

ADMINISTRATIVE CENTRE

SHORT TERM

- More signage should be used identifying – evacuation plan, fire extinguishers, accessible entrances, etc. – In progress
- Need signage installed at proper heights for accessible parking. Will be dealt with when new parking lot is designed.
- All entrances to the Admin Centre have automatic door openers. More signage needed to indicate “accessible entrance”
- Should be color contrast strip at the beginning and end of the ramps.
- Horizontal Strip should be added to edge of each stair tread
- Handrails on side ramp requires scraping and repainting. Handrails are rusty.
- “L” or “U” Shaped handles should be used on all doors for easy access. – In progress
- Door swing path needs to be marked for automatic doors opening outward into corridors or pedestrian traffic.
- one full length mat for main hallway to cut down of glare and to help with slippery floors – In Progress
- Main Entrances should have color contrasting door frame.
- black strip around opening in plexiglass at tax counter.
- remove screws from wall in lobby outside of tax office. Done
- Manual fire alarms are mounted too high on the wall. Must be within 47 inches of the floor.

MEDIUM TERM

- Handrails on front ramp should be extended beyond bottom of ramp at least 12 inches.

LONG TERM

- Landing on side entrance steps requires cement work.
- Stair railings are not graspable.
- Long hallway on main level **could** have handrails on both sides of the hallway and resting place for people with low physical strength.
- 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.

- Large washroom vanity top or flip down counters would allow space for individuals to administer necessary self-care
- No visual flashing fire alarm available.

Remaining items to be categorized

HANDRAILS

- 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)

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 is designed.**