

# Executive Summary Report

Americans with Disabilities Act



## ADA Physical Facilities Survey and Transition Plan for Leon County, Florida

### Leon County facilities:

#### Leon County Leroy Collins Public Library

200 West Park Avenue  
Tallahassee, Florida 32301

#### Leon County Courthouse Building

301 S. Monroe St.  
Tallahassee, Florida 32301

Management Services for the Board  
Supervisor of Elections  
Property Appraiser  
Tax Collector

Clerk of Courts  
Court Administration  
Sheriff/Bailiff  
Public Defender  
State Attorney

May 21, 2002



Welch & Ward, Architects, Inc.  
216 East Oakland Ave., Suite 06  
Tallahassee, Florida 32301

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May 21, 2002

**Note:**

The information contained in the following Table of Contents has been excerpted from the Final Report, ADA Physical Survey and Transition Plan prepared by Welch & Ward, Architects, Inc. The scope of this survey and report encompassed the two Leon County facilities listed on the preceding cover.

Some information contained herein has been re-indexed as needed for the summary format.

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# **1. Department Physical Facilities Survey**

## **a. Introduction**

The scope of this report section summarizes the efforts of Leon County and its consultant, Welch & Ward, Architects, Inc., to survey the physical facility accessibility status of the Leon County Facilities. The actual field surveys to identify accessibility took place from April to August 2001 and are summarized by the Compliance Survey forms.

Included in this section are the Instructions to Users, which describe utilization of the Graphic Plans and the Compliance Survey forms. While the Compliance Survey summaries are also included in section 1c, the related Graphic Plans are located in Section 2c. to avoid redundancy of printed material and for ease of reference.

The Graphic Plans as shown also indicate the areas that have been prioritized in accordance with their actual interface with Programs, Services & Activities (PSA's) that are offered to the public. The plans are pattern coded to indicate High, Moderate or Low public interface and color-coded to indicate different County Departments in the building. Refer to Section 2d, Findings & Recommendations for criteria used to prioritize physical areas for achieving ADA accessibility.

## b. Instructions to Users

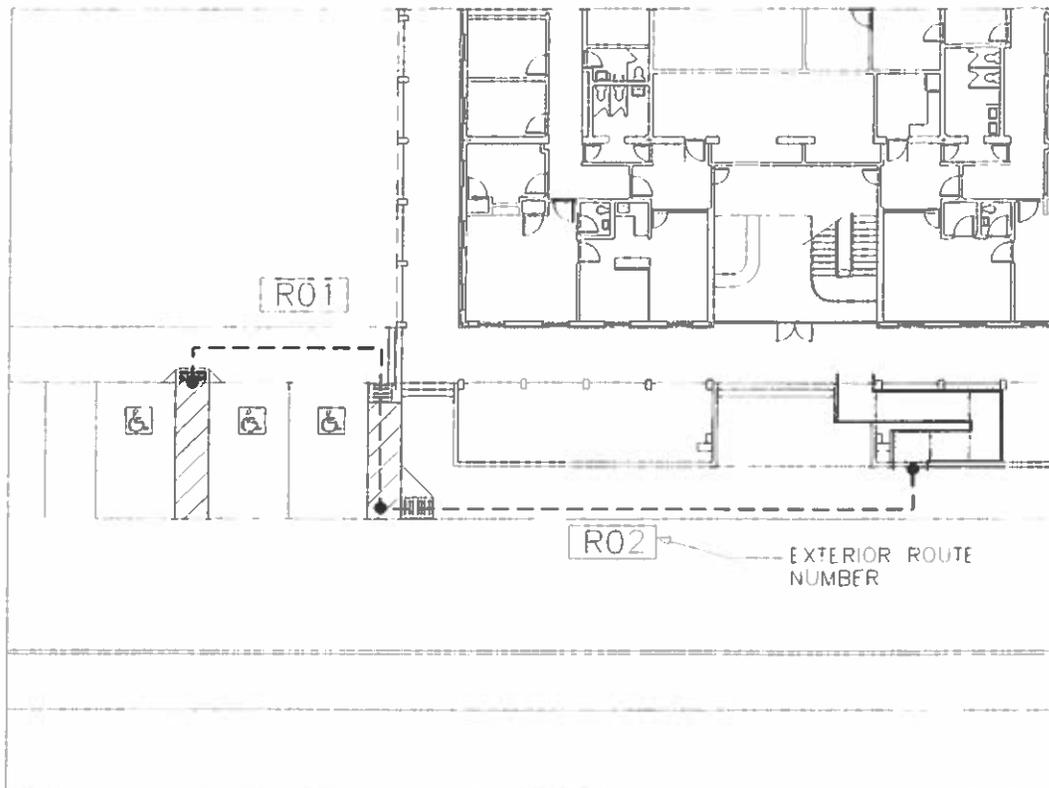
The Physical Facilities Survey consists of the **Graphic Plans** and **Compliance Surveys** used to accomplish the ADA Physical Facilities Survey for Leon County

### Graphic Plans:

**Graphic Plans** typically consist of **1. Site Plans** and **2. Floor Plans** which illustrate surveyed information such as exterior routes and room numbers.

#### 1. Site Plan

Each Site Plan indicates the location of the building facility relative to parking lots, driveways, sidewalks, etc. In cases where these site elements were not physically defined, an assumed area and exterior route are shown on the Site Plan in their apparent locations. **Exterior Routes** are indicated by a drawn line with a designation such as R01, R02, R03, etc. See Figure A. for typical example.



**Figure A**

## 2. Floor Plans

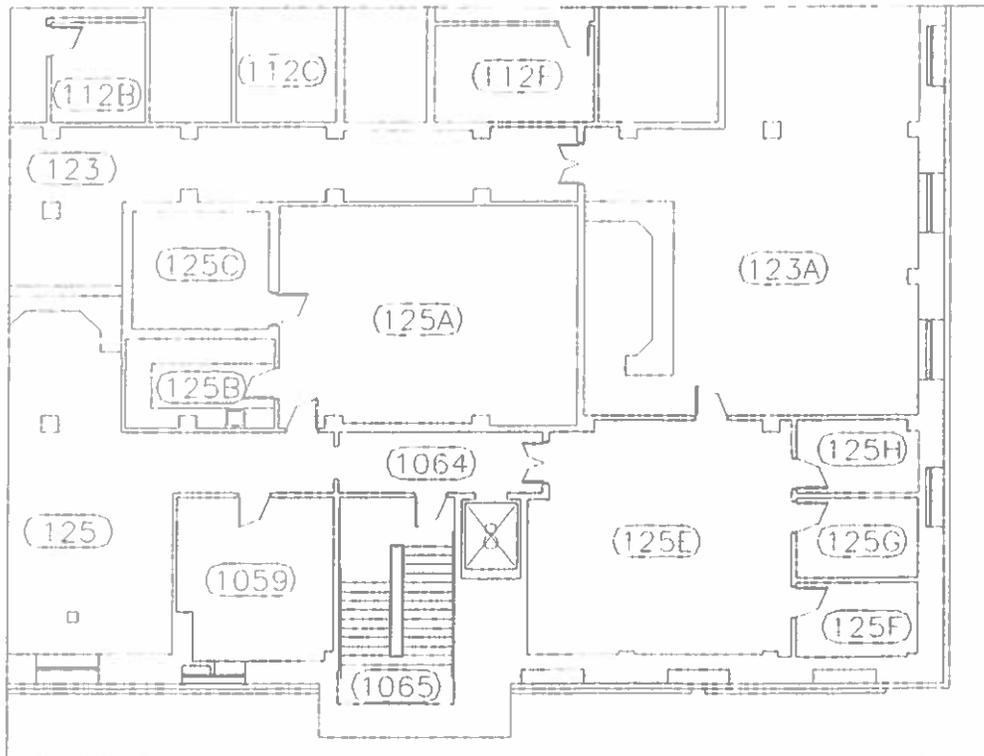
Each Floor Plan indicates relative room and door locations within each surveyed facility. These plans are current as of the initial field survey date.

**Room numbers** are typically indicated by a letter and a 3 or 4-digit designation within an ellipse such as :

P001, P002, P003, etc.	Parking Level 0
P101, P102, P103, etc.	Parking Level 1
P201, P202, P203, etc.	Parking Level 2
P301, P302, P303, etc.	Parking Level 3
P401, P402, P403, etc.	Parking Level 4
101, 102, 103A, 103B, etc.	Plaza Level
201, 202, 203A, 203B, etc.	Second Floor
301, 302, 303A, 303B, etc.	Third Floor
401, 402, 403A, 403B, etc.	Fourth Floor
501, 502, 503A, 503B, etc.	Fifth Floor

If the room is part of a suit of offices, as typically are found in these buildings, the interior offices identification will have a suffix A, B, C, etc. behind the main office number.

See Figure B. for typical example.



**Figure B**

### c. Compliance Surveys:

Compliance Surveys consist of Microsoft EXCEL for Windows spreadsheets containing tabulated summaries of the ADA physical facility surveys performed for Leon County. The survey forms utilized for physical facility surveys were based upon the approximate 400 compliance items contained within the Americans with Disabilities Act Architectural Guidelines (ADAAG) and the Florida Accessibility Code for Building Construction.

These items have been categorized and coded for ease of use in the field survey forms and the Compliance Survey reports. Basically, the categories have been grouped and coded according to function and then alphabetically organized. The XX items at the end of each list are not directly derived from the ADAAG but contain information useful in determining cost, severity of problem and issues concerning health, safety and welfare not explicitly covered in the ADAAG. A full list of these items is included at the end of this section for reference.

In order to easily understand and utilize these survey reports, please review the following General Notes and Figure illustrations:

#### General Notes:

1. The Compliance Surveys will list only the compliance categories for which areas of concern, designated herein as non-compliant items (NC's) were found. Categories without any non-compliant items are omitted for brevity. See Figure C.
2. Depending upon the facility scope, a Compliance Survey may be subdivided by floor plan levels. The center title of the header section on each sheet will indicate the floor level or areas of survey. The right area of the header section will indicate the facility name. See Figure C.

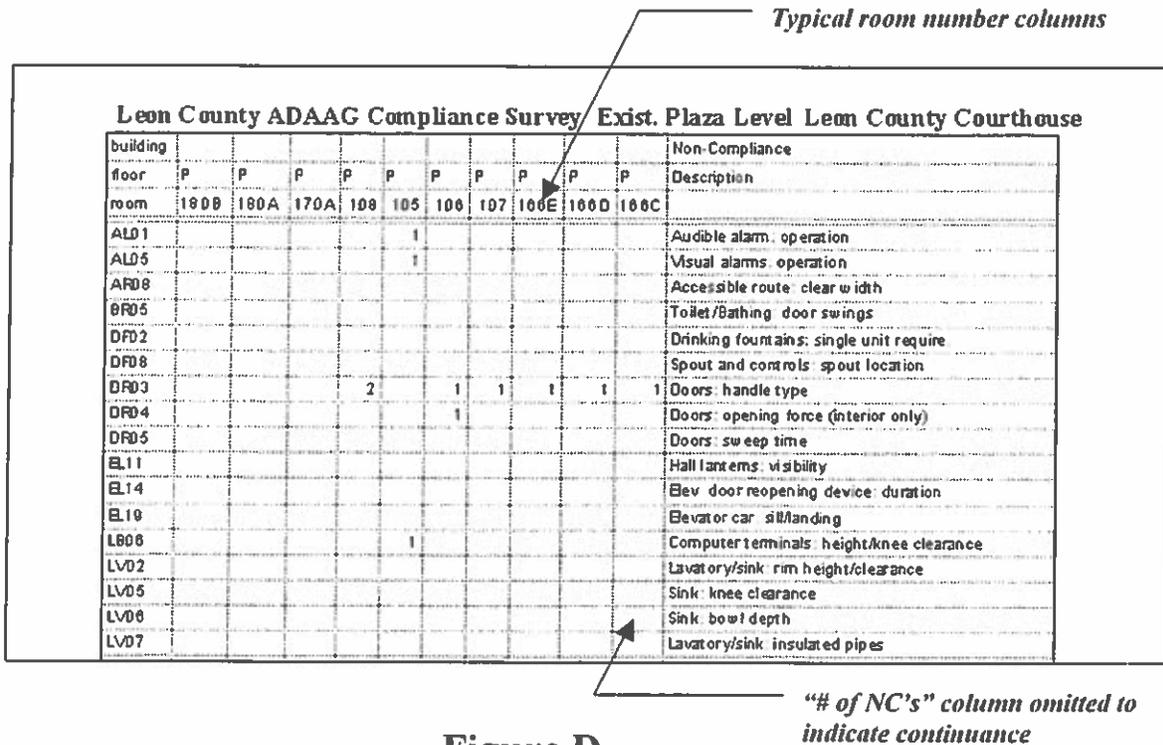
Leon County ADAAG Compliance Survey			Exist. Plaza Level		Leon County Courthouse	
building floor room	# of NC's	Non-Compliance Code	Non-Compliance Description	item cost	Total Individual Non-Compliance	Total Repair Group Cost
AL01	22	AL01	Audible alarm: operation	0	0	0
AL05	22	AL05	Visual alarm: operation	0	0	0
AR06	1	AR06	Accessible route: clear width	0	0	0
BR05	1	BR05	Toilet/Bathing door swings	0	0	0
DF02	1	DF02	Drinking fountains: single use require	0	0	0
DF08	1	DF08	Spout and control: spout location	0	0	0
DR03	87	DR03	Doors: handle type	0	0	0
DR04	1	DR04	Doors: opening force (interior only)	0	0	0
DR05	1	DR05	Doors: sweep time	0	0	0
EL11	2	EL11	Hall lanterns: visibility	0	0	0
EL14	7	EL14	Dev. door reopening device: duration	0	0	0
EL19	3	EL19	Elevator car: sill/standing	0	0	0
LB06	1	LB06	Computer terminals: height/knee clearance	0	0	0
LV02	4	LV02	Lavatory/sink: rim height/clearance	0	0	0
LV05	3	LV05	Sink: knee clearance	0	0	0
LV06	1	LV06	Sink: bowl depth	0	0	0
LV07	8	LV07	Lavatory/sink: installed pipes	0	0	0
LV08	5	LV08	Lavatory/sink control: operation	0	0	0

Figure C

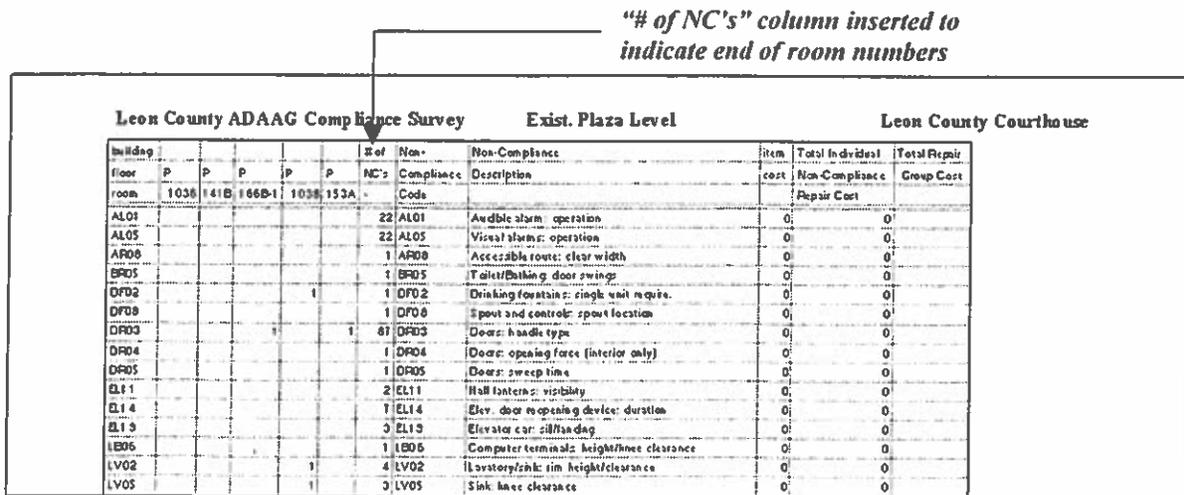
3. For quick reference, the first one or two sheets of each floor level or area subdivision are summaries which indicate the total number of non-compliant items for each horizontal category row without the related room locations. See Figure C.

4. The sheets following the summary include the above information and also indicate the locations of each non-compliant item (NC) by vertical room number columns. See Figure D.

5. Since many of the surveys had extensive numbers of rooms, the vertical room number columns will continue onto subsequent sheets. To indicate such a continuance, the “ # of NC’s #” column has been omitted until the last sheet of each floor plan group. See Figures D & E.



**Figure D**



**Figure E**

6. The cost category columns of each sheet are left incomplete at this phase of the survey. These columns will be utilized during the Transition Plan phase.

# Typical Compliance Survey

building	# of	Non-	Non-Compliance	item	Total Individual	Total Repair
floor	NC's	Compliance	Description	cost	Non-Compliance	Group Cost
room						
svy code						
AL01	29	AL01	Audible alarm: operation	0	0	0
AL05	29	AL05	Visual alarms: operation	0	0	0
DF07	2	DF07	Spout and controls: spout height	0	0	0
DR02	2	DR02	Doors: maneuvering clearances	0	0	0
DR03	65	DR03	Doors: handle type	0	0	0
DT03	2	DT03	Cell bed: clear floor space	0	0	0
EL11	1	EL11	Hall lanterns: visibility	0	0	0
EL14	7	EL14	Elev. door reopening device: duration	0	0	0
EL19	3	EL19	Elevator car: sill/landing	0	0	0
LV02	7	LV02	Lavatory/sink: rim height/clearance	0	0	0
LV05	6	LV05	Sink: knee clearance	0	0	0
LV06	6	LV06	Sink: bowl depth	0	0	0
LV07	10	LV07	Lavatory/sink: insulated pipes	0	0	0
LV08	4	LV08	Lavatory/sink controls: operation	0	0	0
PR01	6	PR01	Protruding objects: wall mounted	0	0	0
PR03	1	PR03	Protruding objects: min. clear route width	0	0	0
RC12	6	RC12	Raised platforms: accessible	0	0	0
SE03	4	SE03	Tables/counters: heights and clearances	0	0	0
SG04	51	SG04	Signage: criteria	0	0	0
SR02	14	SR02	Storage: reach ranges	0	0	0
ST05	4	ST05	Stair handrails: extension past stairs	0	0	0
ST09	16	ST09	Stair handrails: mounting height	0	0	0
TH09	14	TH09	Kitchen: countertop and sink height	0	0	0
TS08	6	TS08	Toilet stall grab bars: size and height	0	0	0
UR01	1	UR01	Urinal rim: elongated	0	0	0
UR02	3	UR02	Urinal rim: height	0	0	0
WC01	5	WC01	Water closet: centerline location	0	0	0
WC03	2	WC03	Water closet seat: height and movement	0	0	0
XX18	20	XX18	Stair handrail: mounted between 30"-34"	0	0	0
XX27	7	XX27	Water closet: less than 17" high	0	0	0
XX28	4	XX28	Water closet grab bars (no stall): none or rear only	0	0	0
XX36	127	XX36	Room signage: none provided	0	0	0
		TOTAL		0	0	0

building																Non-Compliance	
floor	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	Description
room	251	265A	265A	265B	265B	265C	265D	265F	265E	265E.1	252	265G	265G	254C	265H	265H.1	
svy code																	
AL01	2										1						Audible alarm: operation
AL05	2										1						Visual alarms: operation
DF07											1						Spout and controls: spout height
DR02																	Doors: maneuvering clearances
DR03	1	1	1	1	1		1	1	1		1	1	3	1	1	Doors: handle type	
DT03																	Cell bed: clear floor space
EL11																	Hall lanterns: visibility
EL14																	Elev. door reopening device: duration
EL19																	Elevator car: sill/landing
LV02																	Lavatory/sink: rim height/clearance
LV05																	Sink: knee clearance
LV06																	Sink: bowl depth
LV07																	Lavatory/sink: insulated pipes
LV08																	Lavatory/sink controls: operation
PR01																	Protruding objects: wall mounted
PR03																	Protruding objects: min. clear route width
RC12																	Raised platforms: accessible
SE03																	Tables/counters: heights and clearances
SG04			1	1		1	1	1	1			1			1	Signage: criteria	
SR02																	Storage: reach ranges
ST05																	Stair handrails: extension past stairs
ST09																	Stair handrails: mounting height
TH09																	Kitchen: countertop and sink height
TS08																	Toilet stall grab bars: size and height
UR01																	Urinal rim: elongated
UR02																	Urinal rim: height
WC01																	Water closet: centerline location
WC03																	Water closet seat: height and movement
XX18																	Stair handrail: mounted between 30"-34"
XX27																	Water closet: less than 17" high
XX28																	Water closet grab bars (no stall): none or rear only
XX36		1			1					1			1	3		1	Room signage: none provided

## **d. ADA Codes Compliance Category List**

AA01	Wheelchairs: number of spaces required
AA02	Wheelchair locations: clear floor space
AA03	Wheelchair locations: accessible route
AA04	Performer spaces: accessible route
AA05	Wheelchair: floor surfaces
AA06	Wheelchair placement: choice in view/price
AA07	Wheelchair spaces: companion seating
AA08	Accessible aisle seating: number required
AA09	Accessible aisle seating: signage
AA10	Accessible seating: patron notification
AA11	Assistive Listening System: required
AA12	Assistive Listening System: other required
AA13	Assistive Listening System: number required
AA14	Assistive Listening System: viewing
AA15	Assistive Listening System: operation
AL01	Audible alarm: operation
AL02	Audible alarms: with visual alarms
AL03	Visual alarms: toilet and bath rooms
AL04	Visual alarms: common use areas
AL05	Visual alarms: operation
AL06	Visual alarms: vertical placement
AL07	Visual alarms: horizontal spacing
AL08	Visual alarms: spacing in corridors
AL09	Visual alarms: living unit/activation
AL10	Visual alarms: living/visibility
AR01	Accessible route to bldg: parking
AR02	Accessible route to bldg: public streets
AR03	Accessible route to bldg: transit stops
AR04	Accessible route to bldg: passenger zone
AR05	Accessible route to bldg: other buildings
AR06	Accessible route: throughout building
AR07	Accessible route: dwelling unit
AR08	Accessible route: clear width
AR09	Accessible route: "U" turns
AR10	Accessible route: passing space
AR11	Accessible route: running slope
AR12	Accessible route: cross slope

AR13	Accessible route: egress/rescue assistance
AR14	Area of rescue assist. location/construct.
AR15	Area of rescue assist. clear space
AR16	Area of rescue assist. stairway width
AR17	Area of rescue assist. communication sys.
AR18	Area of rescue assist. signage
AR19	Not Used
AT01	ATM: operation/compliance by vendor
AT02	ATM: accessible route
AT03	ATM: clear floor space
AT04	Not Used
BM01	Sales counters: accessible route
BM02	Sales counters: with cash registers
BM03	Sales counters: without cash registers
BM04	Access. check-out aisle: I.S.A.
BM05	Access. check-out aisle: number required (<5000)
BM06	Access. check-out aisle: number required (>5000)
BM07	Access. check-out aisle: clear width
BR01	Toilet rooms: accessible
BR02	Unisex toilet rooms: required equipment
BR03	Toilet/Bathing: accessible route
BR04	Toilet/Bathing: I.S.A.
BR05	Toilet/Bathing: door swings
BR06	Toilet/Bathing: clear floor space
BR07	Toilet stalls: "standard" accessible
BR08	Toilet stalls: "alternate" accessible
BR09	Urinals: "apparent" accessible
BR10	Lavatories/Sinks: "apparent" accessible
BR11	Controls, dispensers, etc.: accessible
BR12	Shower or tub: "apparent" accessible
BR13	Medicine cabinet: mounting height
BT01	Bathtubs: clear floor space
BT02	Bathtubs: accessible seating
BT03	Bathtub grab bars: seat-in tub

BT04	Bathtub grab bars: built-in seat
BT05	Bathtub controls: location
BT06	Bathtub controls: operation
BT07	Bathtub controls: shower spray
BT08	Bathtub enclosures: obstructions/transfer
CR01	Curb ramp: accessible route requirement
CR02	Curb ramp: running slope
CR03	Curb ramp: transitions
CR04	Curb ramp: adjoining surface slopes
CR05	Curb ramp: minimum width
CR06	Curb ramp: surface stability
CR07	Curb ramp: pedestrian protection
CR08	Curb ramp: return protection
CR09	Curb ramp: protrusion into traffic
CR10	(Sspnded) Curb ramp: detectable
CR11	(Sspnded) Curb ramp: detectable warnings criteria
CR12	Curb ramp: obstruction by parked vehicles
CR13	Curb ramp: within marked crossings
CR14	Diagonal curb ramp: design
CR15	Diagonal curb ramp: clear space
CR16	Diagonal curb ramp w/flared sides: design
CR17	Raised traffic islands: accessible route
CR18	Curb ramp: slope of flared sides
CT01	Electrical outlets: reach range/operation
CT02	Electrical outlets: clear floor space
CT03	Light switches: reach range/operation
CT04	Light switches: clear floor space
CT05	Thermostats: reach range/operation
CT06	Thermostats: clear floor space
CT07	Life safety devices: reach range/operation
CT08	Life safety devices: clear floor space

CT09	Other controls: reach range/operation
CT10	Other controls: clear floor space
DC01	D.C.A.: exterior door opening force
DC02	D.C.A.: parking garages: vertical clearance
DC03	D.C.A.: Not Used
DF01	Drinking fountains: multiple unit require.
DF02	Drinking fountains: single unit require.
DF03	Drinking fountains: In alcoves
DF04	Drinking fountains: clear floor space
DF05	Drinking fountains: knee clearance
DF06	Drinking fountains: toe clearance
DF07	Spout and controls: spout height
DF08	Spout and controls: spout location
DF09	Spout and controls: control location
DF10	Spout and controls: operation
DL01	Dressing rooms: number required
DL02	Dressing rooms: maneuvering space
DL03	Dressing room benches: size
DL04	Dressing room benches: clear floor space
DL05	Dressing room benches: structurally
DL06	Dressing room benches: surface
DL07	Dressing room benches: water accumulation
DL08	Dressing room mirrors: size and height
DL09	Dressing room mirrors: location
DR01	Revolving door/turnstile: accessible entry
DR02	Doors: maneuvering clearances
DR03	Doors: handle type
DR04	Doors: opening force (interior only)
DR05	Doors: sweep time
DR06	Doors: thresholds
DR07	Doors: clear width

DR08	Doors: clear height
DR09	Doors in series: clear space between
DR10	Openings (no door): clear width/height
DR11	Automatic doors: operation
DT01	Accessible cells: number required
DT02	Cell fixed bench: criteria
DT03	Cell bed: clear floor space
DT04	Secured entry: accessibility
DT05	Security device: accessible route
DT06	Visiting cubicles: number required
DT07	Visiting cubicles: I.S.A. signage
DT08	Visiting cubicles: voice communication
DT09	Visiting counter: criteria
DT10	Telephone: volume control
DT11	Not Used
DT12	Not Used
DT13	Not Used
DT14	Not Used
DT15	Not Used
DW01	(Sspnded) Detectable warnings: pedestrian conflicts
DW02	(Sspnded) Detectable warnings: reflecting pools
DW03	Detectable warnings: dome criteria
EL01	Elevators: number required
EL02	Passenger elevators: each is accessible
EL03	Freight elevators: as public elevator
EL04	Elevators: operation
EL05	Hall call buttons: size and location
EL06	Hall call buttons: protruding objects
EL07	Hall lanterns: each elevator
EL08	Audible signal: "up" and "down"
EL09	Hall lanterns: location
EL10	Hall lanterns: size
EL11	Hall lanterns: visibility
EL12	Floor designation: elevator door jambs
EL13	Elev. doors: automatic w/reopening device
EL14	Elev. door reopening device: duration
EL15	Elevator doors closure: landing zone
EL16	Elevator doors closure: inactivity
EL17	Elevator door timing: notification time
EL18	Elevator door timing: full open
EL19	Elevator car: sill/landing
EL20	Elevator car: clear door opening

EL21	Elevator car clearance: clear floor space
EL22	Elevator car: floor surface
EL23	Elevator car: illumination
EL24	Elev. car controls: button type and size
EL25	Car control indicator: style and size
EL26	Car control indicator: location/operation
EL27	Car control panel: button height
EL28	Car control panel: emergency controls
EL29	Car control panel: location in car
EL30	Car position indicator: operation
EL31	Car emergency communications: operation
EL32	Car emergency communications: location
EL33	Car emergency communications: identification
EN01	Accessible entrances: number required
EN02	Accessible entrances: ground floor
EN03	Access. entrances: equal number of exits
EN04	Accessible entrances: public
EN05	Accessible entrances: from parking garage
EN06	Accessible entrances: from elevated walk
EN07	Accessible entrances: service entrance
FS01	Floor/ground surface: stability
FS02	Floor/ground surface: vertical change:
FS03	Floor/ground surface: vertical change: no bevel
FS04	Floor/ground surface: carpet and tile
FS05	Floor/ground surface: gratings
GN01	Building accessibility: major barrier
GN02	Space accessibility: major barrier
GN03	Building spaces: inaccessible
HR01	Handrails: size
HR02	Handrails: clear space to wall
HR03	Handrails: structurally stable
HR04	Handrails: abrasive surfaces
LB01	Fixed tables: seating locations required
LB02	Fixed tables: height/knee clearance
LB03	Fixed tables: clear floor space
LB04	Card catalogs: clear aisle width
LB05	Card catalogs: reach ranges
LB06	Computer terminals: height/knee
LB07	Magazine displays: clear aisle width
LB08	Magazine displays: reach ranges
LB09	Book stacks: clear aisle width
LB10	Book stacks: clear width at end of stack
LB11	Check-out: counter length/height
LB12	Electronic security gate: passage criteria
LV01	Lavatory/sink: clear floor space

LV02	Lavatory/sink: rim height/clearance
LV03	Lavatory: knee clearance
LV04	Lavatory: toe clearance
LV05	Sink: knee clearance
LV06	Sink: bowl depth
LV07	Lavatory/sink: Insulated pipes
LV08	Lavatory/sink controls: operation
LV09	Mirror: mounting height
PK01	Car parking: spaces required
PK02	Van parking: spaces required
PK03	Outpatient parking: spaces required
PK04	Mobility impair. parking: spaces required
PK05	Parking spaces dispersed: single building
PK06	Parking spaces dispersed: multiple buildings
PK07	Parking spaces dispersed: mult. entries/bldgs
PK08	Car parking spaces: width/aisle
PK09	Van parking spaces: width/aisle
PK10	Accessible route: parking lot access
PK11	Accessible route: car overhang
PK12	Parking spaces: slope requirements
PK13	Van parking spaces: vertical clearance
PK14	Car parking signage: I.S.A.
PK15	Van parking signage: I.S.A./van
PK16	Passenger loading: I.S.A.
PK17	Passenger loading: size
PK18	Passenger loading: slope requirements
PK19	Passenger loading: vertical clearance
PK20	Not Used
PL01	Platform lift approach: clear floor area
PL02	Platform lifts: changes in level
PL03	Platform lift controls: reach ranges
PR01	Protruding objects: wall mounted
PR02	Protruding objects: freestanding

PR03	Protruding objects: min. clear route width
PR04	Protruding objects: overhead clearance
PR05	Protruding objects: cane detection
RC01	Shelves/dispensing device: clear space
RC02	Shelves/dispensing device: reach ranges
RC03	Food service line: clear width
RC04	Food service line: tray slide height
RC05	Shelves/dispensing device: number
RC06	Fixed seating: number required
RC07	Fixed seating: counter height/length
RC08	Access aisles: minimum widths
RC09	Dining areas: accessible
RC10	Mezzanines: req'd access based on percent
RC11	Mezzanines: req'd access based on service
RC12	Raised platforms: accessible
RC13	Raised platforms: edge protection
RC14	Vending machines: accessible route
RC15	Vending machines: clear floor space
RC16	Not Used
RP01	Ramps: maximum running slopes
RP02	Ramps: maximum cross slope
RP03	Ramps: minimum clear width
RP04	Ramp landings: maximum run
RP05	Ramp landings: size
RP06	Ramp landings: change in direction
RP07	Ramp handrails: when required
RP08	Ramp handrails: switchbacks
RP09	Ramp handrails: extensions past ramp
RP10	Ramp handrails: size
RP11	Ramp handrails: clear space to wall
RP12	Ramp handrails: gripping surface
RP13	Ramp handrails: mounting height
RP14	Ramp handrails: rounded end or returns

RP15	Ramp handrails: rotation
RP16	Ramp handrails: structural stability
RP17	Ramp handrails: abrasive surfaces
RP18	Ramp edge protection: criteria
RP19	Ramp floor surface: stability
RP20	Ramp floor surface: water accumulation
RP21	Handrail adjacent surfaces: abrasive
RP22	Not Used
SA01	Single wheelchair passage: minimum
SA02	Two wheelchair passage: minimum width
SA03	Wheelchair maneuvering: min. clear space
SA04	Wheelchair: clear floor space
SA05	Reach ranges: forward or side
SA06	Not Used
SE01	Fixed seating: number required
SE02	Wheelchairs: clear floor space at tables
SE03	Tables/counters: heights and clearances
SE04	Route to accessible seating: minimum width
SG01	Entry signage: I.S.A. requirement
SG02	Entry signage: inaccessible entrances
SG03	Inaccessible entry signage: criteria
SG04	Signage: criteria
SG05	Signage: location
SG06	Pictograms: size requirements
SG07	Pictograms: verbal description criteria
SG08	Suspended/projected signs: criteria
SG09	Non-EXIT sign characters: criteria
SG10	EXIT sign characters: criteria
SG11	Signage: Assistive Listening Systems
SG12	Signage: exit doors
SR01	Storage: clear floor space
SR02	Storage: reach ranges
SR03	Storage closets: criteria

SR04	Storage hardware: operation
SR05	Storage accessibility: number required
SS01	Shower stall: transfer/roll-in criteria
SS02	Shower stall seats: type/location
SS03	Shower stall seats: mounting criteria
SS04	Shower stall grab bars: location
SS05	Shower stall controls: location
SS06	Shower stall controls: operation
SS07	Shower stall controls: spray unit criteria
SS08	Shower stall enclosure: curbs
SS09	Shower stall enclosure: transfer to seat
ST01	Stair riser/tread: criteria
ST02	Stair nosing: criteria
ST03	Inside stair handrails: provided/continuity
ST04	Outside handrails: provided
ST05	Stair handrails: extension past stairs
ST06	Stair handrails: size
ST07	Stair handrails: clear space to wall
ST08	Stair handrails: continuity
ST09	Stair handrails: mounting height
ST10	Stair handrails: rounded ends or returns
ST11	Stair handrails: rotation
ST12	Stair handrails: structural stability
ST13	Stair handrails: abrasive surfaces
ST14	Stair handrail adjacent surfaces: abrasive
SW01	Swimming pool: accessible entry
TF01	Bus stop pad: accessible route
TF02	Bus stop pad: slope and surface criteria
TF03	Bus stop pad: size
TF04	Bus shelters: clear floor space/route
TF05	Bus stop signs: lettering
TF06	Bus stop signs: clearances and projections
TF07	Bus/Airport circulation: travel distance
TF08	Bus/Airport circulation: access route

TF09	Bus/Airport circulation: signage
TF10	Bus/Airport ticketing: ticketing area
TF11	Bus/Airport ticketing: counters
TF12	Bus/Airport baggage: access, route
TF13	Bus/Airport baggage: clear floor space
TF14	Bus/Airport gates: access, gates
TF15	Bus/Airport gates: vertical surfaces
TF16	Bus/Airport text telephones: number
TF17	Bus/Airport telephones: location
TF18	Bus/Airport public address: equivalent
TF19	Bus/Airport clocks: criteria
TF20	Bus Term. entrances: parking/loading
TF21	Bus Term. entrances: diff. routes
TF22	Bus Term. entry sign: criteria
TF23	Bus Term. entry sign: unif. location
TF24	Bus Term. connection: other facilities
TF25	Bus Term. platform signs: criteria
TF26	Bus Term. platform signs: visibility
TF27	Bus Term. platform signs: visibility
TF28	Bus Term. route signs: criteria
TF29	Bus Term. route signs: criteria
TF30	Bus Term. route signs: location
TF31	Bus Term. fare mach.: access, route
TF32	Bus Term. fare mach.: criteria
TF33	Bus Term. fare mach.: entry/exlt
TF34	Bus Term. fare mach.: clear width
TF35	Bus Term. det. warn: platform edges
TF36	Bus Term. det. warn: width
TF37	Bus Term. det. warn: criteria
TF38	Bus Term. det warn: adjoin. surface
TF39	Bus Term. platform: height
TF40	Bus Term. boarding: location
TF41	Bus Term. lighting: for signage
TF42	Bus Term. lighting: glare
TF43	Bus Term. lighting: uniformity
TH01	Accessible unit: accessible route
TH02	Accessible unit: number required
TH03	Hearing Impaired units: number required
TH04	Access. sleeping room: maneuvering

TH05	Accessible areas: route linkage
TH06	Accessible elements: route linkage
TH07	Hearing impaired sleep. room:
TH08	Kitchen: clear floor space
TH09	Kitchen: countertop and sink height
TH10	Kitchen: storage required
TH11	Kitchen controls: reach ranges
TH12	Kitchen controls: operation
TH13	Bedroom controls: reach ranges
TH14	Bedroom storage: reach ranges
TH15	Bedroom non-access. closets: reach ranges
TH16	Living/Dining controls: reach range
TL01	Public telephone: compliance by vendor
TL02	Public telephone: accessible route
TL03	Public telephone: clear floor space
TL04	Public telephone: alcoves
TL05	Text telephone: directional signage
TS01	Toilet stalls: approach
TS02	Toilet stalls: accessible route
TS03	Toilet stalls: "standard" stall
TS04	Toilet stalls: "alternate" stall
TS05	"Standard" toilet stalls: toe clearance
TS06	Toilet stall doors: dimensions and force
TS07	Toilet stall doors: hardware
TS08	Toilet stall grab bars: size and height
TS09	"Standard" stall grab bars: length
TS10	"Alternate" stall grab bars: length
UR01	Urinal rim: elongated
UR02	Urinal rim: height
UR03	Urinal: clear floor space
UR04	Urinal partitions: clear width
UR05	Urinal flush controls: operation
WC01	Water closet: centerline location
WC02	Water closet: clear floor space
WC03	Water closet seat: height and movement
WC04	Water closet flush controls: location
WC05	Water closet flush controls: operation
WC06	Paper dispensers: location/operation

WC07	Water closet grab bars/no stall, diameter
WC08	Water closet grab bars/no stall, location
XX01	Building: connected to "campus" network
XX02	Accessible route: major barriers
XX03	Clear width: less than 32"
XX04	Running slope: steeper than 1:10
XX05	Accessible route: stairs/curbs w/no ramp
XX06	Upper level: no area of rescue assistance
XX07	Protruding object: Integral with wall
XX08	Protruding object: vegetation
XX09	Change in level: more than 3/4" (no bevel)
XX10	Accessible car parking: none provided
XX11	Accessible van parking: none provided
XX12	Curb ramp: width less than 32"
XX13	Detectable warning: alternate provided
XX14	Ramp: width less than 32"
XX15	Ramp: inadequate ramp landings
XX16	Ramp handrail: mounted between 30°-
XX17	Stair: has open risers
XX18	Stair handrail: mounted between 30°-34°
XX19	Elevator: access by service corridor only
XX20	Elevator: keyed call buttons only
XX21	Elevator: no hall lanterns provided: Not
XX22	Elevator: no floor designation provided: Not Used
XX23	Door threshold: 3/4" or greater (no bevel)
XX24	Accessible entrance: none provided
XX25	Entry at grade: at least one provided
XX26	Fountain controls: side mounted only: Not Used
XX27	Water closet: less than 17" high
XX28	Water closet grab bars (no stall): none or rear only
XX29	Toilet stall: "apparent" or "alternate" provided
XX30	Toilet stall: width less than 32"
XX31	Toilet stalls: two "apparent" provided
XX32	Toilet stall grab bars: none or rear only
XX33	Tub grab bars: none or one wall only
XX34	Shower grab bars: none or one wall only
XX35	Alarm system: none provided in building
XX36	Room signage: none provided
XX37	Wheelchair spaces: none provided

XX38	Fixed bench: none provided: Not Used
XX39	Food service line: width less than 32"
XX40	Fixed tables or counters: none provided
XX41	Employee storage/work area only
XX42	Sidewalk (or other) edge: Drop-off is 2' or more
XX43	Conflict: accessible route/vehicles
XX44	Accessible sleeping unit: none provided
XX45	Ramp/stair handrail: none provided
XX46	Conflict: furniture/wheelchair
XX47	Washer and/or dryer: none accessible
XX48	Not used
XX49	Not used
XX50	Not used



## 2. The Transition Plan

### a. Development of the Transition Plan:

A Transition Plan to implement recommended physical modifications, provides for the following steps as guided by section 35.150(d) of the ADA, which states that the Transition Plan shall:

***1. set forth the necessary steps to complete such changes***

These steps are summarized by Section 2e, Cost Projections.

***2. provide an opportunity to interested persons, including individuals with disabilities, to participate in the development of the transition plan by submitting comments.***

During the Preliminary Transition Plan Report Review Meetings, as outlined below, meetings were held to involve the participation of interested parties. This participation is documented in section 2d, Findings and Recommendations.

***3. be made available for public inspection.***

A copy of the Transition Plan for each County Facility is maintained by the Leon County Department of Management Services, Division of Facilities Management located at 1907-A South Monroe Street, Tallahassee, Florida 32301. Telephone (850) 488-1948. Copies are available for review upon request.

***4. and at a minimum:***

***(i) Identify physical obstacles in the public entities facilities that limit the accessibility of its programs or activities to individuals with disabilities;***

The Section 1. Department Physical Facilities Survey contains the Compliance Surveys, which summarize the ADA non-compliance items documented during the Self-Evaluation process. Although the requirements of the Transition Plan are intended primarily for public entities, the physical facilities surveys included in this report are comprehensive in that most areas, which are utilized by County employees, were also surveyed. This provides a database of ADA information for County facilities to refer to when addressing employee-related compliance issues. Section 2.c contains the Graphic Plans, which were used as a field guide for compiling the Compliance Surveys. Each of the Graphic Plan is annotated with hatching to indicate areas which are utilized for Programs, Services & Activities (PSA's) offered to the public.

***(ii) Describe and detail the methods that will be used to make the facilities accessible;***

Section 2.d, Findings and Recommendations, outlines the general methods for achieving accessibility.

***(iii) Specify the schedule for taking steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period; and***  
Section 2.e, Transition Plan Cost Projections, outlines the anticipated schedule for correcting the identified and prioritized barriers to accessibility.

***(iv) Indicate the official responsible for implementation of the plan.***

The Leon County Director of Facilities Management and Construction or his designee shall be the responsible official for the implementation of this plan.

In order to incorporate the involvement of departmental staff and people with disabilities and to analyze survey information encompassing County owned facilities, the process of developing the Transition Plan was structured in the following four sub-phases:

### **I. Project Planning**

This phase initially involved preplanning coordination by the Department of Management Services and Welch & Ward, Architects, Inc., to set initial agendas, formats and budgets. The participants in this sub-phase were:

Tom Brantley

Leon County Director of Facilities Management  
and Construction

Andrew Welch

Welch & Ward, Architects, Inc., President

Maria Caspary

Welch & Ward, Architects, Inc., Project Manager

Because of budgetary limitations it was acknowledged that all documented physical non-compliance items could not be corrected within the first fiscal year. Consequently, there was a second part of this phase involving meetings with departmental staff to review recommended strategies and priorities for achieving initial compliance within the available budgets. The Programs, Services and Activities (PSA's) that are offered to the public were reviewed and rated on their public interaction as High, Moderate and Low Priority.

During these departmental meetings general agreements were reached regarding the prioritization of common-use areas such as conference rooms and break areas for achieving accessibility compliance. The basis for this approach is the allowance within the ADA for Title II government entities to achieve compliance by alternative methods such as relocation of a program to an accessible location. Furthermore Title II entities are also allowed to "make reasonable accommodations for employees with disabilities upon their request" in lieu of absolute compliance within employee areas.

A Preliminary Transition Plan Report was subsequently produced and distributed to departmental staff for review and comment.

### **II. Preliminary Transition Plan Report Review Meetings**

The ADA states that one principle for compliance involves the participation of people with disabilities. Consequently the second phase of this process involved the identification of Citizen ADA Team representatives and their subsequent review of the Preliminary Transition Plan Report.

### **III. Develop Draft Final Transition Plan Report**

After the reviews of the Preliminary Transition Plan Report by department staff and the Citizen Review Team, subsequent comments and refinements were incorporated to produce the Draft Final Transition Plan Report. These comments are included in Section 3d, Findings & Recommendations, of this report.

### **IV. Final Transition Plan Report**

Upon acceptance of the Draft Final Transition Plan Report, the Final Transition Plan Report was distributed by Leon County Facilities Management, Division of Facilities Management to their respective ADA Department Representatives as a document available for public inspection.

## **b. Programs, Services & Activities List**

As previously stated:

*The Title II section of the ADA specifically prohibits public entities from discriminating against or excluding people from programs, services or activities on the basis of disability.*

This requirement is the primary basis for the compliance of public entities with the ADA. With regard to existing facilities, while Section 31.150(1) of the ADA requires that all programs, service or activities be accessible, it does not necessarily require a public entity to make each of its existing facilities accessible especially when to do so would cause undue financial or administrative burdens. However, section 1630.9 of the ADA requires that public entity employers provide *reasonable accommodation* for disabled employees only when a request is made.

Consequently, the method that this Transition Plan implements is to identify all areas where PSA's are offered and prioritize them for compliance within available budgets. Typically these prioritized areas are where the public is allowed physical access and therefore excludes government employee-only areas where *reasonable accommodation* may be provided on an as needed basis. Efforts were made to identify current disabled employees at the Leon County Library and the Leon County Courthouse. As a result only one such employee was found at the Library and none at the Courthouse. The Library employee was then interviewed and his accessibility requirements were incorporated into the survey.

The Programs, Services & Activities List (PSA's) included on the following page summarizes those County programs that are offered to public entities and are therefore required to be compliant with the ADA. The lists were initially obtained from each County department and then reviewed personally with department representatives to ascertain their current status and location. Subjective rankings of HIGH, MODERATE, and LOW with respect to public interaction were also assigned to each PSA to provide a prioritization process if budget constraints have to be implemented. Each identified PSA on the list is related to its actual location by building and floor level.

These meetings also became opportunities to review the department representative's understanding of the ADA and how accessibility compliance can be achieved. This list then became the basis for identifying related areas and spaces to receive prioritization for ADA compliance.

For the Leon County Courthouse the following were in attendance at each departmental review meeting:

**Meeting time:** September 20, 2001  
**Place:** Leon County Courthouse, Plaza Level

**In attendance:**  
Ms. Cappie Evans                      **Leon County Clerk of the Courts**  
Mr. Andrew Welch                      Welch & Ward, Architects, Inc.  
Ms. Maria B. Caspary                      Welch & Ward, Architects, Inc.

**Meeting time:** September 24, 2001  
**Place:** Leon County Courthouse, Third Floor

**In attendance:**  
Mr. Bill Wills                              **Leon County Courts Administrator**  
Mr. Andrew Welch                      Welch & Ward, Architects, Inc.  
Ms. Maria B. Caspary                      Welch & Ward, Architects, Inc.

**Meeting time:** September 25, 2001  
**Place:** Leon County Courthouse, Fourth Floor

**In attendance:**  
Mr. Jim Cook                              **Leon County State Attorney**  
Mr. Andrew Welch                      Welch & Ward, Architects, Inc.  
Ms. Maria B. Caspary                      Welch & Ward, Architects, Inc.

**Meeting time:** September 25, 2001  
**Place:** Leon County Courthouse, Third Floor

**In attendance:**  
Mr. Steve Norville                      **Leon County Bailiff's Office**  
Mr. Andrew Welch                      Welch & Ward, Architects, Inc.  
Ms. Maria B. Caspary                      Welch & Ward, Architects, Inc.

**Meeting time:** September 27, 2001  
**Place:** Leon County Courthouse, Third Floor

**In attendance:**  
Ms. Kim Dressel                              **Leon County Management Services for the Board**  
Mr. David Colombo                      **Leon County Management Services for the Board**  
Mr. Andrew Welch                      Welch & Ward, Architects, Inc.  
Ms. Maria B. Caspary                      Welch & Ward, Architects, Inc.

**Meeting time:** October 1, 2001  
**Place:** Leon County Courthouse, P3 Level

**In attendance:**  
Ms. Michelle Weathersby                    **Leon County Property Appraisers**  
Mr. Andrew Welch                         Welch & Ward, Architects, Inc.  
Ms. Maria B. Caspary                     Welch & Ward, Architects, Inc.

**Meeting time:** October 2, 2001  
**Place:** Leon County Courthouse, Third Floor

**In attendance:**  
Ms. Janet Olin                                **Leon County Supervisor's of Elections**  
Mr. Andrew Welch                         Welch & Ward, Architects, Inc.  
Ms. Maria B. Caspary                     Welch & Ward, Architects, Inc.

**Meeting time:** October 9, 2001  
**Place:** Leon County Courthouse, Plaza Level

**In attendance:**  
Mr. Rick Eggers                              **Leon County Tax Collector**  
Mr. Andrew Welch                         Welch & Ward, Architects, Inc.  
Ms. Maria B. Caspary                     Welch & Ward, Architects, Inc.

**Meeting time:** October 10, 2001  
**Place:** Leon County Courthouse, Fourth Floor

**In attendance:**  
Ms. Alona McNeill                         **Leon County Public Defender**  
Mr. Andrew Welch                         Welch & Ward, Architects, Inc.  
Ms. Maria B. Caspary                     Welch & Ward, Architects, Inc.

# **Typical Program, Services & Activities List**

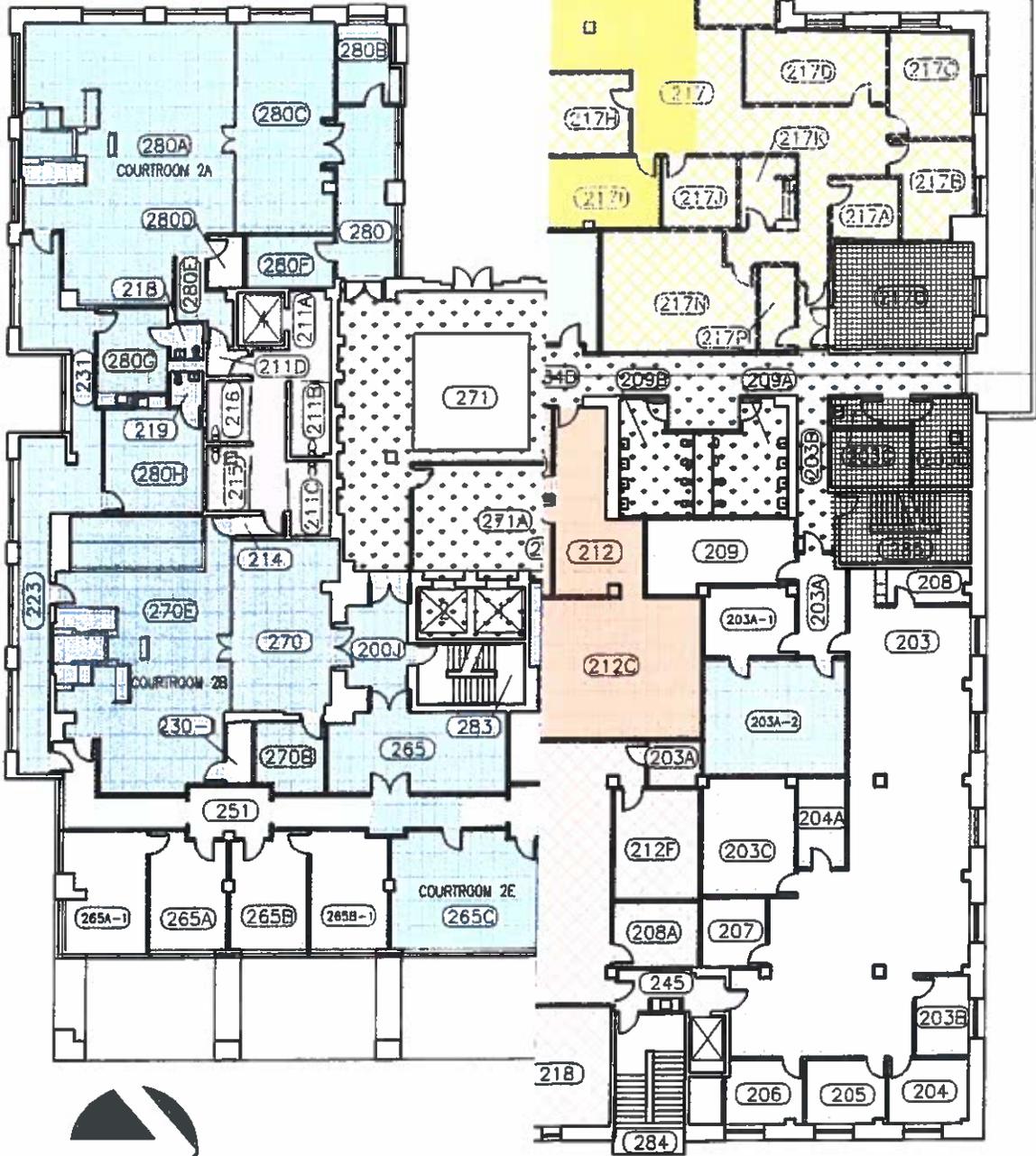
**DEPARTMENT PROGRAMS, SERVICES & ACTIVITIES LIST**

DEPARTMENT/DIVISION	Room No.	LOCATION	PROGRAM, SERVICE OR ACTIVITY	BUILDING	PRIORITY
Clerk of Courts	Administration 129 129B, C 129D	Plaza Level	Reception	Courthouse	HIGH
		Plaza Level	Meetings with citizens	Courthouse	HIGH
		Plaza Level	Meetings with citizens	Courthouse	HIGH
Human Resources	247 248 249 250	Second Floor	Employee application and selection process	Courthouse	HIGH
		Second Floor	Employee benefit management	Courthouse	HIGH
		Second Floor	Meeting with vendors, retirees, customer services	Courthouse	HIGH
		Second Floor	Meeting with vendors, retirees, customer services	Courthouse	HIGH
Circuit Civil	240B 240C	Second Floor	File suits @ window counter	Courthouse	HIGH
		Second Floor	File suits	Courthouse	HIGH
Family Law	153D	Plaza Level	Customer Service, name change, guardianship, appeals	Courthouse	HIGH
Jury	166 & 166D	Plaza level	Jury Administration, meetings with jurists	Courthouse	HIGH
Juvenile	166B-1	Plaza level	Delinquency cases filed	Courthouse	HIGH
Probate/Appeals	244A	Second Floor	Probate and appeals cases filed	Courthouse	HIGH
Felony	312	Third Floor	Felony Case filing & processing	Courthouse	HIGH
Misdemeanor	141	Plaza level	Misdemeanor Case filing & processing Fines & fees payment	Courthouse	HIGH
Court Services	212 212A 212B 212C 222	Second Floor	Payment program	Courthouse	HIGH
		Second Floor	meetings	Courthouse	HIGH
		Second Floor	Conference room	Courthouse	HIGH
		Second Floor	Court Services	Courthouse	HIGH
		Second Floor	Customer Service	Courthouse	MODERATE
Official Records	123 123A	Plaza level	Recording public records	Courthouse	HIGH
		Plaza level	Indexing Public Records	Courthouse	HIGH
Marriage/Passports	124 124A	Plaza level	Issue marriage licenses	Courthouse	HIGH
		Plaza level	Perform marriage ceremonies in chapel	Courthouse	HIGH
Purchasing	127	Plaza level	Procurements, customer service	Courthouse	HIGH
Information System Support	123B	Plaza level	Meetings with vendors	Courthouse	LOW
Director or Records and Services Director of Courts	128 1035 130	Plaza level	meetings with consultants	Courthouse	MODERATE
		Plaza level	meetings with consultants	Courthouse	MODERATE
		Plaza level	Conference room	Courthouse	HIGH

## **c. Typical Graphic Plan**

# LEGEND

-  GENERAL BUILDING CIRCULATION AND RESTROOMS
-  HIGH PRIORITY
-  MODERATE PRIORITY
-  LOW PRIORITY
-  NO PSA
-  MECH/ELECT



CAD File Name:  
 \\9911.04\COURTHOUSEDWGS\04-PSA.DWG  
 VWA Project No.:  
 9911.04

## **d. Typical Findings and Recommendations**

## **d. Findings and Recommendations**

### **1. General considerations:**

#### **a. Initial Prioritization**

As stated in section 2b. Programs, Services & Activities List, the prioritized areas were initially identified as those areas supporting PSA's offered to the public. Colored areas on the Graphic Plans included in section 2c. of this report designate these prioritized areas. The solid colored areas on these plans reflect the PSA prioritization of HIGH, MODERATE or LOW. Typically these prioritized areas consisted of the following:

- exterior routes on the designated accessible route originating at the existing or assumed accessible parking space and terminating at the entrance to the building
- common-use interior areas such as corridors on the designated accessible route originating at the entrance to the building and proceeding to the related prioritized areas
- common-use areas such as conference rooms and break rooms in lieu of specific employee office rooms
- common-use support areas such as restrooms
- courtrooms and customer service offices
- offices where private meetings with the public occur.

#### **c. Citizen Participation**

As part of the process for developing the Transition Plan, two review meetings were held with departmental representatives and interested citizens on January 17, 2001 and January 31, 2002 at the Leon County Public Library, Program Room B. During the meeting the Draft Report was distributed to 15 citizen representatives of the Leon County disabled community. This report included the Programs, Services & Activities list in summary form and the Findings and Recommendations section for each courthouse department. During this meeting the Draft report was explained and the citizen representatives subsequently discussed the present access difficulties regarding the use of the courthouse facility.

The citizen representatives attending the meetings consist of the following:

Mr. Tom Nicholson  
Ms. Carla Von Fossen  
Mr. J.R. Harding  
Mr. Gordon Palmer  
Mr. Mark Ravenscraft  
Mr. Janet Rickey  
Mr. Phil Yon  
Mr. Paul Martel  
Mr. Tom Schmokel

The primary result of these meetings was a general agreement with the concept and approach as outlined in the Draft Report. The prioritization approach outlined in the section above was discussed in detail and met with general approval. The following section includes all the comments and modifications suggested by the citizen's review group.

## **2. Considerations specific to the Courthouse:**

The Leon County Courthouse was completed in 1990 as an addition and major renovation to the existing courthouse facility. The construction was completed prior to the implementation of the Americans with Disabilities Act in October 1993.

### **NOTES:**

- 1. Parking Levels 0, 1, 2 and 4 have been omitted from this report because they are no longer available to the public and therefore offer no PSA 's.*
- 2. The US Congressman's office located on the Plaza Level Graphic Plan is shown for reference only. This is leased space and is excluded from this survey.*

## **Summary of Areas of Concern, designated by Non-Compliant item codes by floor:**

### **01. Exterior Routes**

#### **Considerations found during the survey:**

- Parking space size and striping
- Accessibility from parking space to door
- Curb ramp accessibility
- Ramp handrails
- Accessible route non compliant slope

#### **Remarks:**

Since the building was limited by the incorporation of the existing courthouse's original structure, structural ceiling and fire sprinkler clearances in the garage area have been too low for most automobile vans. This has posed the most significant problem in providing accessible parking spaces for the public within the parking garage levels. To alleviate this problem, the County engaged an engineering consultant to study the on-site and off-site accessible parking solutions. Their recommendation to provide accessible curb-side parking spaces at the eastern boundary of the courthouse has been incorporated into this report.

The recent events of September 11, 2001, have also had an effect on access to the courthouse. Because of recently implemented security measures, the courthouse now has only two public entrances: at the northwest entry facing South Monroe Street and at the northeast entry facing Calhoun Street. All members of the public accessing the courthouse must pass through these entrances to undergo security screening. In addition, accessible public parking spaces within the garage have been limited to Parking Level 3, however building access is by an exterior route along the east sidewalk to the northeast public entrance.

#### **Considerations requested by the citizen's review group:**

- Additional signage on site to indicate parking location.
- Pressing need of accessible parking.
- Current number of accessible parking is inadequate
- Issue of parking needs to be studied further and possibly provide a range of services for example: some parking on site, some parking on Monroe Street or Pensacola Street, some parking in a close-by garage and then shuttle service to the courthouse.
- Designation of a drop-off area.
- Building accessibility through Calhoun Street is inadequate. Street slopes are excessive.

## **0.2 Parking Level 3**

### **Considerations found during the survey:**

- Room Identification signs
- Door handles and operation
- Clearance at doors
- Elevator Controls
- Difference in elevation without a proper ramp
- Accessible route not leveled surface
- Protruding object
- Lavatory height
- Water closet accessibility

### **Considerations requested by the citizen's review group:**

- Provide fair accommodations for disabled inmates
- Provide seating in front of customer service counters where there is a tendency for long waits.

## **03. Plaza Level**

### **Considerations found during the survey:**

- Accessible width on general route
- Restroom door swing
- Drinking fountains
- Room Identification signs
- Door handles and operation
- Elevator Controls
- Lavatory & sink heights
- Toilet stall accessibility
- Water closet height
- Maneuvering clearances

### **Considerations requested by the citizen's review group:**

- Provide seating in front of customer service counters where there is a tendency for long waits.
- Accommodations on the courtrooms are inadequate
- Customer service counters
- Areas of rescue assistance inside stairways need to be implemented.

## **04. Second Level**

### **Considerations found during the survey:**

- Room Identification signs
- Door handles and operation
- Elevator Controls
- Lavatory & sink heights
- Drinking fountain accessibility
- Protruding objects on the accessible route
- Counter heights
- Lavatory & sink heights
- Water closet height
- Maneuvering clearances

**Considerations requested by the citizen's review group:**

- Provide seating in front of customer service counters where there is a tendency for long waits
- Accommodations on the courtrooms are inadequate
- Customer service counters
- Areas of rescue assistance inside stairways need to be implemented

**05. Third Level**

**Considerations found during the survey:**

- Drinking fountains
- Room Identification signs
- Door handles and operation
- Raised Platform Accessibility
- Lavatory & sink heights
- Water closet height
- Storage reaches
- Stair handrail location
- Maneuvering clearances

**Considerations requested by the citizen's review group:**

- Provide seating in front of customer service counters where there is a tendency for long waits
- Accommodations on the courtrooms are inadequate
- Customer service counters
- Areas of rescue assistance inside stairways need to be implemented

**06. Fourth Level**

**Considerations found during the survey:**

- Accessible width on general route
- Restroom door swing
- Drinking fountains
- Room Identification signs
- Door handles and operation
- Stair handrail location
- Maneuvering clearances

**Considerations requested by the citizen's review group:**

- Provide seating in front of customer service counters where there is a tendency for long waits
- Accommodations on the courtrooms are inadequate
- Customer service counters
- Areas of rescue assistance inside stairways need to be implemented
- Probation area is inadequate

**07. Fifth Level**

**Considerations found during the survey:**

- Restroom door swing
- Drinking fountains
- Room Identification signs
- Door handles and operation

**Considerations requested by the citizen's review group:**

- Provide seating in front of customer service counters where there is a tendency for long waits.
- Accommodations on the courtrooms are inadequate
- Customer service counters
- Areas of rescue assistance inside stairways need to be implemented

**Summary of Areas of Concern, designated by Non-Compliant item codes by department:**

**a. Management Services for the Board**

- Room Identification signs
- Door handles
- Counter heights
- Storage reach
- Elevation difference

- The County Commissioners are located on the 5<sup>th</sup> floor. All commissioner offices, conference room and Commission Meeting room are of high priority use.
- The County Administration is located on the 5<sup>th</sup> floor. Reception, offices and conference room are of high priority use.
- The County Attorney's offices are located on the 2<sup>nd</sup> floor. The reception area and one conference room are rated as high priority. A second conference room is rated as moderate use but should be treated as high use to maximize accessibility.
- The Snack Bar is located on the 2<sup>nd</sup> floor. All public serving areas are of high priority use.
- Probation is located on the 4<sup>th</sup> floor. Reception and one office are rated as high priority use. The conference room is rated as moderate use but should be treated as high use to maximize accessibility.
- MIS/GIS is located at the Parking level 3. Vendor reception areas are of high priority use. The training rooms are rated as moderate use but should be treated as high use to maximize accessibility.

**b. Supervisor of Elections**

- Room Identification signs
- Door handles
- Counter heights

- Offices are located primarily on the 3<sup>rd</sup> floor. Customer service areas, votes coordination and most offices are of high priority use.

**c. Property Appraiser**

Room Identification signs

Door handles

Counter heights

- Offices are located on the Plaza Level. Customer service areas and conference rooms are of high priority use.

**d. Tax Collector**

Room Identification signs

Door handles

Counter heights

- Offices are located on the Plaza Level. Customer service areas typically issue licenses and of high priority use.
- We recommend that room 112C be developed as an accessible conference room, currently serves as an interim conference room (112C does not have full height wall at room 112C-1)

**c. Clerk of the Courts**

Room Identification signs

Door handles

Counter heights

Maneuvering clearances

The Clerk of Courts offices are predominantly located on the Plaza and Second Levels with an additional service office on the Third Level.

- Administration offices are located on the Plaza Level. Reception and offices are of high priority use.
- Family Law is located on the Plaza Level. Customer service area is of high priority use.
- Jury is located on the Plaza Level. Administration area and meeting room are of high priority use.
- Misdemeanor case services are located on the Plaza Level and are of high priority use.
- Official Records is located on the Plaza Level and consists of Record processing areas that are of high priority use.
- Marriage/Passports is located on the Plaza Level and consists of license service areas that are of high priority use.
- Purchasing is located on the Plaza Level. The customer service area is of high priority use.
- Information System Support is located on the Plaza Level and consists of one office area that is of low priority use.
- Director of Records and Services is located on the Plaza Level and consists of one office area that is of moderate priority use.
- Director of Courts is located on the Plaza Level and consists of one office area that is of moderate priority use and a conference room that is of high use.

**f. Court Administration**

Room Identification signs

Door handles

Counter heights  
Maneuvering clearances  
Difference in elevation

- Courtroom 1A is located on the Plaza Level and consists of a suite of rooms that are of high priority use.
- Courtroom 1B is located on the Plaza Level and consists of a suite of rooms that are of high priority use.
- Courtroom 1C is located on the Plaza Level and consists of a suite of rooms that are of high priority use.
- Courtroom 2A is located on the Second Level and consists of a suite of rooms that are of high priority use.
- Courtroom 2B is located on the Second Level and consists of a suite of rooms that are of high priority use.
- Courtroom 2C is located on the Second Level and consists of a suite of rooms that are of high priority use.
- Courtroom 2D is located on the Second Level and consists of a suite of rooms that are of high priority use.
- Courtroom 2E is located on the Second Level and consists of a suite of rooms that are of high priority use.
- Courtroom 3A is located on the Third Level and consists of a suite of rooms that are of high priority use.
- Courtroom 3B is located on the Third Level and consists of a suite of rooms that are of high priority use.
- Courtroom 3C is located on the Third Level and consists of a suite of rooms that are of high priority use.
- Courtroom 3D is located on the Third Level and consists of a suite of rooms that are of high priority use.
- Courtroom 3E is located on the Third Level and consists of a suite of rooms that are of high priority use.
- Courtroom 3F is located on the Third Level and consists of single room that is of high priority use.
- Judicial Hearing Rooms are located on the Second, Third and Fourth Levels. All areas except the second level are of high priority use because of their use for meetings and hearings.
- Judicial Chambers are located Second and Third Levels and typically consist of 2-room suites for a judge and administrative assistant. Usage is all moderate.
- Court Administration is located on the Third Level and consists of reception and conference rooms of a high priority.
- Mediation Services is located on the Third Level and consists of a single office of low priority.
- Court Reporters are located on the Third Level and consist of reception and deposition rooms of a high priority.
- Guardian Ad Litem is located on the Second Level and consists of reception and large office rooms. The reception has a moderate priority.
- Teen Court & Scales are located on the Third Level and consist of moderate priority reception and office and high priority classroom.
- Family Law Assistance Program is located on the Fourth Level and consists of reception and office of a moderate priority.
- The Law Library and Legal Aid area is located on the Fourth Level and consists of reception, library and office rooms of a moderate priority.

- Refuge House/Domestic Violence is located on the Plaza Level and consists of reception and office rooms of a high priority.
- The Attorney's Commons is located on the Third Level and consists of reception and meeting rooms of a high priority.

**g. Sheriff/Bailiff**

Room Identification signs  
 Door handles  
 Counter heights  
 Maneuvering clearances  
 Difference in elevation

- Holding is located on the Parking Level -3, Plaza, Second and Third Levels. These areas consist of a vehicle sallyport, vestibules and holding cells of a high priority.
- Administration is located on the Third Level and consists of a moderate priority control room and adjacent information office.
- Elevator access at Plaza level from corridor 180B is possible and can improve greatly this department's vertical accessibility.

**h. Public Defender**

Room Identification signs  
 Door handles  
 Counter heights

- The Public Defender's offices are located on the Fourth Level. The reception and conference rooms of high priority while all other offices are of moderate priority.
- Rooms 418C and 418D are currently moderately used by the public for public interviews, they are small and an alternate location would be conference room 442.

**i. State Attorney**

Room Identification signs  
 Door handles  
 Counter heights

- The Juvenile offices are located on the Fourth Level. This area consists of a reception area and adjacent offices, which are typically of a low priority except for 2 offices which, are of moderate priority.
- Victim Services are located on the Fourth Level. This area consists of a reception area and adjacent offices, which are typically of a low priority except for 2 offices which, are of moderate priority.
- Worthless Checks offices are located on the Fourth Level. This area consists of a reception area and adjacent offices, which are typically of a high priority.
- Misdemeanor/Traffic offices are located on the Fourth Level. This area consists of a reception area and adjacent offices, which are typically of a low priority except for 2 offices which, are of moderate priority.
- Felony offices are located on the Fourth Level. This area consists of numerous offices, which are of a high priority.

- Administration offices are located on the Fourth Level. This area consists of a reception area and offices, which are of a high priority. Some offices are of a moderate priority.

## 2.e Transition Plan Cost Projections

**The Transition Plan Cost Projections** consist of the Microsoft EXCEL for Windows spreadsheets utilized as the Compliance Surveys contained in section 2c of this report. The spreadsheets in this section have been further developed to calculate only the rooms that have PSA's per floor or level in the building. All rooms and areas where the general public does not have access have been excluded from this prioritization. The result is a detailed summary list of the areas of concern, designated herein as Non-Compliant items on each floor level by quantity, symbol, description and cost.

At the bottom of the summary report the total dollar amount to repair the level is shown. This cost plus a percentage contingency should be budgeted for the actual modifications in this level.

**The Schedule** to implement this facility modification is recommended as follows:

- 6 months – design and construction documents
- 2 months – public bidding
- 12 months – construction

In order to easily understand and utilize these survey reports, please review the following General Notes and Figure illustrations:

### **General Notes:**

1. Depending upon the facility scope, a Cost Projection is typically subdivided by floor plan levels. The center title of the header section on each sheet will indicate the floor level or areas of survey. The right area of the header section will indicate the county facility name
2. The Cost Projection will list only the areas of concern, designated herein as non-compliant items for which non-compliances (NC's) were found. Categories without any non-compliance are omitted for brevity.
3. A Letter E on the cell right below the room or route number indicates that the room or route is entirely compliant.
4. Quantities and related cost for each NC are shown in their appropriate columns.
5. The calculated subtotal costs for each route or room represent the prioritized areas indicated on the Graphic Plans in Section 3c.
6. **TBD** To Be Determined is a NC item that is not easily cost estimated. (i.e.: re-grading of a parking lot). A related cost allowance is established within the contingency included in the recommended project budget.

See Figure A for the above notes.

*floor level or area*  
*facility name*

Leon County ADAAG Compliance Survey			Exist. Plaza Level (Part 1)				Leon County Courthouse				
Building	Floor	Room	100B	100D	100A	100E	100F	100G	107	106A	105
dry code	0				0						
		ALD1				1	\$339				1
		ALD5				1	\$339				1
		PLD1					\$678				
		PLD2									
		PLD3				2	\$510	1	\$255	1	\$255
		PLD4						1	\$25		
		PLD5									
						\$510		\$254		\$255	\$255
		EL19									
		EL14									
		EL15									
		LE00				1	N/A				
		TR00					1	\$2,079			
		TR01						\$2,079			
		TR02									
		UFC01									
		UFC02									
		VAC01						1	\$1,425		
		VAC02						1			
		VAC03						1	\$254		
									\$1,173		
		XX01		2							
		XX02						1			
		XX03						1	\$1,328		
		XX04				1	\$73	1	\$73	1	\$73
						\$73		\$73		\$73	\$73
								\$1,400		\$73	\$73
						\$250		\$728		\$3,113	\$3,296
						\$250		\$728		\$3,113	\$3,296
						\$250		\$728		\$3,113	\$3,296
						\$250		\$728		\$3,113	\$3,296

Figure A

7. At the bottom of the last page of the Cost Projection, are indicated the cost projection totals for all areas included within the file. The cost totals for all facilities encompassed by this report are summarized in the Cost Summaries included at the end of this section and are the recommended costs to be budgeted for physical modifications.

See Figure B for the above notes.

Leon County ADAAG Compliance Survey		Exist. Plaza Level (Part 1)		Leon County Courthouse	
building floor room	# of NC's	Non-Compliance Code	Non-Compliance Description		Item cost
ALD1	8	ALD1	Audible alarm: operation		271
ALD5	8	ALD5	Visual alarms: operation		271
				\$5,420	
DFD8	1	DFD8	Spout and controls: spout location		2216
				\$2,770	
DFD3	22	DFD3	Doors: handle type		204
DFD4	1	DFD4	Doors: opening force (interior only)		23
DFD5		DFD5	Doors: sweep time		23
				\$5,630	
EL11	1	EL11	Hall lanterns: visibility		271
EL14	2	EL14	Elev. door reopening device: duration		200
EL19		EL19	Elevator car: sill/landing		2500
				\$830	
LB06	1	LB06	Computer terminals: height/knee clearance		N/A
WCD1	1	WCD1	Water closet: centerline location		1143
WCD3	1	WCD3	Water closet seat: height and movement		1143
WCD6	1	WCD6	Paper dispensers: location/operation		227
				\$1,713	
XX02	5	XX02	Accessible route: major barriers		
XX27	1	XX27	Water closet: less than 17" high		91
XX28	1	XX28	Water closet grab bars (no stall): none or rear only		1062
XX36	28	XX36	Room signage: none provided		58
				\$3,358	
			\$20,724	Total including Employee Only	
			\$20,724	Total including Employee Only	

Figure B

# Typical Cost Projections Forms

building floor room	# of NC's	Non-Compliance Code	Non-Compliance Description	item cost
svy code				
AL01	4	AL01	Audible alarm operation	271
AL05	4	AL05	Visual alarms operation	271
			\$2,710	
DR02		DR02	Doors maneuvering clearances	1680
DR03	2	DR03	Doors handle type	204
			\$510	
EL14	2	EL14	Elev door reopening device duration	200
EL19		EL19	Elevator car sill/landing	2500
			\$500	
LV02		LV02	Lavatory/sink rim height/clearance	1286
LV05		LV05	Sink knee clearance	420
LV06		LV06	Sink bowl depth	1636
LV07		LV07	Lavatory/sink insulated pipes	39
PR01	2	PR01	Protruding objects wall mounted	227
			\$568	
SE03		SE03	Tables/counters heights and clearances	730
SG04	4	SG04	Signage criteria	116
			\$580	
SR02		SR02	Storage reach ranges	TBD
			TBD	
ST05		ST05	Stair handrails extension past stairs	316
ST09		ST09	Stair handrails mounting height	904
TH09		TH09	Kitchen countertop and sink height	1683
TS08		TS08	Toilet stall grab bars size and height	531
UR02		UR02	Urinal rim height	1097
WC01		WC01	Water closet centerline location	1143
XX18		XX18	Stair handrail mounted between 30"-34"	OK
XX36	14	XX36	Room signage none provided	58
			\$1,015	
		\$5,883	Total not including Employee Only	
		\$5,883	Total including Employee Only	



# Cost Summaries

Leon County ADAAG Compliance Survey			
Leon County Courthouse			
Cost summary (PSA areas only)			
Space	Cost of repairs	Comments	
Parking & Exterior routes	\$9,730.00		
TBD	\$50,000.00	(3) FS02 Floor ground surface: vertical change; bevel, (2) PK05, PK06, PK07 Parking spaces, (4) XX43 Conflict: accessible route and vehicles	
Exist. Parking level 0	\$0.00		
Exist. Parking level 1	\$0.00		
Exist. Parking level 2	\$0.00		
Exist. Parking level 3	\$15,091.00		
Exist. Parking level 4	\$0.00		
Plaza Level (part 1)	\$30,051.00		
Plaza Level (part 2)	\$26,816.00		
TBD	\$30,000.00	(1) LB06 computer terminals: knee clearance, (2) SR02 Storage: reach range, (1) AR08 Accessible Rout: clear width	
Second Level (part1)	\$49,963.00		
Second Level (part 2)	\$13,295.00		
Second Level (part 3)	\$5,883.00		
TBD	\$60,000.00	(2) DT03: Cell: clear floor space, (10) SR02 storage: reach ranges	
Third Level (part 1)	\$64,015.00		
Third Level (part 2)	\$38,553.00		
Third Level (part 3)	\$18,679.00		
TBD	\$55,000.00	(11) SR02 - storage: reach ranges	
Fourth Level (part 1)	\$30,903.00		
Fourth Level (part 2)	\$28,015.00		
Fourth Level (part 3)	\$0.00		
TBD	\$70,000.00	(14) SR02 storage: reach ranges	
Fifth Level	\$27,124.00		
TBD	\$0.00		
<b>Subtotal</b>	<b>\$623,118.00</b>		
Add 15% contingency	\$93,467.70		
<b>Total</b>	<b>\$716,585.70</b>		
* TBD = TO BE DETERMINED - non-specific items that need further investigation			
At this phase of the project we have plugged in a guess amount to cover these items			
The amount of \$5,000 per each SR02 occurrence			
The amount of \$ 10,000 per each AR08 occurrence.			
The amount of \$10,000 per each LB06 occurrence			
The amount of \$10,000 per each DT03 occurrence			

Leon County ADAAG Compliance Survey and Transition Plan		
Leon County Public Library		
Cost summary (PSA areas only)		
Space	Cost of repairs	Comments
Parking & Exterior routes	\$40,838.00	
TBD	\$100,000.00	(3) FS01, (5) FS02 & (1) RP04 - vertical change w/out proper slope
Lower Level	\$12,870.00	
TBD	\$0.00	
First Floor	\$85,050.00	
TBD	\$30,000.00	(2) AR08, (1) SR02 - accessible route not wide enough, storage not accessible.
Second Floor	\$21,300.00	
TBD	\$0.00	
Third Floor	\$33,411.00	
TBD	\$25,000.00	(5) SR02 - storage not accessible
<b>Subtotal</b>	<b>\$348,469.00</b>	
Add 15% contingency	\$52,270.35	
<b>Total</b>	<b>\$400,739.35</b>	
* TBD = TO BE DETERMINED - non-specific items that need further investigation		
At this phase of the project we have plugged in a guess amount to cover these items.		
The amount of \$5,000 per each SR02 occurrence and \$ 10,000 per each AR08 occurrence.		