

Accessibility Assessment Report of Town Hall Building Complex

Town of Kentville

15 Dec. 2023

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Introduction

Building Name Town Hall Building Complex
Address 354 Main Street, Kentville NS
of floors 2 floors plus basement
Gross Floor Area 15,250 SF (not including basement)
Date of assessment 16 Oct. 2023
Assessors Anne Sinclair, Julie Glaser, Hannah Corkum and Shelley Corkum

Facility Description

The facility consists of 3 wings which were originally separate buildings dating from 1946 and 1953. It houses the Town Hall and the Recreation Complex. The 3 wings have been joined, however their floor levels do not match, creating challenges for accessibility. Some accessibility upgrades have been done over the years, however, there are many areas of non-compliance for all users, including Council members, the public and staff.

The report references A Wing, B Wing and C Wing, as shown on the drawings attached.

Purpose of Assessment

The purpose of the assessment is to record information on existing conditions and provide recommendations on potential upgrades, in order to determine the optimum approach to “make Town Hall and the Kentville Recreation Centre more accessible to guests, staff and Council.” (from Request for Proposals)

Thank you to Jennifer West, Deputy Clerk, Rachel Bedingfield, Interim Chief Administrative Officer, and Bekah Craik, Active Living Community Coordinator, for meetings, input and facility tours.

Scope of Assessment

All spaces were assessed with the exception of service spaces (mechanical, electrical and janitor rooms), and the rented basement spaces which are not used by the town and which are not accessed by elevator. This assessment does not constitute a building code review.

Main Issues

Entrance There is no fully accessible entrance from the front, back or side to any of the spaces. Renovation of the entrances may not achieve full compliance due to existing conditions.

Circulation The elevator does not go to all spaces within the facility such as the Basement and the 2nd floor of the Recreation Centre. Path of travel to the elevator from entrances is not compliant. Doors are undersized, emergency egress from some spaces is not clear and ramps are non-compliant.

Washrooms There are no fully accessible washrooms.

Recommended Priorities

It is recommended to discuss the report and the following with the Accessibility Committee

Create a new entrance with a lobby and new elevator which connects all levels and wings as much as possible. Staff reported that there was a suggestion to locate an addition such as this in the landscaped area outside the Recreation Centre.

Discuss emergency egress with Fire Marshall or code consultant.

continued

Enlarge all interior doorways and include lever hardware on new doors.

Renovate the washrooms in Recreation Centre and A Wing

Replace the Recreation reception desk.

Upgrade the Council Chamber ramp.

Relocate all controls - light switches, fire alarm pulls, thermostats.

Renovate the Recreation Centre kitchens and at least one of the staff kitchens.

Relocate the staff fitness areas - the above-noted elevator/lobby renovation may not extend to this space since the wings are not connected at basement level

If the above-noted elevator/lobby renovation is not done, make the upgrades recommended in the report for entrances, ramps, lobby.

Approach to the work

The template for the site work and report was created using 2 sources which are informed by lived experience and first voice: CSA B651-123 Accessible Design for the Built Environment, and the Rick Hansen Foundation Accessibility Certification™ (RHFAC) Program. The template and report also incorporate the proposed Nova Scotia Built Environment Standards (created with experts with lived experience) and the accessibility requirements of the Nova Scotia Building Code Regulations. Template review and input was done by Casey Perrin, Rick Hansen Foundation Ambassador.

Abbreviations

CSA B651-23	CSA B651-23 Accessible Design for the Built Environment *
NSBCR	Nova Scotia Building Code Regulations * includes upcoming 2024 revisions
DeafSpace	DeafSpace Guidelines, Gallaudet University
RHF	Rick Hansen Foundation Accessibility Certification™ (RHFAC) Program
CNIB	CNIB Clearing our Path - Design Needs Technical Requirements
NS BES	Nova Scotia Accessibility Directorate, Built Environment Standards (proposed)
AFF	above finished floor
FE	fire extinguisher
FP	fire pull
PO	power operator
GN	gender neutral
GB	grab bar
>	greater than
<	less than

* Please note:

1. NSBCR Accessibility Section 3.8 provides the option to use either CSA B651 or NSBCR for some areas. This report uses the CSA B651 option
2. Only the NSBCR items which are not covered by CSA are included.

1.0 Approach and Main Entrance

1.1 Approach

Guideline	Question	Technical Standard Info	yes	sometimes	no	N/A	Comments	Recommendations
1.1.1	Is there a direct continuous path free of obstacles connecting the building entrance to a pedestrian route, parking, and/or public transit?	CSA; NSBCR						
	Main		√				Access to entrance is from municipal sidewalk, however the entrance is not accessible due to stairs only in the vestibule	
	Back				√		Access to entrance is through parking area and vehicle route	Add painted crosswalk from parking spaces to ramp
	Recreation Centre - at grade spaces			√			From sidewalk √; from parking users must enter vehicle path	Refer to 7.3 for recommendations on parking to entrance improvements
	Recreation Centre - 2nd floor spaces			√			Access to entrance is through parking area and vehicle route. The entrance is not accessible due to stairs only access to 2nd floor	No recommendation
1.1.2	Is the approach route at least 1600 mm wide?	CSA						
	Main		√					
	Back			√			Width is √ however entrance is through parking area and vehicle route	Refer to 1.1.1
	Recreation Centre - at grade spaces		√					
	Recreation Centre - 2nd floor spaces		√					
1.1.3	Is the approach free from objects protruding more than 100 mm from walls, columns, or free-standing supports?	CSA	√					
1.1.4	Where the accessible exterior pedestrian route is adjacent to a vehicular route, is it separated by a curb with a curb ramp, a railing, or other barrier/tactile attention indicator surface?	CSA						
	Main					√		
	Back				√			Refer to 1.1.1
	Recreation Centre - at grade spaces					√		
	Recreation Centre - 2nd floor spaces				√			
1.1.5	Is a bench or seated area located adjacent to an accessible	CSA						
	Main		√				Sidewalk	
	Back					√	Parking lot	
	Recreation Centre - at grade spaces		√					
	Recreation Centre - 2nd floor spaces					√	Parking lot	

continued

1.1.6	Does the bench or seated area have a level and firm surface?	CSA	√					
1.1.7	Does the bench or seated area have an adjacent level and firm area at least 850 mm x 1350 mm that is not part of the route of travel?	CSA		√			Not at Main	Add concrete pad adjacent to bench
1.1.8	Where gratings are located on sidewalks and walkways, do they have openings not greater than 13 mm wide in one direction?	CSA				√		
1.1.9	Are gratings placed so that the long dimension of opening is across the dominant direction of travel?	CSA				√		
1.1.10	If there is a drop off at edge of entrance landing between 75 - 600 mm is there an edge protection at least 100 mm high?	CSA				√		
1.1.11	Is the ground surface stable and firm?	CSA						
	Main		√					
	Back				√		Cracks and unlevel areas	Resurface parking area
	Recreation Centre - at grade spaces		√					
	Recreation Centre - 2nd floor spaces			√			Cracked paving at door	Repair cracks
1.1.12	Is it drained to prevent accumulation of water & ice?	CSA						
	Main		√					
	Back			√			Water pooling at accessible parking spaces	Refer to 1.1.11
	Recreation Centre - at grade spaces		√					
	Recreation Centre - 2nd floor spaces		√					
1.1.13	Is the ground surface slip-resistant?	CSA	√					
1.1.14	Is the ground surface free from glare & heavily patterned material?	CSA		√			Recreation Centre - at grade spaces have a circular pattern of pavers w/ slight colour variation. Pattern may cause issues for some users	Avoid circular pattern and colour variation when replacing paving
1.1.15	If there is a slope, is it less than a ratio of 1:20?	CSA	√				Note - at Recreation Centre there is an approx. 1:20 slope up to the entries, but no level landing at push button and door at B-122	When replacing pavers, add level landing at door
1.1.16	Is the pedestrian route continuous and does not create any dark or shadow areas?	CSA						
	Main			√				
	Back			√			Parking lot lights √; some lights on building over ramp, however it is dark at entry door, even in daylight	Add light at entry door landing
	Recreation Centre - at grade spaces			√			Lights on building at entrances	
	Recreation Centre - 2nd floor spaces		√				Light on building near entry	

1.2 Entrances

Guideline	Question	Technical Standard Info	yes	sometimes	no	N/A	Comments	Recommendations
1.2.1	Are all entrances to a barrier free storey accessible, and connected to a barrier free exterior path of travel ?	NSBCR						
	Main				√		Stairs in Vestibule	
	Back				√		Exterior ramp with issues of non-compliance (refer to 2.1). Access to entrance is through parking area and vehicle route	
	Recreation Centre - at grade spaces		√					
	Recreation Centre - 2nd floor spaces					√	Not an access to a barrier free storey	
1.2.2a	Is the main entrance easy to find and clearly distinguishable from the façade?	RHF						
	Main		√					
	Back			√				
	Recreation Centre - at grade spaces		√					
1.2.2b	Is the door frame colour contrasted with adjacent surfaces?	CNIB						
	Main				√			Paint frames in light colour
	Back				√			Paint frames in light colour
	Recreation Centre - at grade spaces				√			Paint frames in light colour
1.2.3	Where the main or primary entrance is not accessible, is there a secondary or alternative entrance accessible? Is there a sign to the accessible entrance?	RHF						
	Main				√		There is a sign directing to the back, which has areas of non-compliance	
1.2.4a	Is at least one entrance door or doorway equipped with a power door operator?	NSBCR						
	Main					√		
	Back		√					
	Recreation Centre - at grade spaces		√					
1.2.4b	If automatic doors, are sensors suitably placed to detect users approaching?	CSA				√		
1.2.5	Is the International Symbol of Accessibility displayed at entrances that are accessible?	CSA						
	Main					√		
	Back				√			Add sign
	Recreation Centre - at grade spaces				√			Add sign at each door

continued

1.2.6	Is the power door control placed at a height of 900 mm - 1100 mm from ground?	CSA						
	Main						√	
	Back		√					
	Recreation Centre - at grade spaces				√		Both are too high	Refer to 1.2.7
1.2.7	Are power door controls operable between 150 & 300 mm AFF as well as between 900 & 1100 mm AFF?	NSBCR						
	Main						√	
	Back				√			Replace with vertical push bars
	Recreation Centre - at grade spaces				√			Replace with vertical push bars
							Note - push button to New Horizons is impeded on exterior by waste bin.	Relocate waste bin
							Note - push button on interior of B-122 is impeded by table. Path of travel near vestibule in New Horizons is impeded by table	Relocate tables
1.2.8	Do power operated doors take 3 seconds or more to open; and remain open for a minimum of 10 seconds?	NSBCR						
	Main						√	
	Back			√			Both doors close in < 10 seconds	Adjust closing times
	Recreation Centre - at grade spaces			√			Push button at B-122 is not working	Repair
1.2.9	Do all areas of clear glazing (doors and sidelites) have decals for visibility? Refer to CSA 5.2.10 and CNIB for placement	CSA, RHF & CNIB						
	Main			√				Add decals at sidelites of interior vestibule
	Back		√					
	Recreation Centre - at grade spaces			√			Not at B-122	International Symbol of Accessibility will solve - refer to 1.2.5
1.2.9 a	Do the doors include some amount of glass to allow visual access to the other side? Lower edge max 900 mm AFF (CSA 5.2.10)	NSBCR	√					
1.2.10a	Does the door have a clear opening min 860 mm, including exit bar? (Measured when the door is 90 degrees open.)	CSA						
	Main						√	
	Back				√		Exterior door is 800 mm clear; interior door has 850 mm clear.	Replace exterior door and sidelite
	Recreation Centre - at grade spaces		√					
1.2.10b	Recommended door opening is 920 mm to accommodate those with service animals (or if double doors, have both open at same time - also good for those signing while moving through doors)	CNIB, DeafSpace						

continued

1.2.15	Where both door operators and security access systems are used for the same door, are they located not more than 300 mm apart?	CSA				√		
1.2.16	Are access system and PO clear of door swing but no further than 1500 mm from it?	CSA						
	Main					√		
	Back			√			Exterior √; interior one is on door frame	Replacing PO's will solve - refer to 1.2.7
	Recreation Centre - at grade spaces				√		Too close to swing space of door	Relocate when replacing PO - refer to 1.2.7
1.2.17	Do they provide equitable alternative means to allow persons with disabilities through the security system?	CSA				√		
1.2.18	Where a card is required to be inserted into a reader, is the slot 800-900 mm AFF? Bevelled edges? Colour contrasted w/ wall? Tactile graphic symbols? Audible & visual?	CSA				√		
1.2.19	Where a proximity card reader is used, is it located 800-1200 mm AFF? Does it have both audible (beep) and visible (light) signals?	CSA				√		
1.2.20	Where a keypad is used, is it located 800-1200 mm AFF? Does it have characters colour contrasted w/ keys? If numeric, is it telephone type w/ raised dot at 5?	CSA				√		
1.2.21	Lobby lighting - is there a gentle gradation from the natural light levels outside to the light levels inside?	CNIB						

2.1.12	If vertical rise is >250 mm, are there guards provided on both sides of the ramps and landings?	CSA	√					
2.1.13	Is there a colour contrasted and slip-resistant strip at landings and the beginning and end of ramp?	CSA			√			Add (and include when rebuilding ramp)
	Strip should be on slope not landing	CNIB						
2.1.14	Are the strips 50 mm +/- 10 mm and equal to the width of the ramp?	CSA				√		
2.1.15	Are there handrails on both sides?	CSA			√			Add at wall side, 1000 mm from opposite handrail
2.1.16	Are handrails colour-contrasted with the surrounding wall surface?	CSA	√					
2.1.17	Do handrails have a height between 860 - 920 mm?	CSA	√					
2.1.18	Do handrails have a width between 920 - 1000 mm?	CSA				√		
2.1.19	Do handrails extend beyond the top and bottom of the at least 300 mm?	CSA	√					
2.1.20	Do handrails extensions return to post, wall or floor?	CSA	√					
2.1.21	Do handrails have cross-section that is a) circular 30 - 40 mm or b) elliptical not more than 45 mm?	CSA	√					
2.1.22	Are handrails free from sharp or abrasive elements?	CSA	√					
2.1.23	Do handrails have a continuous gripping surface without interruption by newel posts or other obstructions that interrupt hand hold?	CSA	√					

3.0 Interior Circulation								
3.1 Interior Doors & Doorways								
Guideline	Question	Technical Standard Info	yes	sometimes	no	N/A	Comments	Recommendations
	Note: this section deals with all doors except Entrances, Exit Stair doors and Washroom doors							
	Swing Doors							
3.1.1	If 2 doors in a series, is there a distance of 1390 mm plus width of door? And 2100 mm width of path between doors (see fig 21 a)	CSA				√		
3.1.2	Is the width of the door at least 860 mm? measured when the door is 90 degrees open & including exit bar?	CSA						
	A Wing			√			Except for the doors into elevator lobby and 1 office door, all doors average approx. 760 mm	Widen openings and replace doors
	B Wing				√			Widen openings and replace doors
	C Wing				√		Except Council Chamber double doors which have compliant width when both doors are open.	Widen openings and replace doors
							The door on 1st floor in corridor between Board Room and C-114 is propped open.	Remove door if it is not used
3.1.2a	Is the door handle between 900 mm and 1100 mm AFF?	CSA		√				
3.1.3a	Is there 600 mm clearance at pull side and 300 mm on push side of door?	CSA						
	A Wing			√			Due to layout/design, not at A-101; A-106; A-107; A-124 and A-120. In some locations the clearance space is impeded by furniture	Check clearance spaces inside and outside of each door and relocate any loose furniture which is in the clearance space
	B Wing			√			Not at door to Kitchen from corridor B-106	There is another door to kitchen
	C Wing			√			Not at C-101 and C-102 due to layout/design. In some locations the clearance space is impeded by furniture	Check clearance spaces inside and outside of each door and relocate any loose furniture which is in the clearance space
3.1.4 a	Is there a minimum maneuvering space from corridor at the front approach (pull side) of 1500 mm deep x 1700 mm wide?	CSA						
	A Wing					√		
	B Wing					√		
	C Wing			√			Not at the door on 1st floor in corridor between Board Room and C-114 is propped open.	As noted above, remove door if it is not used

continued

3.1.4 b	Is there a minimum maneuvering space from corridor at the front approach (push side) of 1350 mm deep x 1200 mm wide?	CSA								
	A Wing						√			
	B Wing						√			
	C Wing			√				Not at the door on 1st floor in corridor between Board Room and C-114 is propped open.	As noted above, remove door if it is not used	
3.1.4 c	Is there a minimum maneuvering space from corridor at the latch edge approach (pull side) of 1500 mm deep x 1200 mm wide?	CSA					√			
3.1.4 d	Is there a minimum maneuvering space from corridor at the latch edge approach (push side) of 1500 mm deep x 1050 mm wide?	CSA					√			
3.1.4 e	Is there a minimum maneuvering space from corridor at the hinge edge approach (pull side) of 1500 mm deep x 1800 mm wide?	CSA					√			
3.1.4 f	Is there a minimum maneuvering space from corridor at the hinge edge approach (push side) of 1500 mm deep x 1050 mm wide?	CSA	√							
3.1.5a	Do all fully glazed doors, walls, sidelites have decals? Refer to CNIB for placement	RHF & CNIB		√				No fully glazed doors, however the 2 doors to C-119 have glazing	Add decals	
3.1.5b	Do doors have some amount of glazing, or glazed sidelite?	DeafSpace, CNIB & NS BES guideline		√					When replacing doors, include glazing at accessible height	
3.1.6	Are thresholds not more than 13 mm high?	CSA	√							
Manual Doors										
3.1.7a	Is it easy to open with minimal force? max. 22N	CSA		√				Door from Corridor A-117 to elevator vestibule is heavy.	Add PO (security issues to be addressed)	
3.1.7b	Do all doors which are normally closed and equipped with a closer have a power operator?	NS BES guideline		√				See above		
3.1.8	Is the handle or hardware accessible? (one-hand operation, no grasping, pinching, or twisting. Lever or Large 'D' handles)	CSA								
	A Wing						√		Replace with lever hardware	
	B Wing						√		"	
	C Wing						√		"	

continued

Automatic or Power Operated Doors							
3.1.9	Is the power door control at a height of 900 mm - 1100 mm AFF?	CSA	√				Door to elevator vestibule
							Note: when this door is open it swings into accessible reception desk space
3.1.10	Are controls operable from a height between 150 - 300 mm as well as between 900 - 1100 mm AFF?	CSA			√		Replace with vertical push button
3.1.11	Are door controls colour contrasted with their background?	CSA		√			PO button is but card reader is not
3.1.12	Are automatic door sensors suitably placed to detect users approaching?	CSA				√	
3.1.13	Do power operated doors take 3 seconds or more to open; and remain open for a minimum of 10 seconds?	NSBCR	√				
3.1.14	Is the door marked with the International Symbol of Accessibility?	CSA			√		Add sign
3.1.15	Is PO clear of door swing but no further than 1500 mm from it?	CSA			√		Push button & card reader are on frame and in door swing
							Relocate both when replacing push button (space is tight - there may not be a compliant solution)
Security Access Systems							
3.1.16	Is access system clear of door swing but no further than 1500 mm from it?	CSA			√		See above
3.1.17	Where both power door controls and security access systems are used for the same door, are they located not more than 300 mm apart?	CSA	√				See above
3.1.18	Do they provide equitable alternative means to allow persons with disabilities through the security system?	CSA	√				Card reader has a light and a beep
3.1.19	Where a card is required to be inserted into a reader, is the slot 800-900 mm AFF? Bevelled edges? Colour contrasted w/ wall? Tactile graphic symbols? Audible (beep) & visual (light)?	CSA				√	
3.1.20	Where a proximity card reader is used, is it located 800 - 1200 mm AFF? Does it have both audible (beep) and visible (light) signals?	CSA	√				

continued

3.3 Elevators								
Guideline	Question	Technical/ Standard Info	yes	sometimes	no	N/A	Comments	Recommendations
3.3.1	If the facility has more than 1 level is there an elevator?		√				Staff reported that the elevator is often broken	
3.3.2	Does the elevator access all levels?				√		A Wing and C Wing 1st and 2nd floors are accessed by the elevator. However, the elevator does not access the Main Lobby at the accessible public entrance, which users must navigate in order to get to the elevator. Also, B Wing 2nd floor is not accessed by the elevator. And none of the 3 basements is accessed by elevator.	Add an elevator and at-grade lobby to provide access to 2nd floor B Wing, with an entrance from exterior which would also connect to A Wing/C wing. Design work required to explore options, circulation and space requirements.
3.3.3	Is elevator easy to find (along a major circulation route) and clearly signed?	RHF CNIB		√				
3.3.4	Is there a mirror to aid backing in or out, in elevators w/ no turning space?	RHF			√			Add mirror
General Note - The client should confirm with their elevator service company whether all								
3.3.5	Is there a door reopening device?	CSA	√					
3.3.6a	Are the dimensions: centered door; 2030 mm x1295 mm; side door 915 mm clear width; 1370 mm x 2030 mm? OR space w/ 1525 mm clear dia?	CSA	√					
3.3.6b	Is the door clear opening width 1065 mm for centered door; 920 mm for side door?	CSA		√				
3.3.7	Are car controls at 1220 mm maximum AFF to centre?	CSA			√		High	Relocate controls
3.3.8	Are car control buttons 19 min dia. or square; raised 1.5 mm or raised collars?	CSA	√					
3.3.9	Do car control buttons have raised characters & braille?	CSA	√					

continued

3.3.10	Do car control buttons have visible indicator that lights when pressed?	CSA	√					
3.3.11	Are there both audible and visual car floor location indicators?	CSA		√			Bell only	Add visual indicator
3.3.12	Is there emergency 2 way communication system?	CSA					Confirm with staff	
3.3.13a	Is the floor a light colour, firm & slip resistant?	CSA			√		Colour is the same as the floor adjacent to elevator	Replace floor in elevator
3.3.13b	Is there a yellow colour/brightness strip 50 mm deep across the cab door threshold?	CNIB				√		Add
3.3.14	Are there handrails at 800 - 920 mm AFF; spaced 35 - 45 mm from wall; on all sides?	CSA		√			Handrails at the back only	Add handrails at sides
3.3.15	Is the illumination min 200 lux?	CNIB			√		Light may be burnt out?	Replace light or add new
3.3.16	Are the hall buttons located between 890 - 1220 mm AFF?	CSA	√					
3.3.17	Is there a clear space 760 mm x 1220 mm at hall buttons?	CSA	√					
3.3.18a	Are hall buttons 19 min dia. or square; raised or raised collar?	CSA	√					
3.3.18b	Do hall buttons have visual/tactile & braille symbols indicating the "up" and "down" directions?	CNIB						
3.3.19	Do hall buttons have visual & audible signals when call is registered?	CSA	√					
3.3.20	Is there a visual & audible signal at hoistway entrance? (1830 mm min. AFF)	CSA			√			Add
3.3.21	Are there raised character & Braille floor designations at both jambs? 1500 mm AFF? Contrast colour to jamb? On ground level is there a tactile star to the left of the raised print floor designation?	CSA & CNIB			√			Add

3.4 Interior Ramps								
Guideline	Question	Technical/ Standard Info	yes	sometimes	no	N/A	Comments	Recommendations
3.4.1	Is the ramp at least 1200 mm wide?	CSA						
	Lobby				√		Width is approx. 890 mm at pilasters	
	A Wing to C Wing bridge		√					
	Council Chamber		√					
3.4.2	Is the distance between level landings < 9000 mm?	CSA	√					
3.4.3	Is a level 1700 mm landing provided at the bottom of ramp?	CSA						
	Lobby				√			
	A Wing to C Wing bridge		√					
	Council Chamber		√					
3.4.4	Is a level landing provided at the top? 1700 mm deep at top; and 2100 mm x 2100 mm at doorways	CSA						
	Lobby				√		There is a curved stair in the clear space - dangerous for manoeuvring going up or down ramp	Redesign of space is required
	A Wing to C Wing bridge		√					
	Council Chamber				√		Not enough width, plus seat in landing space	Add space at top of ramp clear of seating
3.4.5	Is a level landing provided at all changes of ramp direction? 2100 mm x 2100 mm	CSA				√		
3.4.6	Is the running slope less than 1:12 (8.33%) steep?	CSA						
	Lobby				√		Slightly steeper slope than 1:12	Redesign of space is required
	A Wing to C Wing bridge		√					
	Council Chamber				√		Slope varies from approx. 1:10 to 1:12 near bottom	Rebuild ramp
3.4.7	Is the cross slope of the ramp less than 1:50 (2%) steep?	CSA	√					

continued

3.4.8	Is the ground surface stable and firm, slip resistant, produce minimal glare and not heavily patterned?	CSA						
	Lobby		√					
	A Wing to C Wing bridge		√					
	Council Chamber				√		Not slip resistant	Select compliant finish when replacing ramp
3.4.9	Is there edge protection along ramp and landings with a minimum height of 100 mm?	CSA						
	Lobby		√					
	A Wing to C Wing bridge		√					
	Council Chamber				√			Include when replacing ramp
3.4.10	If vertical rise is >600 mm, are there guards provided on both sides of the ramps and landings?	NSBCR						
	Lobby					√		
	A Wing to C Wing bridge		√					
	Council Chamber					√		
3.4.11	Is there a colour contrasted and slip-resistant strip at landings and the beginning and end of ramp?				√			Add at each ramp
								continued
3.4.12	Are the strips 50 mm +/- 10 mm and equal to the width of the ramp?	CSA				√		
3.4.13	Are there handrails on both sides?	CSA						
	Lobby				√		Non-compliant handrail on one side; no handrails on either side	Adding handrail at wall side would decrease the non-compliant width even more - not recommended - refer to 3.4.4
	A Wing to C Wing bridge				√		Guards on both sides; no handrails on either side	Add one handrail attached to guard on one side; add another handrail so that there is 1000 mm width between the 2 handrails
	Council Chamber				√		No handrail on either side	Include handrails so that there is 1000 mm width between the 2 handrails
3.4.14	Are handrails colour-contrasted (at least 50%) with the surrounding wall surface?	CSA			√			
3.4.15	Do handrails have a height between 860 - 920 mm, measured from the ramp surface to the top of the rail?	CSA	√				Lobby ramp	Refer to 3.4.4
3.4.16	Do handrails extend beyond the top and bottom at least 300 mm?	CSA			√		"	
3.4.17	Do handrails extensions return to post, wall or floor?	CSA				√	"	
3.4.18a	Do handrails have cross-section that is a) circular 30 - 40 mm or b) elliptical not more than 45 mm?	CSA			√		"	

continued

3.5.18b	Is there a min. 35 - 45 mm space between wall and handrail? 60 mm if wall surface is rough	CSA				√	"	
3.4.19	Are handrails free from sharp or abrasive elements?	CSA	√				"	
3.4.20	Do handrails have a continuous gripping surface without interruption by newel posts or other construction elements or obstructions that interrupt hand hold?	CSA				√	"	

3.5 Interior Stairs

Guideline	Question	Technical/ Standard Info	yes	sometimes	no	N/A	Comments	Recommendations
							Note: in addition to the stairs below, there are steps with areas of non-compliance: A-013; A-106 and A-112 corridor into B Wing	Add railings and horizontal strips
3.5.1	Are riser heights and tread depths uniform?	CSA						
	1 - A Wing 1st to 2nd floor			√			Not bottom 2	
	2 - C Wing			√			Not from 1st to basement	
	3 - Entrance Vestibule		√					
	4 - B Wing			√				
	5 - Lobby		√					
	6 - A Wing 1st to basement		√					
3.5.2	Are stair surfaces stable, firm, slip resistant and no glare?	CSA	√				Note that at inside vestibule at entrance to B Wing (stair 4) there is a trip hazard at exteior door	Repair vestibule floor and threshold
3.5.3	Are riser heights no less than 125 mm high and no more than 180 mm high?	CSA						
	1 - A Wing 1st to 2nd floor				√			
	2 - C Wing				√			
	3 - Entrance Vestibule		√					
	4 - B Wing		√					
	5 - Lobby		√					
	6 - A Wing 1st to basement				√			
3.5.4	Are treads no less than 280 mm and no more than 355 mm deep?	CSA						
	1 - A Wing 1st to 2nd floor				√			
	2 - C Wing			√			Not to basement	
	3 - Entrance Vestibule		√					
	4 - B Wing				√			
	5 - Lobby		√					
	6 - A Wing 1st to basement				√			
3.5.5	Do stairs have closed risers?	CSA	√					
3.5.6	If a nosing exists is it free of an abrupt underside?	CSA	√					
3.5.7	If a nosing exists, does it project less than 38 mm ?	CSA	√					

continued

3.5.19	Are handrails colour-contrasted (at least 50%) with the surrounding wall surface?	CSA						
	1 - A Wing 1st to 2nd floor				√			Select contrasting colour when replacing handrail - refer to 3.5.23
	2 - C Wing				√			Paint
	3 - Entrance Vestibule				√			Paint
	4 - B Wing		√					
	5 - Lobby				√			Paint
	6 - A Wing 1st to basement		√					
3.5.20	Do handrails have a height between 860 - 920 mm?	CSA						
	1 - A Wing 1st to 2nd floor		√					
	2 - C Wing				√		Low	New wall railing to be compliant - refer to 3.5.17
	3 - Entrance Vestibule		√					
	4 - B Wing				√		Low	Refer to 3.5.23
	5 - Lobby		√					
	6 - A Wing 1st to basement		√					
3.5.21	Do handrails extend beyond the top at least 300 mm? And at bottom extend 1 tread width sloped, then horizontal 300 mm?	CSA						
	1 - A Wing 1st to 2nd floor				√			Include when replacing handrails - refer to 3.5.23
	2 - C Wing				√			Add at new wall railing
	3 - Entrance Vestibule				√			Add
	4 - B Wing				√			Include on new wall rail
	5 - Lobby				√			Add at wall side (other side would interfere with path of travel)
	6 - A Wing 1st to basement		√					Add at bottom
3.5.22	Do handrails extensions return to post, wall or floor?	CSA						
	1 - A Wing 1st to 2nd floor					√		
	2 - C Wing					√		
	3 - Entrance Vestibule					√		
	4 - B Wing					√		
	5 - Lobby					√		
	6 - A Wing 1st to basement				√			Add at top
3.5.23	Do handrails have cross-section that is a) circular 30 - 40 mm or b) elliptical not more than 45 mm?	CSA						
	1 - A Wing 1st to 2nd floor				√			Replace handrails
	2 - C Wing		√					
	3 - Entrance Vestibule				√		50 mm	
	4 - B Wing				√			Add new to existing centre railing
	5 - Lobby				√		50 mm	
	6 - A Wing 1st to basement		√					

continued

3.5.23a	Is there 35 - 45 mm space between wall and handrail? 60 mm if wall surface is rough	CSA	√					
3.5.24	Are handrails free from sharp or abrasive elements?	CSA	√					
3.5.25	Do handrails have a continuous gripping surface without interruption by newel posts or other construction elements or obstructions that interrupt hand hold?	CSA						
	1 - A Wing 1st to 2nd floor		√					
	2 - C Wing				√			New wall railing to be compliant
	3 - Entrance Vestibule		√					
	4 - B Wing		√					
	5 - Lobby		√					
	6 - A Wing 1st to basement		√					
3.5.26	If stair width is > 2200 mm, is there an intermediate handrail between 920 -1000 mm from one of the handrails?	CSA				√		AS - check lobby stair
3.5.27	Is the lighting level min. 200 lux?	CNIB						
	1 - A Wing 1st to 2nd floor				√			Add lighting
	2 - C Wing				√			Add lighting
	3 - Entrance Vestibule		√					
	4 - B Wing		√					
	5 - Lobby		√					
	6 - A Wing 1st to basement				√			
3.5.28	Is there an area of refuge at each level of at least 1 stairwell - 2 spaces 900 mm x 1390 mm?	CSA; NS BES recommendation			√			General note re areas of refuge: consult with Office of Fire Marshall and/or code consultant
	Door min. 860 mm?	"			√			
	Emergency call system (hands free)?	"			√			
	Signage?	"			√			
	Glazing in doors at accessible height (lower edge max. 900 mm AFF)?	"			√			
	Connected to an exit or firefighter's elevator	"			√			
	Smoke protected and in fire separation floor area	"			√			

4.0 INTERIOR & EMERGENCY SERVICES

4.1 Reception Area & Service Counters

Guideline	Question	Technical Standard Info	yes	sometimes	no	N/A	Comments	Recommendations
4.1.1	Is there an accessible path to reception desks, service counters, and waiting areas?	CSA & RHF						
	Main Reception				√		There are some accessible features in the path of travel however they all have areas of non-compliance - refer to Entrance, Ramps, Stairs, Parking sections	
	Recreation Reception				√		There are some accessible features in the path of travel however they all have areas of non-compliance - refer to Entrance, Ramps, Stairs, Parking sections	
4.1.2	Is the reception desk highly visible and easily located on a direct route from the entrance?	RHF						
	Main Reception		√					
	Recreation Reception		√					
4.1.3	Is there at least one lower accessible counter surface ranging from 730 - 860 mm AFF?	RHF & CSA						
	Main Reception			√			There is a lower counter at 870 mm AFF; adjustable seat √	
	Recreation Reception				√		Only high counter. The access width for staff is < 750 mm	Replace counter
	Copy Area A-105; A-131				√		Counter is > 860 mm AFF	Replace counter with one that includes a lower work surface and knee space
	A-108				√		Work table is 1020 mm AFF	Replace w/ lower table
4.1.5	Is there clear, understandable identification signage indicating the function of the service desk?	RHF						
	Main Reception		√					
	Recreation Reception		√					
4.1.6	Where there is a waiting area, is a variety of seating options provided, including seats with and without armrests, seats with backrests, and clear floor space for users of mobility aids?	RHF						
	Main Reception			√			No space for wheelchairs, walkers	Switch one chair for a chair with no arms
	Recreation Reception			√			"	Switch sofa for a chair with no arms and space for wheelchair
4.1.7	Is the access to seating areas unobstructed and direct from the main circulation route?	RHF	√					

4.2 Emergency Systems								
Guideline	Question	Technical Standard Info	yes	sometimes	no	N/A	Comments	Recommendations
4.2.1	Are there visual fire alarms throughout the facility and where people might expect to be alone?	CSA RHF			√			Add visual alarms where people will be alone - washrooms, for example
4.2.2a	Are evacuation instructions posted w/ centreline max 1200 mm AFF?	RHFAC NS BES		√				Refer to 4.2.2.c
4.2.2.b	For evacuation signs near elevators, is there a clear area 1200 mm x 750 mm in front of the sign? Braille and tactile?	NS BES guideline			√			Refer to 4.2.2.c
4.2.2c	Do the emergency building evacuation procedures include information about assisting persons with disabilities during an emergency evacuation	NS BES guideline			√			Replace/redesign evacuation signs
4.2.3	Are evacuation instructions identified by signage and displayed in high contrast, large print (14 point minimum)? No glare?	RHF & NS BES			√			Refer to 4.2.2.c
4.2.4	Is there signage that indicates evacuation plans if different for users w/ disabilities?	CSA			√			Refer to 4.2.2.c
4.2.5	Are emergency equipment items such as eye wash stations, first aid kits, emergency phones or defibrillators mounted between 900 mm and 1200 mm AFF? Note: fire alarm pulls and fire extinguishers are in Controls section.	CSA			√			Relocate first aid kits, emergency phones, defibrillators. Replace eye wash in B-122 A-105, C-106, C-110 with accessible model
4.2.6	Are there evacuation chairs in the stairwells?	NS BES pending decision			√			
4.2.7	Are there areas of refuge in the stairwells?	NS BES pending decision			√			Refer to Stairs 3.5.28
4.2.8	Do doors to fire exits have glazing at accessible height - max. 900 mm AFF to bottom?	NSBCR			√			Add/enlarge glazing

4.5 Controls								
Guideline	Question	Technical/ Standard Info	yes	sometimes	no	N/A	Comments	Recommendations
4.5.1	Are window operators & locks between 400 - 1200 mm?	CSA			√		Controls for some of the operable windows are > 1200 mm AFF and/or heavy to operate	Replace with awning or casement windows with crank hardware
							Some pulls for blinds are >1200 mm AFF	Review heights and relocate if required
4.5.2a	Are electrical switches max.1200 mm to centreline?	CSA		√				Review heights and relocate if required
	Are switches and/or cover plates colour contrasted with wall?	CSA			√			Use contrasting colour plates when replacing
4.5.2b	Are lighting levels controllable?	CNIB & DeafSpace 7 NS BES (guideline)		√				Add dimmer controls in offices and meeting rooms
4.5.3	Are outlets between 400 - 1200 mm?	CSA		√			Most are √; some are 300 mm AFF	
	Are outlets or cover plates colour contrasted with wall?	CSA			√			Use contrasting colour plates when replacing
4.5.4	Are thermostats at 1100 - 1200 mm to centreline?	CSA			√			Relocate thermostats
4.5.5	Are fire extinguishers between 900 mm & 1200 mm to centreline?	CSA		√				Review heights and adjust if required
4.5.6	Are fire alarm pulls at 1100 - 1200 mm to centreline?	CSA			√			Relocate fire alarm pulls
							Note: some pulls and extinguishers are impeded by furniture and waste bins	Check each location and relocate furniture and bins
4.5.7	Are emergency pulls and lockdown pulls at 1100 - 1200 mm to centreline?	CSA				√		
4.5.8	Coat racks	CSA			√		A-130; B-110; B-117; B-121; B-122; B-123; C-104	Add lower rod and or hooks at max. 1200 mm AFF

4.6 Signage & Wayfinding								
Guideline	Question		yes	sometimes	no	N/A	Comments	Recommendations
4.6.1	Does the facility have interior signage?		√				There is no consistent signage, and areas of non-compliance noted below	Engage a wayfinding designer to revise signage throughout
4.6.2	Is the International Symbol of Access used to identify accessible areas where required (washrooms, main entrances, elevators)?	CSA			√			
4.6.3	Does signage have a glare-free surface?	CSA		√				
4.6.4	Is signage consistently located?	CSA			√			
4.6.5	Do signs have uniform design throughout? Do signs give the same type of information within the same facility, and have consistent shapes and colours?	CSA			√			
4.6.6	Is signage colour contrasted with the background?	CSA		√				
4.6.7	Is signage positioned to avoid shadow areas and glare?	CSA		√				
4.6.8	Are letters and numbers on the sign in sans serif font and have Arabic (1, 2, 3) numbers?	CSA	√					
4.6.9	Do tactile signs supplement the text of regulatory signs ?	CSA			√		There are some pictograms	
4.6.10	Do tactile signs have braille (near the bottom), raised letters (16-50 mm ht), colour contrast, pictograms?	CSA				√		
4.6.11	On tactile signs, are the pictograms at least 150 mm ht? Braille immediately under symbol? Colour contrasted?	CSA		√				
4.6.11a	Do tactile signs have space to approach to within 100 mm without encountering protruding objects or standing within a door swing?	CSA		√				
4.6.11b	Are room signs located on wall on latch side of door (at least 150 mm from jamb) (or adjacent wall if no space beside door)?; Centreline 1500 mm AFF? Clear wall area around sign at least 75 mm wide?	CSA			√		Many are on the door and > 1500 mm AFF	
4.6.12	Is touchscreen technology accompanied by braille, audio, or tactile options?	NS BES pending decision				√		

5.0 Interior Spaces

5.1 Community Spaces

Guideline	Question	Technical Standard Info	yes	sometimes	no	N/A	Comments	Recommendations
5.1.1	Is there a variety of seating types?	RHF						
	B-121 New Horizons			√				Add 2 seats with arms
	B-122			√				Add 2 seats with arms
	B-101					√	No seats at time of site visit	
	C-105 Council Chamber			√				Add 2 seats with arms in public area
5.1.2	Is there clear space for users or attendants adjacent to spaces for wheeled devices?	RHF						
	B-121 New Horizons		√				Furniture is not fixed	
	B-122		√					
	B-101					√	Wheelchairs cannot access this space	
	C-105 Council Chamber		√				In public area; some in council seats	
5.1.3a	Do tables have rounded corners?	RHF	√					
5.1.3b	Can tables be arranged in a horseshoe pattern, with presentation space at open end?	DeafSpace						
	B-121 New Horizons			√				
	B-122		√					
	B-101					√		
	C-105 Council Chamber		√				Tables and seats are not fixed	
5.1.3c	Is there a clear space for interpreter, beside the presenter - min. 15 SF (1.4 SM)?	DeafSpace						
	B-121 New Horizons		√				ASL use was not reported in these rooms, but they have space	
	B-122		√				"	
	B-101		√				"	
	C-105 Council Chamber			√			There are options	
5.1.4	Do tables have min. knee space 685 mm min?	CSA						
	B-121 New Horizons				√		Tables are < 685 mm AFF and legs impede wheelchair space	Replace some tables with higher ones which have legs at edges
	B-122		√					
	B-101					√		
	C-105 Council Chamber			√			Council desks have < 685 mm	Replace/raise council desks

continued

5.1.17	Is there colour contrast between floors and walls?	CNIB						
	B-121 New Horizons		√					
	B-122				√			Paint walls or baseboard (heater in some places)
	B-101		√					
	C-105 Council Chamber			√				Paint wood baseboard in contrast colour
5.1.18	Is there colour contrast between doors and walls?	CNIB						
	B-121 New Horizons		√					
	B-122				√			Paint doors
	B-101				√			Paint doors
	C-105 Council Chamber				√			Paint doors
5.1.19	Are wall colors contrasting and complimentary to skin colors? - blues and greens are best for backgrounds to sign language.	DeafSpace		√			In part of Council Chamber	Consider colours when repainting
5.1.20	Is mechanical noise (vibration) minimized?	DeafSpace						

5.3 Meeting Rooms								
Guideline	Question	Technical/ Standard Info	yes	sometimes	no	N/A	Comments	Recommendations
5.3.1	Is there a variety of seating types?	RHF	√				Board Room C-119 - adjustable chairs	
5.3.2	Is there clear space for participants or attendants adjacent to spaces for wheeled devices?	RHF	√					
5.3.3	Do tables have rounded corners?	RHF	√					
5.3.4	Do tables have knee space?	RHF & CSA	√					
5.3.5	Are there blinds on windows to control glare?	RHF	√				Pulls are high	Adjust for reach < 1200 AFF
5.3.6	If there is a kitchenette is it accessible?	NSBCR				√		
5.3.7	For rooms seating 4 or more, are the tables round, oval or horseshoe shaped?	DeafSpace	√					
5.3.8	Are wall colors contrasting and complimentary to skin colors? - blues and greens are best for backgrounds to sign language.	DeafSpace		√				Consider colours when repainting
5.4 Fitness								
5.4.1	Is space accessible?				√		Fitness space used by staff is in the C Wing basement, which is stairs-only access and has other areas of non-compliance (shower, washroom, change area, door widths)	Relocate fitness area
					√		Rental areas in Recreation Centre basement are stairs-only access and have other areas of non-compliance	

5.7 Kitchens & Kitchenettes

Guideline	Question	Technical/ Standard Info	yes	sometimes	no	N/A	Comments	Recommendations
							A-124, B-104, B-116, C-106	
5.7.1	Is the counter ht between 730 and 860 mm AFF?	CSA			√			Redesign 4 kitchens for items noted below
5.7.2	Does the counter have knee clearance min. 685 AFF?	CSA			√			New counters
5.7.2.a	Are there electrical outlets at the side or front of counter?	CSA			√			Include in new counters
5.7.3	Is the sink min. 460 mm from side wall?	CSA	√					
5.7.4	Is the sink ht between 730 and 860 mm w/ knee clearance min. 685 AFF?	CSA			√			Include in new counters
5.7.5	Does the sink have lever controlled faucets?	CSA		√			Not in B-104 and B-116	Include in new counters
5.7.6	Does the sink have offset or insulated pipes?	CSA			√			Include in new counters
5.7.7	Is microwave in an accessible location?				√			Include in new counters
5.7.8	Does the refrigerator door have space on pull side?	CSA		√			Not in B-104 or C-106	Change door swing on fridge in C-106 and B-104
5.7.9	Are the stove/range controls accessible?	CSA		√			Not in B-116 (C-106 and A-124 do not have stoves)	Replace one of the ranges
5.7.10	Is there at least one shelf not more than 1100 mm AFF?	CSA			√			Include in new counters
5.7.11	Are the cabinetry pulls D-pulls?	CSA		√				Include in new counters
5.7.12	Do base cabinets have a toe space at least 150 mm deep × 230 mm high.	CSA			√			Include in new counters

6.0 Sanitary Facilities

6.1 Universal Washrooms

Guideline	Question	Technical Standard Info	yes	sometimes	no	N/A	Comments	Recommendations
6.1.a	Is there a barrier free, universal washroom?	NSBCR & NS BES			√		There is no compliant washroom in the facility. Some of the washrooms have some accessible items, with areas of non-compliance noted below	Renovate 7 washrooms: A Wing 1st and 2nd floors; B Wing 1st floor both spaces. (B Wing 2nd floor washrooms have some accessibility features, but this floor is stairs-only access.)
							A Wing A-130 has 2 washrooms which are not large enough to make into universal washrooms within the existing partitions, however, if the space with the sink is combined with the washrooms, and the area is redesigned, there is potential to create 2 washrooms - at least one, maybe both, fully accessible.	Renovate A Wing A-130 to confirm to the guidelines below.
							The notes below refer to the washrooms which have potential to be made compliant without moving partitions, with the following recommendations: A-113; A-114; B-117; B-119	Design work required to confirm full compliance
6.1.b	If other washrooms are not accessible, is the location of the nearest accessible washroom indicated?	CSA				√		Add signs
6.1.1	Is the washroom centrally located within the building, along an accessible route?	RHF		√				
6.1.2	Does washroom have a CSA compliant entrance sign ?	CSA			√			Add signs
6.1.3	Is the door equipped with power door operator?	CSA			√			Add
6.1.4	Is the door capable of being unlocked from outside in	CSA	√					
6.1.5 a	Is the washroom entrance door min. 860 mm wide?	CSA						
		A-113			√		< 860 mm and knob hardware	Enlarge opening and replace door
		A-114			√		"	"
		B-117			√		"	"
		B-119			√		840 mm	"

continued

6.1.5 b	Is there clear space to manoeuvre on both sides of the doorway? 600 mm pull side; 300 mm push side?	CSA						
	A-113			√			Access from corridor √; no clearance inside due to counter	Remove counter and replace with wall-hung sink
	A-114			√				"
	B-117		√				Clearance at washroom door is √ however the door from main space into washroom corridor is < 860 mm	Enlarge opening and replace door from main space
	B-119				√		Access in from main space is impeded by cabinet; access out is impeded somewhat by sink	Relocate cabinet
6.1.6	Is floor stable, firm, slip resistant, minimal glare, not heavily patterned? With a maximum slope of 1:50 (2%)?	CSA	√					
6.1.7	Is the room well- illuminated? (min. 200 lux)	RHF						
	A-113				√			Add light over toilet area
	A-114				√			"
	B-117				√			"
	B-119		√					
6.1.7 b	Is the light switch max. 1200 mm AFF?	CSA						
	A-113		√					
	A-114		√					
	B-117				√			Relocate switch; replace with auto sensor
	B-119				√			Relocate switch; replace with auto sensor
6.1.8	Is there a minimum clear space of 1700 mm x 1700 mm ?	CSA						
	A-113				√		1500 mm to counter edge	Remove counter and replace with wall-hung sink
	A-114				√		"	"
	B-117				√		Turning space is < 1570 mm due to counter	Remove counter and replace with wall-hung sink
	B-119				√		Turning space is < 1570 mm - will be improved when toilet relocated	Refer to 6.1.26
6.1.9	Is an adult change table present? min 760 mm wide x 1830	NS BES			√			
6.1.10	Is there a clear floor space 760 mm wide x 1830 mm long for an adult-size change table?	CSA			√			
6.1.11	Where an adult-size change table is installed, Is there clear floor space of 900 mm wide x 1500 mm long, parallel to the long side of the adult-size change table?	CSA				√		

continued

6.1.12	Is the adult change table designed for a minimum load of 250kg?	CSA				√		
6.1.13	Does the adult change table have no operating mechanisms higher than 1200 mm?	CSA				√		
6.1.14	Is there an emergency call system which provides visual and audible signals inside and outside of the room? Is there signage inside and outside the room?	CSA & NS BES (pending)			√			Add in each washroom
Lavatories								
6.1.15	Is the centerline min. 460 mm from wall?	CSA						
	A-113		√					
	A-114		√					
	B-117				√			Refer to 6.1.8
	B-119		√					
6.1.16	Is the ht 810-860 mm AFF?	CSA						
	A-113				√			Refer to 6.1.8
	A-114				√			Refer to 6.1.8
	B-117		√					
	B-119		√					
6.1.17	Is the knee clearance min. 685 mm AFF?	CSA						
	A-113		√					
	A-114		√					
	B-117				√			Refer to 6.1.8
	B-119			√			Height is √; cabinet impedes knee space somewhat but there is room for side approach	
6.1.18	Is there clear floor area 800 mm x 1350 mm (not more than 480 mm under)?	CSA						
	A-113				√			Refer to 6.1.8
	A-114				√			"
	B-117				√			"
	B-119		√					
6.1.19	Are the pipes offset, or insulated?	CSA						
	A-113			√			Some offset	Insulate
	A-114			√			Some offset	"
	B-117					√		
	B-119					√		
6.1.20	If counter – is knee clearance for entire length?	CSA	√					

continued

6.1.27	Is the transfer space of 900 x 1500 mm?	CSA						
	A-113		√				Waste bin in transfer space	Relocate waste bin
	A-114		√					
	B-117				√		< 900 space due in part to counter. Waste bin in transfer space	Remove counter and replace with wall-hung sink. Relocate waste bin - consider wall hung/recessed on opposite wall
	B-119			√			Waste bins in transfer space	Relocate waste bin - consider wall hung/recessed on opposite wall
6.1.27a	Is sanitary napkin disposal located away from transfer space?					√		
6.1.28	Is the toilet paper edge 300 mm from front of toilet?	CSA						
	A-113				√			Refer to 6.1.26
	A-114				√			"
	B-117				√			Relocate
	B-119				√			"
6.1.29	Is the toilet paper ht 600-800 mm AFF?	CSA						
	A-113		√					
	A-114		√					
	B-117				√			Relocate
	B-119				√			"
6.1.30	Are grab bars non slip, 30-40 mm dia; 35-45 mm between wall; not rotating?	CSA						
	A-113		√					
	A-114		√					
	B-117		√					
	B-119		√					
6.1.31	Are grab bars not adjacent to sharp or abrasive elements?	CSA				√		
6.1.32	Is there a side wall grab bar – L shape 760 mm length & height; 150 mm in front of toilet front?	CSA						
	A-113				√			Replace GB's
	A-114				√			"
	B-117				√			"
	B-119		√					
6.1.33	Are grab bar hts – 760-850 mm AFF to centreline?	CSA						
	A-113					√		
	A-114		√					
	B-117		√					
	B-119		√					

continued

6.1.34	Is the back grab bar 600 mm length; if tank, 100 mm above tank?	CSA							
	A-113				√			None	Add
	A-114				√			"	"
	B-117				√			"	"
	B-119				√			"	"
	Washroom Accessories								
6.1.35	Is the mirror max. 1000 mm AFF?	CSA							
	A-113				√				Lower mirror
	A-114				√				"
	B-117				√				"
	B-119		√						
6.1.36	Is the soap within 500 mm of seated person?	CSA							
	A-113			√				dispenser in further than 500 mm but also soap on counter	Relocate dispenser
	A-114			√					"
	B-117		√						
	B-119			√				dispenser X but soap on sink	
6.1.37	Is the soap ht max. 1100 AFF?	CSA							
	A-113				√				Relocate
	A-114		√						
	B-117				√				Relocate
	B-119			√					
6.1.38	Is the soap operable with one hand?	CSA							
	A-113		√						
	A-114		√						
	B-117		√						
	B-119		√						
6.1.39	Is paper towel dispenser and/or hand dryer within 500 mm of seated person?	CSA							
	A-113				√				Relocate
	A-114				√				"
	B-117		√						
	B-119		√						
6.1.40	Is paper towel and/or hand dryer dispensing point max. 1100 mm AFF?	CSA							
	A-113				√				
	A-114				√				
	B-117		√						
	B-119				√				Lower

continued

6.1.41	Is paper towel dispenser operable with one hand?	CSA						
	A-113		√					
	A-114		√					
	B-117		√					
	B-119		√					
6.1.42	Is there a shelf 200 x 400 mm; 1100 mm AFF?	CSA						
	A-113					√	Counter	When sink is replaced, add shelf
	A-114					√	"	"
	B-117					√	"	"
	B-119				√			Add
6.1.43	Is there a hook on side wall at max. 1200 mm AFF; projecting <40 from wall?	CSA						
	A-113					√		Add
	A-114					√		"
	B-117					√		"
	B-119					√		"
6.1.44	Is sharps disposal max. 1200 mm AFF?	CSA					√	
6.1.45	Is there a visual alarm?	CSA RHF & NS BES					√	Refer to 4.2
6.1.46a	Does wall finish contrast in colour and brightness with floor finish?	CNIB						
	A-113					√		Select darker wall colour when renovating
	A-114					√		"
	B-117					√		"
	B-119					√		"
6.1.46b	Do wall and floor finishes contrast in colour and brightness with stalls, fixtures and accessories?	CNIB						
	A-113					√		Select darker wall colour when renovating
	A-114					√		"
	B-117					√		"
	B-119					√		"
6.1.46c	Are wall and floor finishes non-glare, matte finish?	CNIB						
	A-113					√		
	A-114					√		
	B-117					√		
	B-119					√		

6.0 Sanitary Facilities cont.

6.2 Multiple Occupancy Washrooms

Guideline	Question	Technical Standard Info	yes	sometimes	no	N/A	Comments	Recommendations
6.2.1	Is there a multi-occupancy washroom w/ at least one accessible toilet stall?	NSBCR			√		The only multi occupancy washroom is in the basement of C Wing, which is stairs-only access. It is used by staff	

6.3 Showers

Guideline	Question	Technical Standard Info	yes	sometimes	no	N/A	Comments	Recommendations
	If there are shower facilities, is there at least one accessible shower?				√		The only shower is in the basement of C Wing, which is stairs-only access. It is used by staff	Relocate fitness area

7.0 Vehicular Access

7.1 Passenger Pick-up/Drop off Areas

Guideline	Question	Technical Standard Info	yes	sometimes	no	N/A	Comments	Recommendations
7.1.1	Is there a designated passenger pick-up/drop-off area close to the main entrance?				√		Main entrance is on municipal sidewalk	Consider a drop off area at the back entrance
7.1.2	Is a side access provided on the roadway next to a pick-up area that is adjacent or parallel to the accessible route?	CSA				√		
7.1.3	Is the side access aisle at least 1500 mm wide x 6000 mm long?	CSA				√		
7.1.4	Is the passenger pick-up area access aisle separated from the walkway either by a curb containing a curb ramp or by a tactile attention indicator surface?	CSA				√		
7.1.5	Is there a clearance from the pavement to the underside of any ceiling structure or hanging object at least 2750 mm high at the passenger pick up area and along the vehicular route from the site entrance?	CSA				√		
7.1.6	Is there signage for the passenger pick-up drop-off area?	RHF				√		

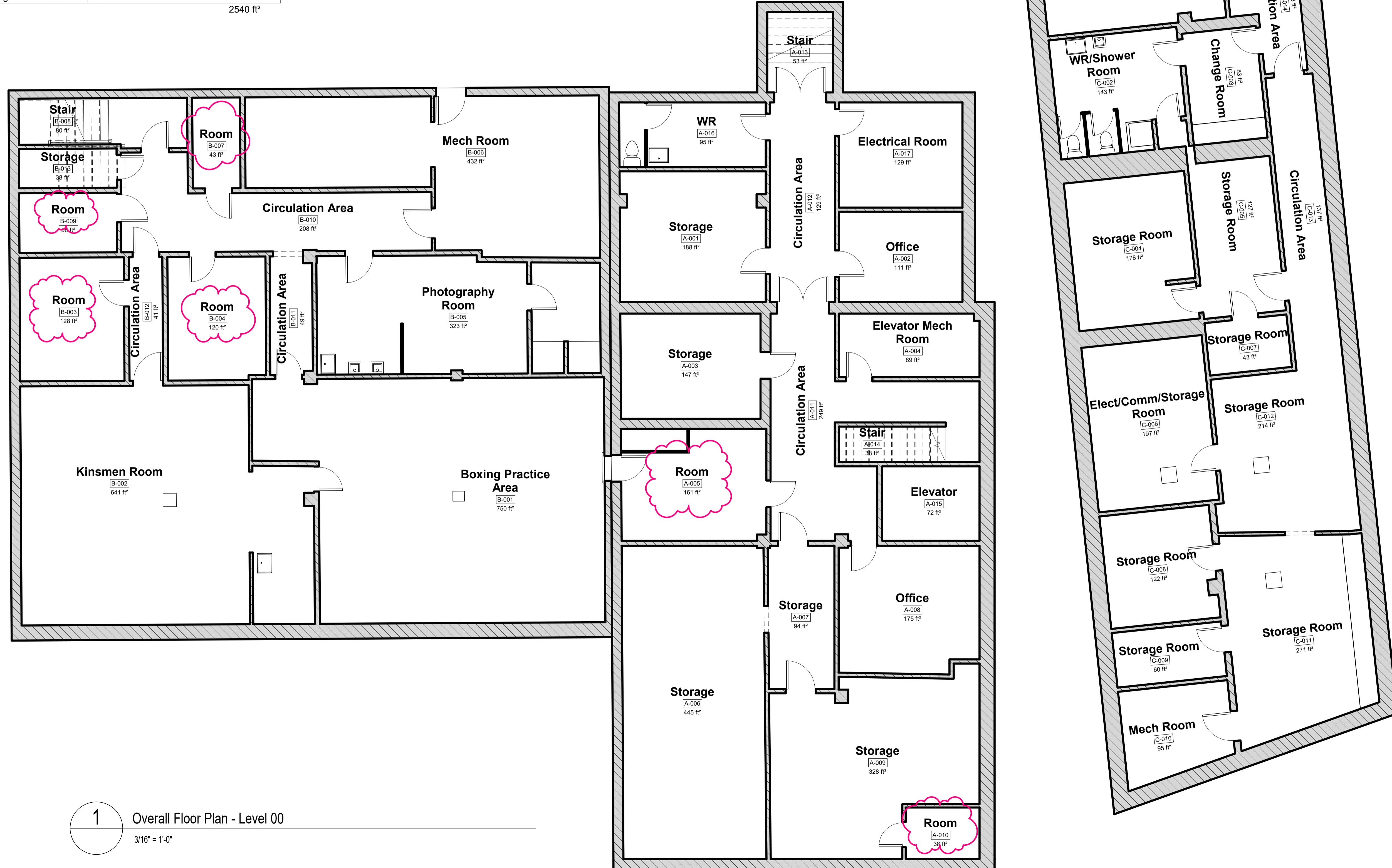
7.3 Parking

7.3.1	Are there the required number of designated accessible parking spaces for this facility?	NSBCR CSA	√				3 are required; 4 on site, with areas of non-compliance noted below	
7.3.2	Is the designated accessible parking space a minimum of 2600 mm wide?	CSA	√					
7.3.3	Does the accessible parking space have an adjacent side access aisle at least 2000 mm wide?	CSA	√					
7.3.4	Is the designated parking space identified by a vertically mounted sign, not less than 1500 mm above ground level?	NSBCR -			√			Add sign at each space
7.3.5	Does the designated parking space have the International Symbol of Access painted on the pavement?	CSA		√				Repaint
7.3.6	Is there unimpeded access from the access aisle to an adjacent sidewalk?	NSBCR			√		It is not possible to go from back parking to the entrance ramp without entering vehicle driveway	Relocate 2 spaces close to back entrance. Paint a crosswalk from these spaces to back entrance.
7.3.7	If the accessible parking space is for parallel parking, is the space at least 2600 mm wide x 5500 mm long?	CSA				√		
7.3.8	If the accessible parking space is for parallel parking, is there a rear passage or aisle at least 2000 mm wide.?	CSA				√		

Bldg A Level-00			
Level	Number	Name	Area
Bldg-A - Level 00	A-001	Storage	188 ft ²
Bldg-A - Level 00	A-002	Office	111 ft ²
Bldg-A - Level 00	A-003	Storage	147 ft ²
Bldg-A - Level 00	A-004	Elevator Mech Room	89 ft ²
Bldg-A - Level 00	A-005	Room	161 ft ²
Bldg-A - Level 00	A-006	Storage	445 ft ²
Bldg-A - Level 00	A-007	Storage	94 ft ²
Bldg-A - Level 00	A-008	Office	175 ft ²
Bldg-A - Level 00	A-009	Storage	328 ft ²
Bldg-A - Level 00	A-010	Room	38 ft ²
Bldg-A - Level 00	A-011	Circulation Area	249 ft ²
Bldg-A - Level 00	A-012	Circulation Area	129 ft ²
Bldg-A - Level 00	A-013	Stair	53 ft ²
Bldg-A - Level 00	A-014	Stair	38 ft ²
Bldg-A - Level 00	A-015	Elevator	72 ft ²
Bldg-A - Level 00	A-016	WR	95 ft ²
Bldg-A - Level 00	A-017	Electrical Room	129 ft ²
			2540 ft ²

Bldg B Level-00			
Level	Number	Name	Area
Bldg B - Level 00	B-001	Boxing Practice Area	750 ft ²
Bldg B - Level 00	B-002	Kinsmen Room	641 ft ²
Bldg B - Level 00	B-003	Room	128 ft ²
Bldg B - Level 00	B-004	Room	120 ft ²
Bldg B - Level 00	B-005	Photography Room	323 ft ²
Bldg B - Level 00	B-006	Mech Room	432 ft ²
Bldg B - Level 00	B-007	Room	43 ft ²
Bldg B - Level 00	B-008	Stair	80 ft ²
Bldg B - Level 00	B-009	Room	58 ft ²
Bldg B - Level 00	B-010	Circulation Area	208 ft ²
Bldg B - Level 00	B-011	Circulation Area	49 ft ²
Bldg B - Level 00	B-012	Circulation Area	41 ft ²
Bldg B - Level 00	B-013	Storage	38 ft ²
			2913 ft ²

Bldg C Level-00			
Level	Number	Name	Area
Bldg-C - Level 00	C-001	Fitness Centre	334 ft ²
Bldg-C - Level 00	C-002	WR/Shower Room	143 ft ²
Bldg-C - Level 00	C-003	Change Room	83 ft ²
Bldg-C - Level 00	C-004	Storage Room	178 ft ²
Bldg-C - Level 00	C-005	Storage Room	127 ft ²
Bldg-C - Level 00	C-006	Elect/Comm/Storage Room	197 ft ²
Bldg-C - Level 00	C-007	Storage Room	43 ft ²
Bldg-C - Level 00	C-008	Storage Room	122 ft ²
Bldg-C - Level 00	C-009	Storage Room	60 ft ²
Bldg-C - Level 00	C-010	Mech Room	95 ft ²
Bldg-C - Level 00	C-011	Storage Room	271 ft ²
Bldg-C - Level 00	C-012	Storage Room	214 ft ²
Bldg-C - Level 00	C-013	Circulation Area	137 ft ²
Bldg-C - Level 00	C-014	Circulation Area	76 ft ²
Bldg-C - Level 00	C-015	Stairs	38 ft ²
			2119 ft ²



1 Overall Floor Plan - Level 00
3/16" = 1'-0"

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DRAWING TITLE

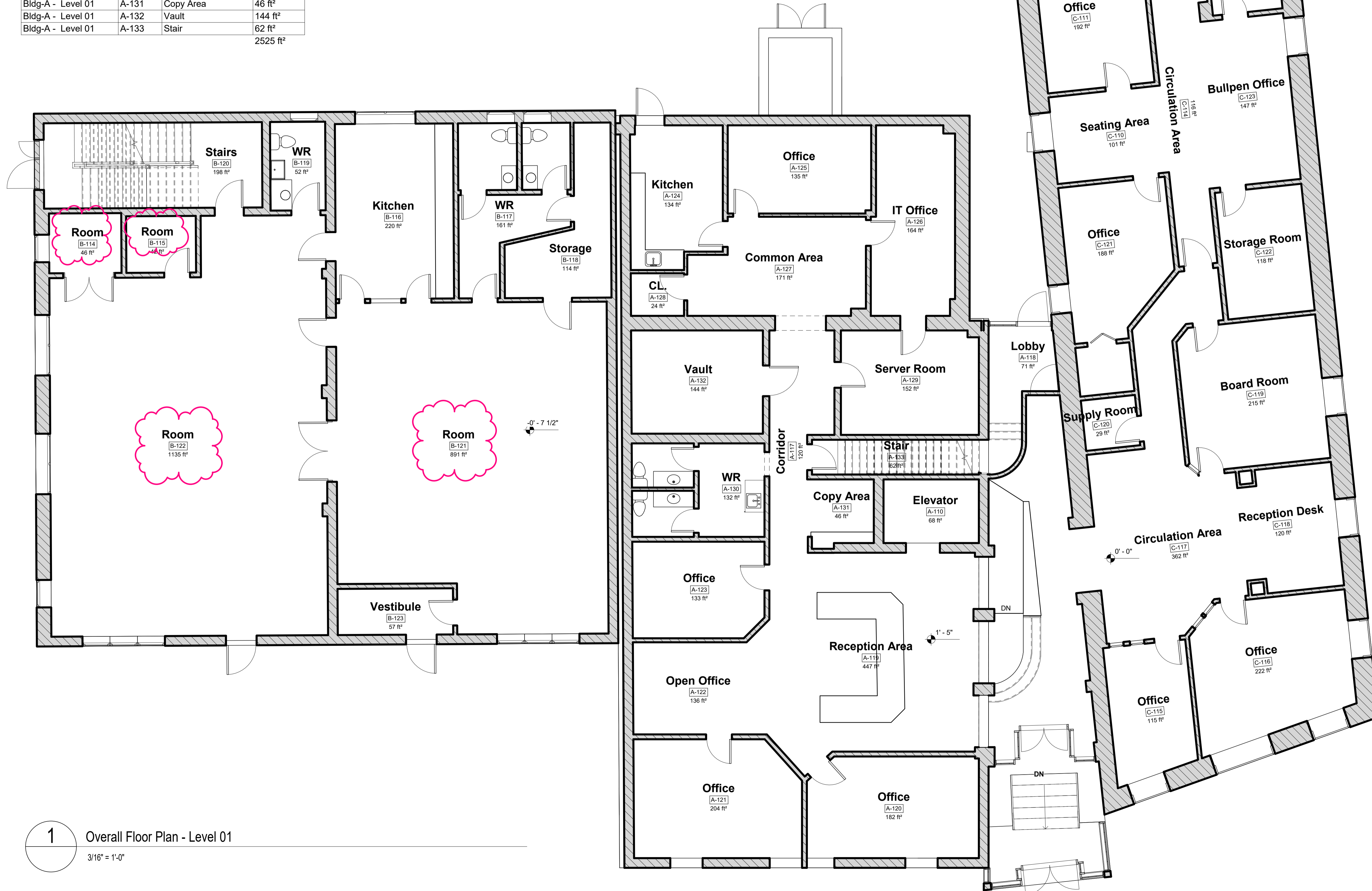
Overall Floor Plan - Level 00

DRAWN BY	SCALE	PROJECT NO.
Author	3/16" = 1'-0"	2026
CHECKED BY	DATE DRAWN	SHEET OF
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DATE PLOTTED	APPROVED BY	REV. NO.
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Bldg A Level-01			
Level	Number	Name	Area
Bldg-A - Level 01	A-110	Elevator	68 ft ²
Bldg-A - Level 01	A-117	Corridor	120 ft ²
Bldg-A - Level 01	A-118	Lobby	71 ft ²
Bldg-A - Level 01	A-119	Reception Area	447 ft ²
Bldg-A - Level 01	A-120	Office	182 ft ²
Bldg-A - Level 01	A-121	Office	204 ft ²
Bldg-A - Level 01	A-122	Open Office	136 ft ²
Bldg-A - Level 01	A-123	Office	133 ft ²
Bldg-A - Level 01	A-124	Kitchen	134 ft ²
Bldg-A - Level 01	A-125	Office	135 ft ²
Bldg-A - Level 01	A-126	IT Office	164 ft ²
Bldg-A - Level 01	A-127	Common Area	171 ft ²
Bldg-A - Level 01	A-128	CL.	24 ft ²
Bldg-A - Level 01	A-129	Server Room	152 ft ²
Bldg-A - Level 01	A-130	WR	132 ft ²
Bldg-A - Level 01	A-131	Copy Area	46 ft ²
Bldg-A - Level 01	A-132	Vault	144 ft ²
Bldg-A - Level 01	A-133	Stair	62 ft ²
			2525 ft ²

Bldg B Level-01			
Level	Number	Name	Area
Bldg B - Level 01	B-114	Room	46 ft ²
Bldg B - Level 01	B-115	Room	42 ft ²
Bldg B - Level 01	B-116	Kitchen	220 ft ²
Bldg B - Level 01	B-117	WR	161 ft ²
Bldg B - Level 01	B-118	Storage	114 ft ²
Bldg B - Level 01	B-119	WR	52 ft ²
Bldg B - Level 01	B-120	Stairs	198 ft ²
Bldg B - Level 01	B-121	Room	891 ft ²
Bldg B - Level 01	B-122	Room	1135 ft ²
Bldg B - Level 01	B-123	Vestibule	57 ft ²
			2915 ft ²

Bldg C Level-01			
Level	Number	Name	Area
Bldg-C - Level 01	C-110	Seating Area	101 ft ²
Bldg-C - Level 01	C-111	Office	192 ft ²
Bldg-C - Level 01	C-112	Seating Area	141 ft ²
Bldg-C - Level 01	C-113	Stairs	113 ft ²
Bldg-C - Level 01	C-114	Circulation Area	116 ft ²
Bldg-C - Level 01	C-115	Office	115 ft ²
Bldg-C - Level 01	C-116	Office	222 ft ²
Bldg-C - Level 01	C-117	Circulation Area	362 ft ²
Bldg-C - Level 01	C-118	Reception Desk	120 ft ²
Bldg-C - Level 01	C-119	Board Room	215 ft ²
Bldg-C - Level 01	C-120	Supply Room	29 ft ²
Bldg-C - Level 01	C-121	Office	188 ft ²
Bldg-C - Level 01	C-122	Storage Room	118 ft ²
Bldg-C - Level 01	C-123	Bullpen Office	147 ft ²
			2181 ft ²



1 Overall Floor Plan - Level 01
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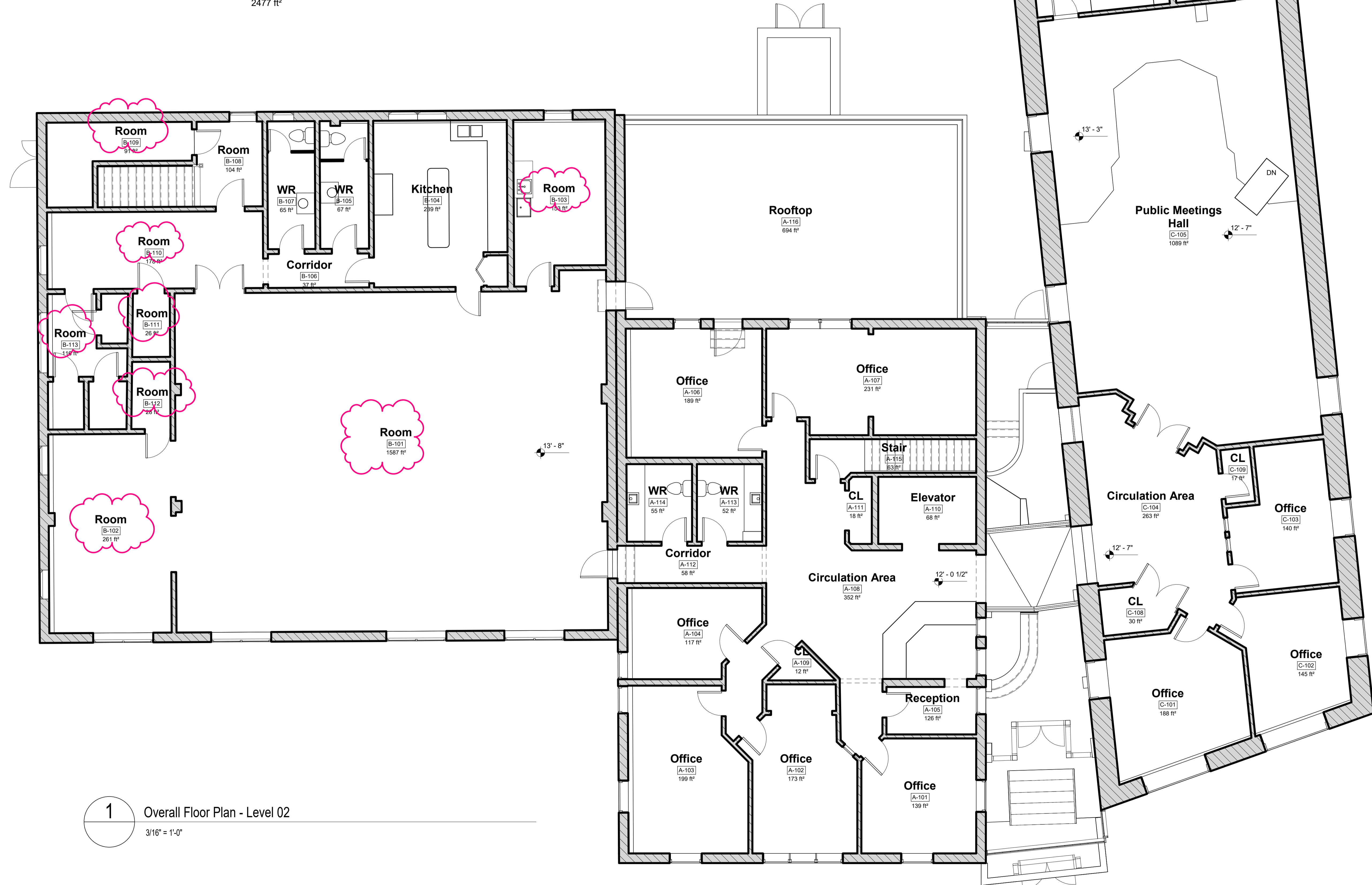
DRAWING TITLE
 Overall Floor Plan - Level 01

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Author	3/16" = 1'-0"	2026
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SHEET NUMBER		
A-202		

Bldg A Level-02			
Level	Number	Name	Area
Bldg-A - Level 02	A-101	Office	139 ft ²
Bldg-A - Level 02	A-102	Office	173 ft ²
Bldg-A - Level 02	A-103	Office	199 ft ²
Bldg-A - Level 02	A-104	Office	117 ft ²
Bldg-A - Level 02	A-105	Reception	126 ft ²
Bldg-A - Level 02	A-106	Office	189 ft ²
Bldg-A - Level 02	A-107	Office	231 ft ²
Bldg-A - Level 02	A-108	Circulation Area	352 ft ²
Bldg-A - Level 02	A-109	CL	12 ft ²
Bldg-A - Level 02	A-111	CL	18 ft ²
Bldg-A - Level 02	A-112	Corridor	58 ft ²
Bldg-A - Level 02	A-113	WR	52 ft ²
Bldg-A - Level 02	A-114	WR	55 ft ²
Bldg-A - Level 02	A-115	Stair	63 ft ²
Bldg-A - Level 02	A-116	Rooftop	694 ft ²
			2477 ft ²

Bldg B Level-02			
Level	Number	Name	Area
Bldg B - Level 02	B-101	Room	1587 ft ²
Bldg B - Level 02	B-102	Room	261 ft ²
Bldg B - Level 02	B-103	Room	153 ft ²
Bldg B - Level 02	B-104	Kitchen	239 ft ²
Bldg B - Level 02	B-105	WR	67 ft ²
Bldg B - Level 02	B-106	Corridor	37 ft ²
Bldg B - Level 02	B-107	WR	65 ft ²
Bldg B - Level 02	B-108	Room	104 ft ²
Bldg B - Level 02	B-109	Room	91 ft ²
Bldg B - Level 02	B-110	Room	178 ft ²
Bldg B - Level 02	B-111	Room	26 ft ²
Bldg B - Level 02	B-112	Room	28 ft ²
Bldg B - Level 02	B-113	Room	116 ft ²
			2952 ft ²

Bldg C Level-02			
Level	Number	Name	Area
Bldg-C - Level 02	C-101	Office	188 ft ²
Bldg-C - Level 02	C-102	Office	145 ft ²
Bldg-C - Level 02	C-103	Office	140 ft ²
Bldg-C - Level 02	C-104	Circulation Area	263 ft ²
Bldg-C - Level 02	C-105	Public Meetings Hall	1089 ft ²
Bldg-C - Level 02	C-106	Kitchen	213 ft ²
Bldg-C - Level 02	C-107	Room	116 ft ²
Bldg-C - Level 02	C-108	CL	30 ft ²
Bldg-C - Level 02	C-109	CL	17 ft ²
			2201 ft ²



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A-203

1 Overall Floor Plan - Level 02
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