



## REGION 2 DISABILITY ACCESS COMMITTEE

# Physical Accessibility Transition Plan

Date: March 1, 2018

Please direct any comments to Michael Littlejohn at [Michael.Littlejohn@iwd.iowa.gov](mailto:Michael.Littlejohn@iwd.iowa.gov) or call 515 281 3314

## Background:

- The State Workforce Development Board established a Disability Access Committee to lead a Statewide Disability Access Initiative to:
  - 1) Ensure that Iowa's one-stop delivery system meets all accessibility requirements for individuals with disabilities under the Iowa Civil Rights Act of 1965, as amended (ICRA); the Americans with Disabilities Act of 1990, as amended (ADA); and the Workforce Innovation and Opportunity Act (WIOA).
  - 2) Increase accessibility for individuals with disabilities to the programs, services, and activities of Iowa's one-stop delivery system.
  - 3) Continuously improve for individuals with disabilities the provision of services within the one-stop delivery system.
  - 4) Improve opportunities for individuals with disabilities in competitive integrated employment.
- The Disability Access Committee used the 2010 ADA Checklist for Existing Facilities (available online at [www.ADAchecklist.org](http://www.ADAchecklist.org)) to perform a physical accessibility assessment of the below facility, on the below date.

Date of Assessment:	June 15th, 2017
Facility Assessed:	Mason City IowaWorks Center, 600 S. Pierce Ave. Mason City, IA 50401

- The Disability Access Committee created Physical Accessibility Report (Report) that contains the barriers identified by the Disability Access Committee during its physical accessibility assessment.
- The Disability Access Committee used the Report to create this Transition Plan (Plan) for addressing the physical accessibility barriers to increase physical accessibility and meet the physical accessibility requirements under the ADA, ICRA, and WIOA.

## Tier 1 Barriers

The barriers identified in Tier 1 of this Plan must be eliminated no later than May 1st, 2019.

Barrier 1.1 Parking	
<b>Report Section:</b>	ADA Checklist Section: 1.4
<b>Access Issue:</b>	Accessible spaces must measure at least 8 feet wide with an access aisle at least 5 feet wide. In the top parking lot, nearest the building, the access aisle tapers to no longer meet these guidelines. These measure 10 feet wide, narrowing to 2 feet, and 7 feet wide narrowing to 3 feet.
<b>Solution:</b>	Describe
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Landlord
<b>Comment(s):</b>	
Additional comment(s) here.	

Barrier 1.1 Parking	
<b>Report Section:</b>	ADA Checklist Section: 1.4
<b>Access Issue:</b>	In the bottom parking lot, one of the accessible spaces measures at 11 feet wide, with an access aisle of 4 ½ feet wide. This space is not labeled as van accessible and is therefore being considered in this section.
<b>Solution:</b>	Describe
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Landlord
<b>Comment(s):</b>	
Additional comment(s) here.	

### Barrier 1.1 Parking

<b>Report Section:</b>	ADA Checklist Section: 1.5
<b>Access Issue:</b>	A van accessible space must be at least 11 feet wide with an access aisle that is at least 5 feet wide. The facility does not have a space labeled as van accessible that meets the 11-foot requirement. However, in the top parking lot, the designated van accessible space does meet the 5-foot access aisle requirement.
<b>Solution:</b>	Describe
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Landlord
<b>Comment(s):</b>	
Additional comment(s) here.	

### Barrier 1.1 Parking

<b>Report Section:</b>	ADA Checklist Section: 1.10
<b>Access Issue:</b>	Signs for accessible spaces should be at a height of a least 60 inches from the bottom of the sign to the ground. Currently, none of the accessible spaces meet this requirement, with measurements ranging from 25 inches to 38 ½ inches above the ground.
<b>Solution:</b>	New signs have been put in and are at the correct height.
<b>Completion Date:</b>	COMPLETED
<b>Person(s) Responsible:</b>	Landlord
<b>Comment(s):</b>	
Additional comment(s) here.	

### Barrier 1.1 Parking

<b>Report Section:</b>	ADA Checklist Section: 1.12
<b>Access Issue:</b>	The accessible spaces should be located on the closest accessible route to the accessible entrances. At this time, the majority of spaces are located closer to the accessible entrance, however two are in the lower parking area, and one in the mid-level parking area.
<b>Solution:</b>	This issue has been addressed and resolved
<b>Completion Date:</b>	COMPLETED
<b>Person(s) Responsible:</b>	Landlord
<b>Comment(s):</b>	
Additional comment(s) here.	

### Barrier 1.4 Exterior Ramps

<b>Report Section:</b>	ADA Checklist Section: 1.27
<b>Access Issue:</b>	The running slope of the exterior route ramp leading to the entrance should measure 1:20. The current measurement is 2:24 and therefore should be treated as a ramp.
<b>Solution:</b>	Describe
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Landlord
<b>Comment(s):</b>	
Additional comment(s) here.	

<b>Barrier 1.5 Entrance(s)</b>	
<b>Report Section:</b>	ADA Checklist Section: 1.39
<b>Access Issue:</b>	All entrances which are inaccessible should have signs indicating the location of the nearest accessible entrance. There are no signs directing the route to the accessible entrance.
<b>Solution:</b>	Describe
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Landlord
<b>Comments:</b>	
Additional comment(s) here.	

<b>1.5 Entrance(s)</b>	
<b>Report Section:</b>	ADA Checklist Section: 1.43
<b>Access Issue:</b>	A vertical threshold should measure no more than ¼ inch high; or no more than ½ inch high with a ¼ inch beveled edge. The threshold at the accessible entrance is 1 inch.
<b>Solution:</b>	Describe
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Landlord
<b>Comments:</b>	
Additional comment(s) here.	

## 1.5 Entrance(s)

<b>Report Section:</b>	ADA Checklist Section: 1.49
<b>Access Issue:</b>	Edges of carpets or mats should be securely attached to minimize tripping hazards. The mat located in the front vestibule is not securely attached and poses a tripping hazard.
<b>Solution:</b>	The landlord has communicated his plan to have new carpet installed, which will eliminate the need for rugs (it's a special carpet that cleans shoes apparently). I don't know what his timeline is, but he's purchased a portion of it, and has plans to eventually install it.
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Landlord
<b>Comments:</b>	
Additional comment(s) here.	

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## Tier 2 Barriers

The barriers identified in Tier 2 of this Plan must be eliminated no later than May 1st, 2020.

<b>Barrier 2.2 Interior Accessible Route.</b>	
<b>Report Section:</b>	ADA Checklist Section: 2.3
<b>Access Issue:</b>	The route should be stable, firm and slip resistant. The route meets this requirement, however in the Vocational Rehabilitation area there are several areas of uneven ground that can be a tripping hazard. There are also nine mats throughout the building which are unsecured.
<b>Solution:</b>	Describe
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Landlord
<b>Comment(s):</b>	
Additional comment(s) here.	

### Barrier 2.2 Interior Accessible Route.

<b>Report Section:</b>	ADA Checklist Section: 2.8
<b>Access Issue:</b>	All objects on circulation paths through public areas (fire extinguishers, drinking fountains, etc.) should protrude no more than 4 inches into the path. If objects protrude more than 4 inches, the bottom leading edge should be at 27 inches or lower above the floor/80 inches higher. Fire extinguishers are currently measuring as protruding greater than 4 inches, and ranging between 44 inches to 32 inches above the floor.
<b>Solution:</b>	These have been lowered to the correct height
<b>Completion Date:</b>	COMPLETED
<b>Person(s) Responsible:</b>	Landlord
<b>Comment(s):</b>	
Additional comment(s) here.	

### Barrier 2.6 Signs

<b>Report Section:</b>	ADA Checklist Section: 2.38
<b>Access Issue:</b>	Signs designating permanent rooms and spaces not likely to change over time should have the following: text characters that contrast with their backgrounds, text characters that are raised, Braille, and should be mounted on the wall on the latch side of the door. Signs designating Conference Room A and Conference Room B have contrasting, lower characters; they do not have Braille.
<b>Solution:</b>	Need to order new signs
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Nick Foley
<b>Comment(s):</b>	
Additional comment(s) here.	



### Barrier 2.6 Signs

<b>Report Section:</b>	ADA Checklist Section: 2.38
<b>Access Issue:</b>	Signs designating permanent rooms and spaces not likely to change over time should have the following: text characters that contrast with their backgrounds, text characters that are raised, Braille, and should be mounted on the wall on the latch side of the door. Signs designating Conference Room A and Conference Room B have contrasting, lower characters; they do not have Braille.
<b>Solution:</b>	Need new signs
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Nick Foley
<b>Comment(s):</b>	
Additional comment(s) here.	

### Barrier 2.6 Signs

<b>Report Section:</b>	ADA Checklist Section: 2.38
<b>Access Issue:</b>	Signs for the Upper Classroom and Unemployment Lab are painted above the door versus a mounted sign with contrasting, raised letters and Braille.
<b>Solution:</b>	Need new signs
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Nick Foley
<b>Comment(s):</b>	
Additional comment(s) here.	

### Barrier 2.6 Signs

<b>Report Section:</b>	ADA Checklist Section: 2.38
<b>Access Issue:</b>	Signs should be mounted on wall on the latch side of the door. Conference Room A is mounted on the opposite wall.
<b>Solution:</b>	Move the sign
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Nick Foley
<b>Comment(s):</b>	
Additional comment(s) here.	

### Barrier 2.7 Interior Doors

<b>Report Section:</b>	ADA Checklist Section: 2.45
<b>Access Issue:</b>	Doors should be no more than 5 pounds of maximum force to open. The doors to the Upper Classroom use 13 pounds of pressure.
<b>Solution:</b>	Describe
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Landlord
<b>Comments:</b>	
Additional comment(s) here.	

<b>Barrier 2.7 Interior Doors</b>	
<b>Report Section:</b>	ADA Checklist Section: 2.46
<b>Access Issue:</b>	If the door has a closer, it should take at least 5 seconds to close from an open 90-degree position to a position of 12 degrees from the latch. The closure rate of the Upper Classroom doors times at 3 seconds.
<b>Solution:</b>	Describe
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Landlord
<b>Comments:</b>	
Additional comment(s) here.	

<b>Barrier 2.9 Controls</b>	
<b>Report Section:</b>	ADA Checklist Section: 2.50
<b>Access Issue:</b>	Floor space should be clear for at least 30 inches wide by at least 48 inches long for a forward or parallel approach. In the Upper Classroom a table is obstructing this path; in Conference Room B a small trash can is obstructing this path.
<b>Solution:</b>	This has been addressed and resolved
<b>Completion Date:</b>	COMPLETED
<b>Person(s) Responsible:</b>	Nick Foley
<b>Comments:</b>	
Additional comment(s) here.	

### Barrier 2.10 Seating & Benches

<b>Report Section:</b>	ADA Checklist Section: 2.67
<b>Access Issue:</b>	There should be knee space of at least 27 inches high and at least 30 inches wide for seating at work areas and tables. The following areas were measured for this section: employee breakroom, Upper Classroom, Lower Classroom, accessible station on the Skills Floor, Conference Rooms A, B, and C. The tables in the Upper Classroom did not meet this measurement requirement, measuring at 26 ½ inches high due to the lip on the underside of the table.
<b>Solution:</b>	The lip on the underside of the table has been removed and now is at the correct height
<b>Completion Date:</b>	COMPLETED
<b>Person(s) Responsible:</b>	Nick Foley

**Comments:**  
Additional comment(s) here.

### Barrier 2.11 Sales and Service Counters

<b>Report Section:</b>	ADA Checklist Section: 2.76
<b>Access Issue:</b>	For a service counter, an accessible portion should be no higher than 36 inches above the floor and at least 36 inches long. The receptionist desk/counter in the Vocational Rehabilitation area of the office does not meet these requirements, measuring at 41¼ inches, with no break in height for an accessible portion.
<b>Solution:</b>	Describe
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Nick Foley

**Comments:**  
Additional comment(s) here.

## Barrier 2.11 Sales and Service Counters

<b>Report Section:</b>	ADA Checklist Section: 2.80
<b>Access Issue:</b>	Clear floor space should extend under the accessible length of the table, no less than 17 inches and no greater than 25 inches. The service counter in the front lobby measures at 9 inches. *It should be noted, however, that this counter is no longer used with customers in this office.
<b>Solution:</b>	No longer used and therefore exempt from this section.
<b>Completion Date:</b>	N/A
<b>Person(s) Responsible:</b>	N/A
<b>Comments:</b>	
Additional comment(s) here.	

## Tier 3 Barriers

The barriers identified in Tier 3 of this Plan must be eliminated no later than May 1st, 2021.

Barrier 3.1 Toilet Rooms	
<b>Report Section:</b>	ADA Checklist Section: 3.1
<b>Access Issue:</b>	If toilet rooms are available to the public, is at least one should be accessible (one for unisex, or one for each sex). At this time, there are no toilet rooms which are accessible. The two front toilet rooms in the main lobby have been designated as the accessible and public toilet rooms. These will be modified accordingly and are the toilet rooms that have been measured for this study.
<b>Solution:</b>	This has been addressed and now is considered accessible.
<b>Completion Date:</b>	COMPLETED
<b>Person(s) Responsible:</b>	Landlord
<b>Comment(s):</b>	
Additional comment(s) here.	

Barrier 3.1 Toilet Rooms	
<b>Report Section:</b>	ADA Checklist Section: 3.2
<b>Access Issue:</b>	At inaccessible toilet rooms, signs should be posted giving directions to accessible toilet rooms. There are no signs posted providing directions to accessible toilet rooms.
<b>Solution:</b>	Need to order signs
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Nick Foley
<b>Comment(s):</b>	
Additional comment(s) here.	

### Barrier 3.1 Toilet Rooms

<b>Report Section:</b>	ADA Checklist Section: 3.3
<b>Access Issue:</b>	Designated accessible toilet rooms should be identified with a mounted sign using the International Symbol of Accessibility. The designated toilet rooms do not have this sign.
<b>Solution:</b>	Need to order signs
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Nick Foley
<b>Comment(s):</b>	
Additional comment(s) here.	

### Barrier 3.3 Signs at Toilet Rooms

<b>Report Section:</b>	ADA Checklist Section: 3.5
<b>Access Issue:</b>	Signs should be mounted on the latch side of the door. Currently, signs for both Women's and Men's toilet rooms are on the opposite side.
<b>Solution:</b>	Describe
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Landlord
<b>Comment(s):</b>	
Additional comment(s) here.	

### Barrier 3.3 Signs at Toilet Rooms

<b>Report Section:</b>	ADA Checklist Section: 3.5
<b>Access Issue:</b>	Clear floor space is needed beyond the arc of the door swing (between the close position and 45-degree open position), and at least 18x18 inches centered on the tactile characters. The Women's toilet room sign does not meet this requirement due to a water fountain obstructing the path.
<b>Solution:</b>	Describe
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Landlord
<b>Comment(s):</b>	
Additional comment(s) here.	

### Barrier 3.28 Soap Dispensers and Hand Dryers

<b>Report Section:</b>	ADA Checklist Section: 3.28
<b>Access Issue:</b>	The force required to activate the hand dryer or towel dispenser should be no greater than 5 pounds. In the Men's toilet room, the pressure required is 9 pounds.
<b>Solution:</b>	Describe
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Landlord
<b>Comment(s):</b>	
Additional comment(s) here.	



### Barrier 3.8 Water Closets in Single-User Toilet Rooms Compartments (Stalls)

<b>Report Section:</b>	ADA Checklist Section: 3.30
<b>Access Issue:</b>	The centerline of the water closet should measure no less than 16 inches and no more than 18 inches from the side wall or partition. The Men's toilet room measures at 19 ½ inches.
<b>Solution:</b>	Describe
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Landlord
<b>Comments:</b>	
Additional comment(s) here.	

### Barrier 3.8 Water Closets in Single-User Toilet Rooms Compartments (Stalls)

<b>Report Section:</b>	ADA Checklist Section: 3.33
<b>Access Issue:</b>	The grab bar should extend at least 54 inches from the rear wall. This grab bar does not meet this requirement, measuring 51 ½ inches in the Men's and 52 ½ inches in the Women's.
<b>Solution:</b>	Has been addressed and resolved
<b>Completion Date:</b>	COMPLETED
<b>Person(s) Responsible:</b>	Landlord
<b>Comments:</b>	
Additional comment(s) here.	

### Barrier 3.8 Water Closets in Single-User Toilet Rooms Compartments (Stalls)

<b>Report Section:</b>	ADA Checklist Section: 3.34
<b>Access Issue:</b>	On the rear wall, the grab bar should be at least 36 inches long. The Men's toilet room measures at 25 inches, the Women's measures at 26 ½ inches.
<b>Solution:</b>	Has been addressed and resolved
<b>Completion Date:</b>	COMPLETED
<b>Person(s) Responsible:</b>	Landlord
<b>Comments:</b>	
Additional comment(s) here.	

### Barrier 3.8 Water Closets in Single-User Toilet Rooms Compartments (Stalls)

<b>Report Section:</b>	ADA Checklist Section: 3.34
<b>Access Issue:</b>	On the rear wall, the grab bar should extend at least 12 inches from the center line of the water closet on the side wall and at least 24 inches on the other (open) side. In both the Men's and Women's toilet room, the open side measures at 12 inches rather than the required 24 inches.
<b>Solution:</b>	This has been addressed and resolved
<b>Completion Date:</b>	COMPLETED
<b>Person(s) Responsible:</b>	Landord
<b>Comments:</b>	
Additional comment(s) here.	

### Barrier 3.8 Water Closets in Single-User Toilet Rooms Compartments (Stalls)

<b>Report Section:</b>	ADA Checklist Section: 3.36
<b>Access Issue:</b>	Force required to activate the flush control should be no greater than 5 pounds. The Men's flush requires 13 pounds, the Women's requires 9 pounds.
<b>Solution:</b>	Describe
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Landlord
<b>Comments:</b>	
Additional comment(s) here.	

### Barrier 3.8 Water Closets in Single-User Toilet Rooms Compartments (Stalls)

<b>Report Section:</b>	ADA Checklist Section: 3.38
<b>Access Issue:</b>	Toilet paper dispensers should be located no less than 7 inches and no greater than 9 inches from the front of the water closet to the center line of the dispenser. *If Constructed prior to 3/15/2012, the dispenser does not need to be relocated if it is within reach from the seat. The Women's dispenser is located at the 3-inch mark.
<b>Solution:</b>	This has been addressed and resolved
<b>Completion Date:</b>	COMPLETED
<b>Person(s) Responsible:</b>	Landlord
<b>Comments:</b>	
Additional comment(s) here.	

## Tier 4 Barriers

The barriers identified in Tier 4 of this Plan must be eliminated no later than May 1st, 2023.

Barrier 4.2. Public Telephones	
<b>Report Section:</b>	ADA Checklist Section: 4.14
<b>Access Issue:</b>	On the public telephone, there should be a pictogram of a handset radiating sound waves, indicating volume control. The public phone in the front vestibule does not have this.
<b>Solution:</b>	Describe
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Nick Foley
<b>Comments:</b>	
Additional comment(s) here.	

Barrier 4.2. Public Telephones	
<b>Report Section:</b>	ADA Checklist Section: 4.15
<b>Access Issue:</b>	At least one telephone should have a TTY. There is a TTY available upon request, but there are no signs indicating this – giving the impression there is not one available.
<b>Solution:</b>	Describe
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Nick Foley
<b>Comments:</b>	
Additional comment(s) here.	

### Barrier 4.3. Fire Alarm Systems

<b>Report Section:</b>	ADA Checklist Section: 4.20
<b>Access Issue:</b>	The fire alarm systems should have both flashing lights and audible signals. The current fire alarm system has only audible signals, no flashing lights.
<b>Solution:</b>	Describe
<b>Completion Date:</b>	Month, Day, Year
<b>Person(s) Responsible:</b>	Landlord
<b>Comments:</b>	
Additional comment(s) here.	

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## Authors

This report was written by:

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2. Joe Weigel, Iowa Department for the Blind
3. Nick Foley, Iowa Workforce Development
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## Posted for Public Comment

This Disability Access Committee posted this Plan for public comment from April 10th, 2018 until May 10th, 2018.

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## Approval by Disability Access Committee

This Disability Access Committee approved this Plan for submission to the Local Workforce Development Board on \_\_\_\_\_, 2017.

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## Adoption by the Local Workforce Development Board

The Local Workforce Development Board Plan adopted this Plan on \_\_\_\_\_, 2017.

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## Submission to the State Disability Access Committee

The Disability Access Committee submitted this Plan to the State Disability Access Committee on \_\_\_\_\_, 2017.