

Tasks to Complete	Responsible Person	Projected Completion Date	Suggestions	Estimated Cost
<ol style="list-style-type: none">1. Post directional signage indicating the location of the accessible entrance.2. Secure the edges of all mats and carpets.3. Post Braille signage indicating room numbers and department names.4. Install handrails on both sides of the stairs used to access all public levels.5. Install non-slip surface on stairs leading to all public use levels.6. Reconfigure door so they have at least a 32 inch opening and can be opened using a closed fist.7. Install auditory and visible indicators for emergency notification system.8. Reconfigure at least one men's and one women's restroom for accessibility.		Completion date contingent on budget decisions.	Use in house sign making	

<p>9. Post directional signage indicating the location of the accessible restroom.</p> <p>11. Post tactile signage indicating the accessible restroom to the side of the entrance door.</p> <p>12. Add lever extensions to the handle of the accessible stall in the restroom.</p> <p>13. Install grab bars inside the accessible stall.</p> <p>14. Reconfigure accessible stall to provide an area no less than 5 feet by 5 feet, clear of the door swing.</p> <p>15. Lower all dispenser and mirrors in accessible restroom to within usable range by person in a wheelchair.</p> <p>16. Provide an accessible water cooler or drinking fountain with the spout no higher than 36 inches from the floor.</p>				
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