

Tasks to Complete	Responsible Person	Projected Completion Date	Suggestions	Estimated Cost
1. Install railings or stable surface to entrance from parking lot				
2. Install a ramp				
3. Designate accessible parking				
4. Post directional signage indicating the location of accessible entrance at all alternate entrances.				
4. Move furniture so there is at least 18 inches of clear space between door and wall.				
5. Aisles are narrow; redesign floor layout.				
6. Install visible and auditory signals for emergency alarm system.				
7. Secure edges of mats & carpets				
8. Install elevator with audible signals				
9. Post directional signage indicating the location of accessible restroom.				

10. Install hand rails on both sides of stairs.				
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