

# **ADMINISTRATIVE CENTRE**

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## **SIGNAGE AND WAYFINDING**

- More signage should be used identifying – evacuation plan, fire extinguishers, accessible entrances, etc.
- Need signage installed at proper heights for accessible parking.
- All entrances to the Admin Centre have automatic door openers. More signage needed to indicate “accessible entrance”

## **RAMPS**

- Should be color contrast strip at the beginning and end of the ramp.
- See handrails

## **LEVEL LANDING**

- Landing on side entrance steps requires cement work.

## **STAIRS**

- Horizontal Strip should be added to edge of tread

## **HANDRAILS**

- Handrails on side ramp requires scraping and repainting. Handrails are rusty.
- Handrails could be added around landings. Ex. Stairs leading downstairs from main lobby. (Currently not a concern because lower level is not open to the public, but should we rent space in that area in the future we will need to take another look at this)
- Handrails on front ramp should be extended beyond bottom of ramp at least 12 inches.
- Stair railings are not graspable.

## **PARKING LOT**

- Suitable number of accessible parking spaces at the Admin Centre. (Size may be an issue, but will be dealt with when new parking lot is designed.
- Entrance to Tax Office needs attention – broken pavement and cement. Grates and manhole covers need attention. Will be addressed with new parking lot design.

## **DOORS AND DOORWAYS**

- “L” or “U” Shaped handles should be used on all doors for easy access.

- Door swing path needs to be marked for automatic doors opening outward into corridors or pedestrian traffic.

### **CIRCULATION**

- Long hallway on main level **could** have handrails on both sides of the hallway and resting place for people with low physical strength.

- one full length mat for main hallway to cut down of glare and to help with slippery floors

### **ENTRANCES AND APPROACH**

- Main Entrances should have color contrasting door frame.

- In order to make building totally accessible 2 chair lifts would be required – one on the main level leading to the multi purpose room and one on the Administration level leading to the main level.

### **PUBLIC WASHROOMS**

- Large washroom vanity top or flip down counters would allow space for individuals to administer necessary self-care

### **RECEPTION AREA AND SERVICE COUNTER**

- black strip around opening in plexiglass at tax counter.

### **EMERGENCY SYSTEMS**

- Manual fire alarms are mounted too high on the wall. Must be within 47 inches of the floor.

- No visual flashing fire alarm available.

### **OTHER**

- remove screws from wall in lobby outside of tax office.