Report

- All “accessible heights” or “accessible widths” that are referred to within solutions, can be obtained by inquiring with the assessor when preparing to make onsite changes. Recommended measurements are not included within this report due to the constant updating of accessibility standards; this method ensures we are always providing the most current and relevant standard to your project.
- It is important to note that any future designs or plans for improvement to the building would benefit greatly from a brief review by an accessibility assessor to avoid costly errors in design on key details and standards.
- It is noted in the “users and usage” of the building includes people of all abilities as the site and buildings are used by the public and staff.

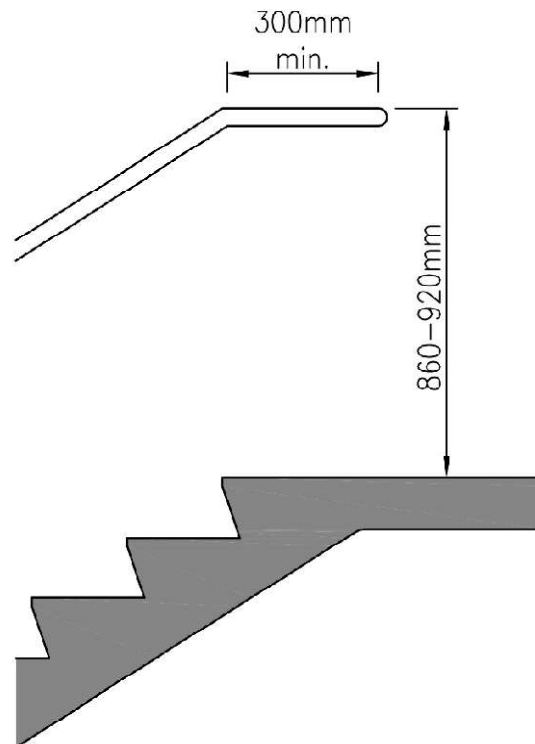
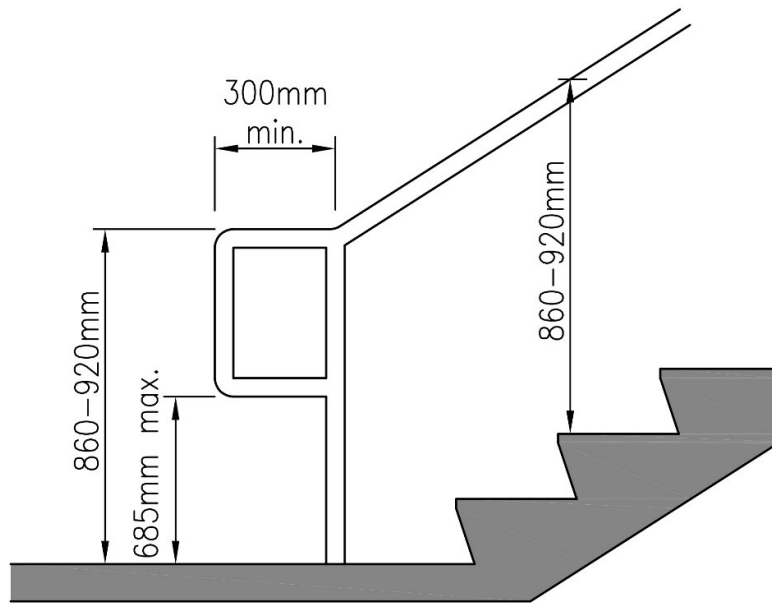
Appendix

The following photos are meant to be as reference only, and do not represent a given supplier or brand name. Please reach out if you would like further details as to the function or intent of any of the items.

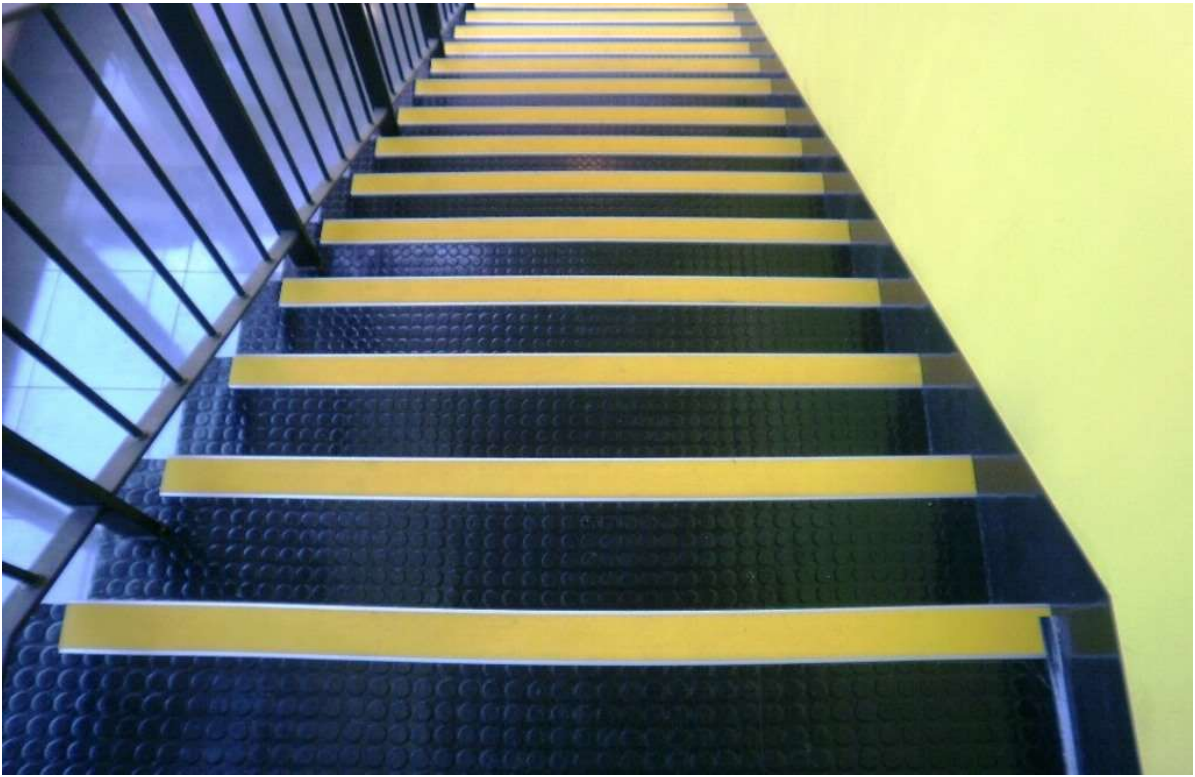
1. Tactile Attention Indicators



2. Handrail Extensions and Returns



3. Stair Colour Contrast Strips



4. Door Swing Path



5. Recessed Mat



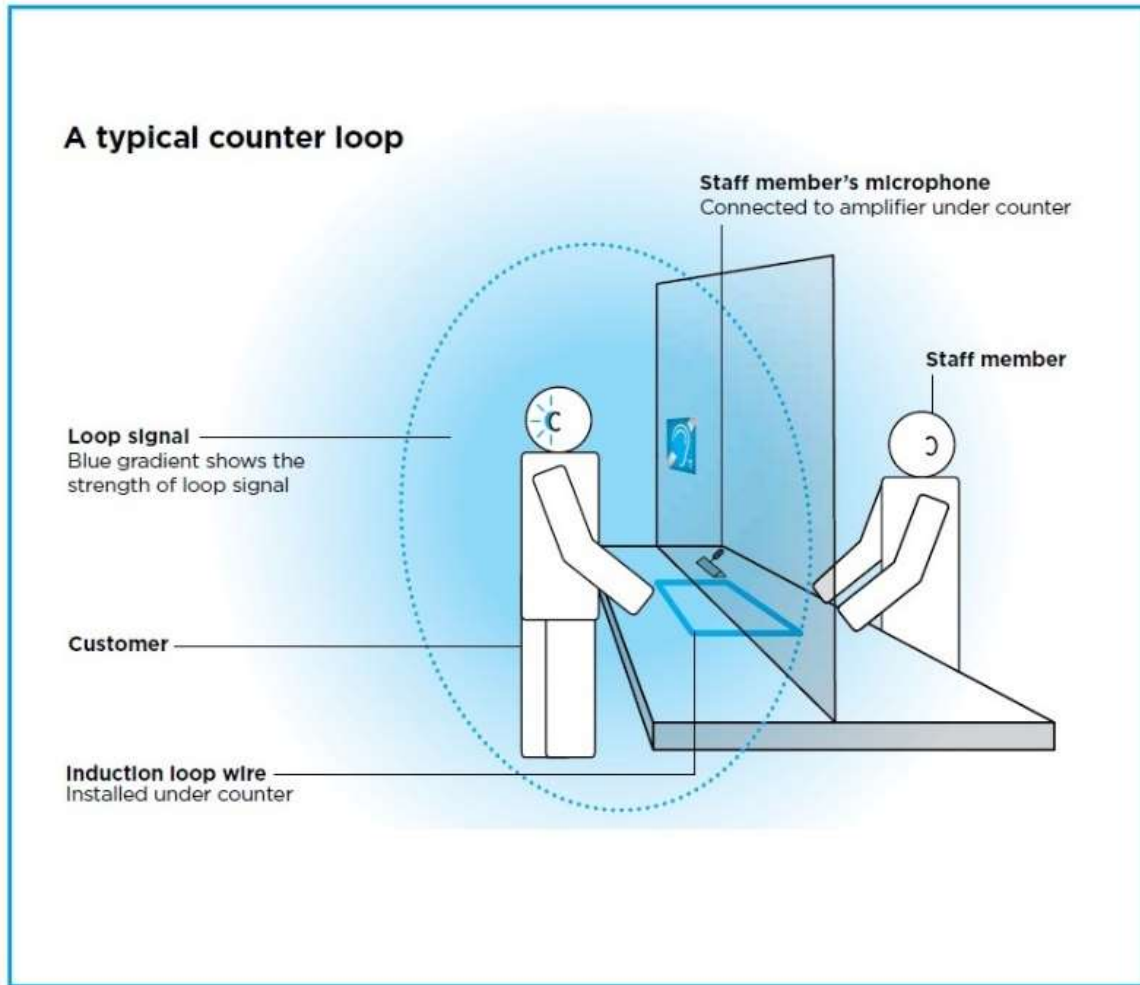
6. Threshold Ramp



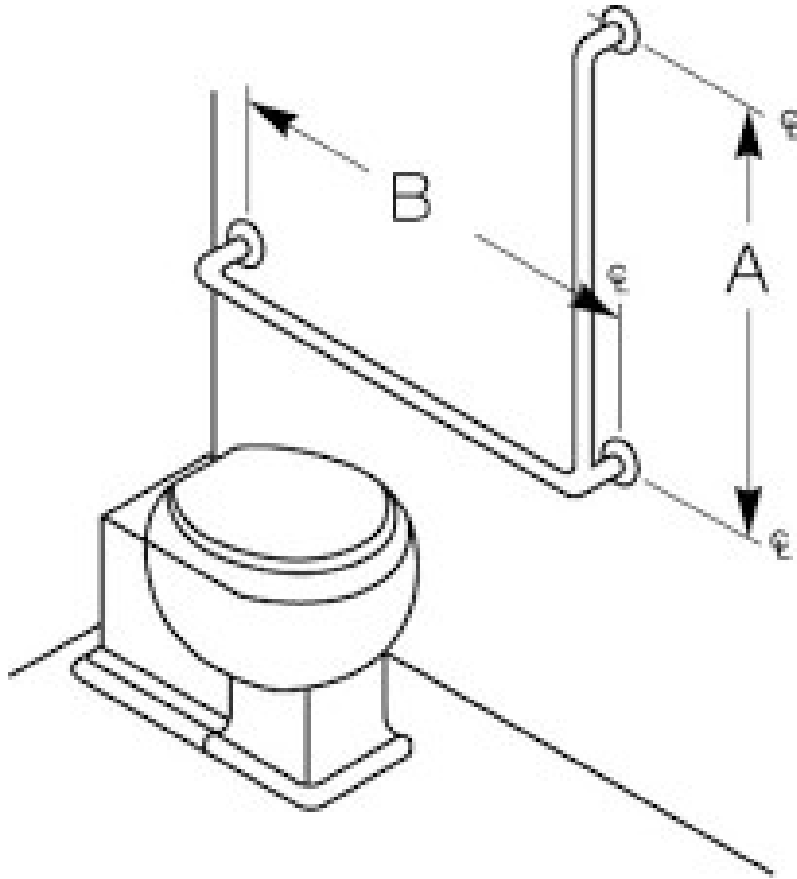
7. Lower Actuator Button



8. Hearing Loop



9. L-Shaped Grab Bar



10. Room Identification Signage



Closing Summary

Thank you for the privilege of working with you and your team. Please let us know if we can answer any questions that this document raises or if we can offer any further information, whether it is input, review, measurements, or just connecting with suppliers and designers.

Sincerely,

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Atlantic Accessibility Consulting
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