

**ADA Program Accessibility
Self-Survey**

Reviewed March 8, 2007 by Larry Iiams, Michelle Pierce, Mary Nettleton, Lisa Gray, Erin Cavit, Carla Whinnery, Becky Campbell, Bob Hines

Programs, Services, Activities	Locations	Program Accessibility Barriers	Structural Solutions	Non-Structural Solutions	Notes
Board of Trustees Meetings	Coursey Annex	Door on Restroom is Non-Compliant Ice/snow build up on walkways/parking areas	Re-hinge door w/18" clearance Re-configure parking area	Regular Maintenance	Check location of fixtures Look for protruding objects
Administrative Offices & Municipal Court	Bottom Floor of Armory	Ice & water build up outside of main entrance. Unprotected drain pipes in restroom	Channel water away from building.	Install protective insulation on restroom drain pipes	Check parking space for proper dimensions & signage. Combine w/new parking space at SW end.
		Mirror in Restroom set too high Restroom shelf is an overhead hazard	Lower Mirror Install Side Board from Top to within 27" of floor		Sink is a little low
Recreation Programs	Armory	Lack of accessible entrance to main hall Lack of accessible entrance to restrooms. Lack of accessible fixtures and pull bars.	Working with the Colorado Center for Community Development to develop and implement plan to construct new addition on the south side of the building to provide new restrooms and full access to bldg. Modify Main Entrance in accordance with ADA and Historic Preservation Guidelines	Erect signs routing traffic to accessible parking area(s). Enforce requirement that accessible routes be kept clear of obstructions. Erect sign indicating that the Recreation Dir. will come downstairs upon request Sign should also direct people to town office for further assistance.	Include the purchase of accessible equipment when buying new. No Winter Maintenance on front entrance. Can front entrance serve as an emergency exit?
Teen Center	West End of Armory	Lack of accessible entrance.	See above.		
Fitness Center	Top Floor of Armory	Lack of accessible entrance.	See above.	Find Alternate Location Modify Program	
Town Park	3rd & Silver Streets	Sidewalk on south side needs to meet up with Silver Street Handi-cap rails in Restroom in wrong position Toilets are too low	Construct ramp from walkway to Silver Street w/cold asphalt Re-position rails Replace with ADA toilets Barricade traffic from parking in front of Silver St. entrance to path.	Install sign indicating 'No Winter Maintenance' for restrooms	Check mirrors & sinks
Lake Fork Memorial Park	Confluence of Henson Creek & Lake Fork River	Concession stand serving counter too high. Lack of access to skate park Lack of automobile access to fishing pier from Spring Street Gravel accumulating on fishing pier and its parking area.	Need a structural solution. Maybe dutch doors, or lower part of counter Construct a pull-out along the new crusher fines trail leading to skate park. Install culvert in ditch and gravel over.	Remove and keep gravel raked away.	Lisa will ask Joe Marshall to look at counter for possible modifications. Mary will check restrooms for braille signage. Also need to check for proper fixtures and pull bars. Lisa will check visibility of restroom signs.
Ski Hill	South Highway 149	NEED TO RESEARCH REQUIREMENTS			
Ice Skating Rink	1st & Bluff Street	NEED TO RESEARCH REQUIREMENTS			
Trails	Town Wide	Lack of signage		Sign areas that are accessible with trail information (i.e. how long, level of accessibility, etc.) Post signs where no winter maintenance occurs.	
Boardwalks/Parking Spaces	Downtown	Lack of disabled parking and access Ice and snow build up on ramps and walkways. Prevent obstruction of ramps (ie. Parking)	Construct and maintain up to 3 accessible parking spaces in the downtown area w/hard-surfaced pathways to boardwalks.	Periodic notification to property owners regarding their obligation to keep walkways clear of snow, etc.	Two on Silver Street between 2nd & 3rd and one on the west and/or south side of Hough Building. Parking areas on left side of ramps.

COMMUNICATION ACCESS REVIEW

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ISSUE	YES	NO	METHOD, DESCRIPTION, PLAN OF ACTION, COMMENTS
Are staff, boards, commissions, committees and other elected and appointed officials aware that they may need to provide auxiliary aids and services to ensure that communication is equally effective for people with disabilities as for people without disabilities?	X		Still need to increase level of awareness among these groups. The committee will communicate this more fully with these groups as this process continues.
Is the public informed that auxiliary aids and services will be provided upon request?		X	They are not available. When they are, the information will be included in the notice to the public.
Does the public know to whom requests for auxiliary aids and services should be made?		X	See above. Once aids are available, information will be included in the notice to the public.
If there is telephone access to emergency services (police, fire, poison control), including 911 service, is there direct access for people who use TDDs and computer modems? Relying on a relay service is not acceptable.			Not applicable. Town does not provide emergency services. Ask Sheriff's Dispatcher about this.

Notes: Lisa Gray has agreed to contact Chamber about its accessibility barriers.

COMMUNICATION ACCESS REVIEW

Visual Information

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Visual Information	Have or can provide in-house	Know where to rent, hire or obtain	Methods, Descriptions, Comments
Large Print	X		Can produce materials in larger fonts, can copy in enlarged format upon request. Can e-mail to those with adaptive software.
Braille			Difficult service to provide. Need to identify acceptable alternatives.
Audio Tapes	X		Can produce copies of meeting tapes on request. Can also read documents onto tapes.
Readers	X		Staff is available to read documents on request. Better to produce materials on a savable medium (i.e. tapes, disks)
Verbal Descriptions	X		Staff is available to provide verbal descriptions as needed via in person, e-mail, telephone.
Computer Disks	X		Staff is available to copy electronic files onto disks upon request.
Computer Adaptions			Not applicable at this time. Software is available for purchase if town hires a disabled employee.

COMMUNICATION ACCESS REVIEW
Aural/Oral Information

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Aural/Oral Information	Have or can provide in-house	Know where to rent, hire or obtain	Methods, Descriptions, Comments
Sign Language Interpreters		X	24 HOUR Sign Language Services, Inc. PSLI, Inc. Sign Language Associates, Inc. (contact information on file)
TDD/TTY		X	State of Colorado provides a relay service.
Assistive Listening Devices (Microphone/headsets)		X	About \$1,000.00 for system. Will talk with Hinsdale County about jointly purchasing a system for the meeting room.
Telephone Amplification	X		Telephones in town office are equipped with amplification ability.
Paper & Pen	X		Staff can provide paper and pens in office and at meetings. Prepare identification signs for town employees to use when going to the home of a person with this disability.
CART (real time transcription)			Difficult service to provide. Need to identify acceptable alternatives.
Captioning on Films and Videos			Not applicable.
Caption Decoder			Not applicable.
Relay System		X	Provided by State.
Other - Meeting Room Configuration			Look at arranging tables in meeting room to focus the direction of the sound of conversation. Reserve front row seating when needed. Speakers should avoid covering mouth when speaking

POLICIES, PRACTICES PROCEDURES REVIEW

Reviewed 3/8/07 by Larry Iiams, Michelle Pierce, Mary Nettleton, Lisa Gray, Erin Cavit, Carla Whinnery, Becky Campbell, Bob Hines

Policy, Practice or Procedure	Corrective Action	Comments
Permitting of New Commercial Construction and alterations without ADA review	Find consultant willing to do ADA reviews on new Commercial Construction - charge fee back to permittee	Meeting the Challenge, Inc. 3630 Sinton Road Colorado Springs 719-444-0252
Exclusions for Certain Types of Employment	Check job description to make sure they contain descriptive language about physical requirements.	Done. All job descriptions comply.
Permitting of Special Events in Town Parks without Accessibility Plan	Develop accessibility plan for both parks. Notify event organizers about accessibility requirements	Done. No events in town parks w/o approved accessibility plan
Issuance of Building Permits Building Inspector Training	Review process for obtaining building permits Review job description Provide training in ADA	Will e-mail documents to group for review. Need assurances about enforcement policies