

Tasks to Complete	Responsible Person	Projected Completion Date	Suggestions	Estimated Cost
<p>1. Install curb cut for accessible entrance to 1st floor.</p> <p>2. Post directional signage indicating the location of the accessible entrance.</p> <p>3. Ensure that bushes are always trimmed and not in the pathway.</p> <p>4. Post Braille signage indicating room numbers and department names.</p> <p>5. Install non-slip surface on stairs leading to all public use levels.</p> <p>7. Install auditory and visible indicators for emergency notification system.</p> <p>8. Rearrange tables in rooms to allow access by wheelchairs in all seating areas.</p> <p>9. Post directional signage indicating the location of the accessible restroom.</p> <p>10. Post tactile signage indicating the accessible restroom to the side of the entrance door.</p>		Completion date contingent on budget decisions.		

<p>11. Add lever extensions to the handle of the accessible stall in the restroom.</p> <p>12. Lower a portion of the drink counter to no more than 36 inches high.</p> <p>13. Provide an accessible water cooler or drinking fountain with the spout no higher than 36 inches from the floor.</p> <p>14. Modify communication system within the elevator to be used without voice if needed.</p> <p>15. Install audible signals for floors in elevator.</p> <p>16. Rearrange furniture in the lounge to make phone accessible.</p> <p>17. Post directional signage indicating the location of the portable TDD system.</p>				
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