

Bertha Bartlett Public Library

Board Meeting – Main Meeting Room

January 28, 2019

6:00 p.m.

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Election of officers:

Approval of Minutes

Citizens' Appearance:

Treasurer's Report: Duane Fournier –

- P& L Expenses
- January Bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Gilbert Update

New Business:

- Employee policy to review
- ADA Checklist
- Chrome Books and Gamers
- Midwest Storage Systems
- Change from **Learning Express** to **Brainfuse** databases as part of State Library Contract for services.

Old Business:

- Directors Review
- Roof Issues & other Building Upgrades
 - IPI industries and circulation desk
 - Midwest Solutions – efficiencies for storage areas
- Adjournment
- Reminder
 - Next meeting: February 28, 2018

STAFF REPORT

January 2019

This is the month Mark wanted to discuss our space needs and the procedures we need to go through. We also need to walk through the building, and we might want to do this as part of our board meeting, or do it in small groups. We will have to discuss this during the board meeting. Duane and I should have the ADA inspection checklist done by the meeting time.

In the past I've talked about how valuable the "Learning Express" database was for employment, computer training, and testing sites that reduced the need for us to purchase books like the GED practice tests, etc., They had to go out for bid, and "Brainfuse" has taken over the state contract, which will be implemented at the beginning of February. We will have to retrain ourselves and the public for that change.

I am almost done with the Accreditation application, with the final pieces to be approved at this meeting. One of the requirements is to list the dates we have trustee training and the topics we covered. This makes it important to include this in the minutes. This is considered a "best practice" for the trustees, but also they are encouraging someone plan and then attend county-wide training. This requirement doesn't mean every member of the trustees have to attend, as one can attend and report back. Because the accreditation application only happens once every three years, I don't know how much of this process will remain the same, and how much will change.

The Foundation board met last week, and they approved purchasing ear buds to be sold at the desk, and also to have some for incentives for the summer library program. We will charge \$2.00 apiece for those sold. The sets will have the logo imprinted of the Bertha Bartlett Public Library on the case. These are simple, but we hope that using those will cut down on the wear and tear of our headphones, and have those available for just occasional use. There was also more discussion about the Story Festival, and a memorial project for Carl Hermanson, who served on that board for over 8 years. A meeting with the school superintendant will be set sometime in the next few months to talk through Storytelling in the schools, before we get too far into planning an event. We've also been contacted by the Ministerial Association about including a professional religious storyteller from New York who we have brought in as a Festival performer in the past. There is some hesitancy about doing that again.

I had a call from Dell, and they have sent me some prices for computers, but I had a chance to talk about the issues we have been having with our desktop computers. They suggested we try adding Chromebooks that would be used exclusively with gaming, not try to keep office software on it at all or install printers. They indicated Chromebooks would cost about \$200 each. The surface pros we had for use with the robotics have been very problematic recently so this might solve that issue also, as one has been nearly impossible to use for several years, and has had the screen broken in recent months....probably an accident while cataloging books.

I also talked with Midwest Storage systems about two things. 1) To reconfigure the storage room space would increase our storage capacity by about 70%! But the price tag isn't cheap, it's about \$10,000. I have drawings and brochures I'll share at meeting. 2) To have them help with moving books and shelves when the carpeting project happens. They charge by the hour (\$45).

I contacted John at Waddell again about our roof, and asked about the roof leak again...and then about general maintenance on a metal roof. I think we should get an understanding about what that needs to be from here out, and if we consider any expansion we might want to do that work at that time. Another thought I had was to talk to Century 21 about their building and the lot beside it to see if that might work into a possible second step for the future.

Laura Donaldson has not only been filling in at Gilbert and Story City as a library employee, she has also been cleaning for us for the past year. Unfortunately, this is something she no longer wants to do, and we are trying to find someone else to help us with the building upkeep. We have been putting out feelers, and asking around and I interviewed a lady, Luselena Vasquez who lives in Ellsworth. She is interested but she doesn't speak English. I have talked with both Cheryl Murken and Mark Jackson at City Hall about the paperwork necessary for bringing her in to clean for us. I will need to have her identification paperwork, which will include a social security card. If we find someone, the city administration offices would like to use the same person one day a week.

Bertha Bartlett Public Library

Board Meeting

Monday, December 17, 2018

6:00pm

Library Meeting Room

Present: Chris Feil, Lynn Cummings, Matt Emerson, Duane Fournier (by phone), Jessica Hensch (Secretary) and Kolleen Taylor (Director).

Called to Order: 6:04pm

Changes to and approval of the Agenda:

Taylor asks for "Cover One" to be added to "New Business"

Approval of Minutes:

Cummings makes motion to approve November 2018 minutes. Emerson seconds. Approved unanimously.

Citizen's Appearance:

Mark Jackson is planning to come to the next board meeting in January to discuss building upgrades.

Treasurer's Report

P and L:

Taylor reports that Feil will sign off on the list of bills.

Story City:

Right where we are supposed to be, right around 60%. Slightly high in a couple of areas: books (due to the fact that award books were purchased) and building supplies (purchased lots of paper products at the beginning of the year).

Magazines are being switched to quarterly billing. There should be a bill for the next quarter coming. Not all magazines were set up at the same time, so it will be a while until all of that normalizes. A purchase order will show a breakdown of all the separate subscriptions. Ideally, this will be better in the long run for the budget.

Tech is over budget. This was due to some work that was done in services. Taylor reports she charged it to Tech but it could have been charged to "Professional Services". Unsure how this will be handled to correct.

Gilbert:

There was nothing added in the "magazine" line item for Gilbert. The use of these items is up. The budget is going to be tight throughout the entire year, likely.

December Bills:

Taylor reports she had to add a couple of things last minute, due to the meeting being held earlier in the month.

She had to add a bill from "Freedom Fire" for \$90.24 after the copies were run.

There is one credit card charge for a magazine subscription that was cancelled and then used it to purchase materials for the gingerbread project.

Amazon Capital Services are the invoices for Amazon purchases.

The trustees may need to vote via email on any other bills that are received and needing to be paid in the month of December.

All bills need to be processed to go to City Hall. Requires ensuring the Gilbert/Story City charges are separated correctly and assigned to the right invoice and accounting numbers.

Cummings motions to approve December 2018, Fournier seconds. Approved unanimously.

Circulation:

It was a fairly cold November. Not as many children in the library due to this.

Increase in Open Access

Still getting circ on tapes and VHS, though the collections have been greatly reduced.

Few less storytime express sessions than this time last year. Attendance is staying pretty stable.

Correspondence/Communications:

Christmas cards are being received.

The trustees will sign a sympathy card for Carl's family as a symbol of our great appreciation of his kindness and service to our library.

Gilbert Update -

Cabinets were installed and look great. Things have been rearranged to make room.

Will be closed several days over the holidays.

New Business**Cover One:**

Our library often does repairs ourselves. It takes hours to be able to get a book apart to fix it correctly. Cover One is a machine that will melt the binding glue and allows you to be able to re-glue the binding.

This is something to consider with year-end money. Taylor reports that the library repairs around 30 books per month. If books are \$20 each, it wouldn't take long for the machine to pay for itself.

Story County Supervisor Meeting on Tuesday, December 18th at 1pm:

Takes place in Nevada. A meeting with the county supervisors to show off how the libraries serve the members in the county.

Update on Accreditation process:

Done, with the exception of the final checklist.

Taylor reports she thought she'd have it by the time of this meeting, but it hasn't arrived yet. Everything has been completed and a walk-through with Duane has to be completed regarding ADA requirements.

Computer Needs:

Emerson reports that there has been a lot of game-playing on the lab computers.

They seem to be working fairly well now since those games have been removed.

Emerson suggests that some type of imaging software should be purchased so we can get the computers back to normal, when necessary.

The library should probably have a PC replacement schedule in line so it isn't just being done at the last minute when a machine is beyond repair.

Emerson suggests purchasing the disc imaging software as well as an external hard drive while seeing how the current machines run for a while.

The software is \$40

Emerson will look in to how much will be needed for the imaging software. Next meeting, the trustees will discuss the possibility of new PCs.

Old Business

Carpeting Options:

Tabled until next month

Roof Issues and other Building Upgrades:

An appraisal needs to be done on our building since there is a state process

Taylor is wondering if she should contact Waddle and see if there needs to be some maintenance done on the roof of the library, or if it needs to be replaced. The concern is that if the roof is replaced, it will likely need to be changed when its remodeled.

Adjournment:

Motion to adjourn by Hensch seconded by Emerson – Approved unanimously

Next Meeting:

Monday, January 21st 6pm in the Library Meeting Room

****Reminders****

Library Closings for Holidays:

December 24th and 25th - Closed

December 31st will close at 5pm

Bertha Bartlett Public Library

P L - December 2018

Acct #	Story City Expenses	2018-2019 Budget	Month to date	Year to date	Budget remaining	% of funds Remaining
001-4410-6010	Salaries: Full Time	\$ 42,495.00	\$ 3,277.22	\$ 21,349.59	\$21,145.41	49.76%
001-4410-6020	Salaries: Part-time	\$ 57,000.00	\$ 4,326.79	\$ 27,119.30	\$29,880.70	52.42%
001-4410-6110	FICA/Medicare	\$ 7,615.00	\$ 572.52	\$ 3,650.39	\$3,964.61	52.06%
001-4410-6130	IPERS	\$ 9,395.00	\$ 717.82	4535.8	\$4,859.20	51.72%
001-4410-6150	Insurance - Group Health	\$ 4,425.00	\$ 354.05	\$ 2,427.75	\$1,997.25	45.14%
001-4410-6230	Travel/Training	\$ 1,500.00	\$ -	\$ 500.61	\$999.39	66.63%
001-4410-6320	Building/Grounds	\$ 5,370.00	\$ 562.38	\$ 2,352.63	\$3,017.37	56.19%
001-4410-6350	Equipment repair/Maint.	\$ 250.00	\$ -	\$ -	\$250.00	100.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 226.41	\$ 512.07	\$1,287.93	71.55%
001-4410-6373	Telephone	\$ 4,800.00	\$ 391.12	\$ 2,354.55	\$2,445.45	50.95%
001-4410-6408	Insurance-General	\$ 2,500.00	\$ -	\$ -	\$2,500.00	100.00%
001-4410-6490	Professional Services	\$ 2,000.00	\$ -	\$ -	\$2,000.00	100.00%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ -	\$100.00	100.00%
001-4410-6500	Programming	\$ 2,000.00	\$ 111.67	\$ 387.61	\$1,612.39	80.62%
001-4410-6501	Building Supplies	\$ 750.00	\$ -	\$ 103.06	\$646.94	86.26%
001-4410-6502	Technology	\$ 2,000.00	\$ -	\$ 1,517.79	\$482.21	24.11%
001-4410-6505	Cataloging Supplies	\$ 1,700.00	\$ -	0	\$1,700.00	100.00%
001-4410-6506	Office Supplies	\$ 2,700.00	\$ 266.66	\$ 1,103.75	\$1,596.25	59.12%
001-4410-6508	Petty Cash/Postage	\$ 1,000.00	\$ 75.00	450	\$550.00	55.00%
001-4410-6770	Magazines	\$ 1,600.00	\$ (22.46)	\$ 751.54	\$848.46	53.03%
001-4410-6771	Audio	\$ 1,000.00	\$ 72.67	\$ 98.42	\$901.58	90.16%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 1,121.48	\$ 7,736.93	\$4,263.07	35.53%
001-4410-6773	Video	\$ 2,000.00	\$ 194.75	\$ 608.61	\$1,391.39	69.57%
001-4410-6774	Online Databases	\$ 2,000.00	\$ -	\$ 488.45	\$1,511.55	75.58%
		\$ 168,000.00	\$ 12,248.08	\$ 78,048.85	\$89,951.15	53.54%
Deposits to: **						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 305.55	\$ 1,531.88	\$2,468.12	61.70%
001-4410-1-4470	General Fund	\$ 21,500.00	\$ -	\$ 15,384.91	\$6,115.09	28.44%
031-4410-2-4705	Donations	\$ 5,000.00	15,050.00	\$ 15,050.00	\$1,050.00	201.00%
031+4410-4-4300	Interest on Deposits	\$ 3,000.00	\$ 845.51	\$ 5,136.89	\$2,136.89	171.23%
	Total Deposits		\$ 16,201.06	\$ 37,103.68	\$11,770.10	
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 377,416.93	\$ 20,182.71	\$ 408,581.13		
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,062.24	\$ 4.18	\$ 2,066.42		
031-0950-4-4300	Interest (CD's)	\$ 210,000.00		\$ 210,000.00		
Library Trust Expenses						
031-4410-6230	Travel & Training					
031-4410-6320	Building & Grounds					
031-4410-6490	Professional Services					
031-4410-6507	Misc. Operating					
031-4410-6727	Capital Equipment					
031-4410-6672	Books			\$ 5,000.00		
031-4410-6798	Capital Project					
	Total Library Trust Exp			\$ 5,000.00		
		Budget				

Bertha Bartlett Public Library
January 2019 bills

Code	Written To	Date	Amount	Comments/Mileage for 2019 - .58
001-4410-6150	Wellmark	12/27/18	\$381.54	Health Insurance - Kolleen - December bill
001-4410-6230	Kolleen Taylor	01/23/19	\$12.54	County meeting mileage @ .545/mile
001-4410-6320	Laura Donaldson	01/24/19	\$120.00	Cleaning
001-4410-6320	Luselena Vasquez	01/24/19	\$125.00	Cleaning
001-4410-6320	Converse Conditioned Air,	01/08/19	\$115.00	Labor on Thermostat not working
001-4410-6371	Chitty Garbage Service	01/01/19	\$24.25	Trash
001-4410-6371	Black Hills Energy	01/07/19	\$256.02	Gas - heat
001-4410-6373	Aureon	01/01/19	\$387.85	Telephone
001-4410-6490	Visa	01/09/19	\$40.00	ILA membership-Denise
001-4410-6499	Amazon Capital Services	01/23/19	\$5.87	Bulk purchase of cough drops
001-4410-6500	Visa	01/09/19	\$30.45	Dollar General-Santa candy/& Tween Download
001-4410-6500	Demco	01/02/19	\$54.41	Programming
001-4410-6500	Amazon Capital Services	01/23/19	\$54.59	Craft supplies for programs
001-4410-6506	Access	01/22/19	\$259.77	copier lease & copies
001-4410-6501	Visa	01/09/19	\$10.76	Chlorox Wipes
001-4410-6770	Visa	01/09/19	\$253.59	Magazine subscription service-1st quarter
001-4410-6772	Visa	01/09/19	\$19.95	books
001-4410-6772	Kolleen Taylor	12/28/18	\$28.00	Book from Story County Historic Society
001-4410-6772	Cengage	12/14/18	\$22.40	Books
001-4410-6772	Cengage	12/19/18	\$56.67	Books
001-4410-6772	Cengage	12/19/18	\$44.08	Books
001-4410-6772	Cengage	01/08/19	\$81.17	Books
001-4410-6772	Cengage	01/10/19	\$42.70	Books
001/4410-6772	Cengage	01/15/19	\$56.67	Books
001-4410-6772	cengage	01/16/19	\$47.23	Books
001-4410-6772	Baker & Taylor	12/27/18	\$62.70	Books
001-4410-6772	Baker & Taylor	01/10/19	\$103.52	Books
001-4410-6772	Baker & Taylor	01/08/19	\$180.90	Books
001-4410-6772	Baker & Taylor	01/21/19	\$125.95	Books
001-4410-6772	Ingram	01/02/19	\$256.31	Books
001-4400-6772	Ingram	01/02/19	\$121.88	Books
001-4410-6772	Center Point Large Print	01/03/19	\$88.68	Books
001-4410-6772	Amazon Capital Services	01/23/19	\$135.50	Books
001-4410-6773	Visa	01/09/19	\$47.77	DVD's not available through Amazon
001-4410-6773	Kolleen Taylor	01/24/19	\$5.94	DVD
001-4410-6773	Amazon Capital Services	01/23/19	\$48.81	DVD
	TOTAL - Story City		\$3,708.47	
	Gilbert Bills			
033-4410-6230	Kolleen Taylor	01/23/19	\$46.08	Mileage for Northcrest mtg & Gilbert
033-4410-6501	Amazon Capital Services	01/23/19	\$8.50	Cleaning supplies for books
033-4410-6506	Visa	01/09/19	\$45.18	Walmart-cork board & Chlorox Wipes
033-4410-6772	Baker & Taylor	01/21/19	\$15.11	Books
033-4410-6772	Ingram	01/02/19	\$131.82	Books
033-4410-6772	Ingram	01/02/19	\$27.58	Books
033-4410-6772	Kolleen Taylor	01/23/19	\$28.00	Book from Story County Historic Society

Bertha Bartlett Public Library
January 2019 bills

033-4410-6772	Amazon Capital Services	01/23/19	\$64.98	Books for Gilbert
033-4410-6773	Amazon Capital Services	01/23/19	\$17.99	DVD for Gilbert
033-4410-6773	visa	01/09/19	\$15.99	DVD for Gilbert
033-4410-6773	Kolleen Taylor	01/23/19	\$5.94	DVD for Gilbert
	Total - Gilbert		\$307.41	

Bertha Bartlett Public Library
2018-2019 Statistics Comparison

	Jul. 17	Jul. 18	Aug. 17	Aug. 18	Sept 17	Sept. 18	Oct. 17	Oct. 2018	Nov. 17	Nov. 18	Dec. 17	Dec. 18	Jan. 18		Feb. 18		Mar. 18
City	2855	2817	2712	2505	2506	2381	2341	2398	2500	2141	1985	2138	2647		2528		2833
County	404	569	374	453	324	379	297	445	325	364	338	333	517		293		510
Other	826	1058	881	904	762	956	762	1027	722	851	571	977	687		658		764
Gilbert	315	475	312	423	232	300	265	368	219	357	193	261	215		258		358
Total	4400	4919	4279	4285	3824	4016	3665	4238	3766	3713	3087	3709	4066		3737		4465
Open Access	826	1058	881	904	762	956	762	1027	722	851	571	977	687		658		764
Adult	1342	1396	1476	1409	1257	1254	1089	1319	1123	1174	975	1261	1164		1045		1286
Young Adult	256	318	191	245	185	225	117	204	103	153	98	137	189		142		181
Juvenile	1763	2190	1662	1749	1494	1606	1465	1796	1539	1547	1116	1552	1572		1531		1878
Video	12	9	16	14	19	13	13	12	25	18	14	11	10		11		10
DVD	795	766	707	637	649	675	762	694	762	594	653	560	821		785		808
Audio	27	9	24	19	21	18	11	14	6	5	2	11	9		15		15
CD	17	33	10	18	22	20	27	7	36	19	45	20	48		32		33
CD book	88	113	87	98	102	82	88	89	75	94	113	75	138		75		149
Magazines	60	39	62	60	42	51	50	51	46	39	40	31	60		47		43
Puzzles	16	25	18	19	17	45	26	36	30	53	20	29	41		32		25
Puppets	24	20	26	15	15	21	15	8	20	14	11	10	12		21		36
Other	0	1		2	1	6	2	8	1	3	0	12	2		1		1
Total	4400	4919	4279	4285	3824	4016	3665	4238	3766	3713	3087	3709	4066		3737		4465
E-books	287	310	241	348	232	352	229	336	227	314	237	408	278		236		272
Downloaded Audio	246	315	263	296	281	283	271	288	218	270	252	249	312		245		291
Ref.? Asked	110	127	122	103	88	93	111	131	144	107	98	118	127		149		180
Ref.? Answered	110	127	122	103	88	93	111	131	144	107	98	118	127		149		180
Reference-Gilbert	25	44	33	54	15	53	20	50	37	37	26	41	47		41		41
<u>PATRONS</u>					15												
Programs - children	12	19	0	2	11	18	12	11	10	8	9	8	7		11		11
Attendance - children	305	133	0	59	138	216	132	138	57	86	117	79	124		84		95

Bertha Bartlett Public Library
2018-2019 Statistics Comparison

Attendance - adults	80	49	0	20	36	52	52	44	28	40	69	54	55		23		29
Programs - StoryX	0	0	0	0	2	5	5	5	7	3	7	4	3		6		4
Attendance - children	0	0	0	0	19	45	48	56	68	29	85	44	34		72		39
Attendance - adults	0	0	0	0	5	5	13	14	14	6	20	12	7		16		9
Programs - Teen/Tweens	3	5	0	0	2	2	2	2	1	1	1	1	2		1		1
Attendance - teens	26	39	0	0	21	29	32	35	9	13	27	26	28		24		9
Attendance - adults	0	6	0	0	2	2	2	2	1	1	2	2	1		0		1
Programs - Adult	6	6	5	7	6	5	6	6	5	7	7	5	5		7		8
Attendance - children	0	1	0	0	0	0	0	0	0	0	3	0	22		0		0
Attendance - adults	36	62	34	42	61	34	35	37	33	36	48	34	36		38		43
Total Programs	21	19	5	9	24	25	23	24	23	18	3	18	16		26		24
Total Attendance	529	289	34	121	238	333	196	326	209	211	371	251	301				216
Gilbert Programs	13	10	1	3	5	6	6	5	4	5	5	4	1		7		3
Attendance	146	245	16	35	94	73	76	67	52	76	52	55	3		78		45
Attendance - Adults	49	69	3	9	24	27	22	23	13	0	16	16	2		16		9
Hours - Gilbert	68.25	70.5	78.75	78	64	64	65.5	72.5	66	62	61	60.5	65.25		56		66.5
Total People	484	704	352	489	271	388	250	378	238	324	197	244	217		286		282
People/hour	7.1	10	4.46	6.3	4.2	6.1	3.8	5.2	3.6	5.2	3.2	4	3.3		5.1		4.2
Gilbert Site Circ.	562	859	475	654	351	508	358	662	306	569	289	400	344		236		465
Hours - Story City	211	218	231	235	231	217	244	246	227	228	220	218	231		220		257
Total People	3310	3398	3461	3375	3069	3048	3948	3717	2779	2533	2452	2488	3005		2722		3105
People/Hour	15.7	15.6	15	14.4	13.9	14.1	16.2	15.1	12.2	11.1	11.2	11.4	14.3		12.38		12.1
<u>CARDS</u>																	
Issued - Story City	27	17	24	14	18	16	10	10	15	6	10	6	9		15		10
Issued - Gilbert	2	11	8	3	5	0	4	8	1	4	0	2	0		4		2
Withdrawn	42	15	0	31	10	0	0	0	0	1045	0	0	0		0		0
renewed - Story City	16	14	17	7	19	14	11	9	15	8	12	5	14		27		42
renewed - Gilbert	12	12	5	7	8	6	3	5	1	4	1	2	4		7		4

Bertha Bartlett Public Library
2018-2019 Statistics Comparison

Meeting Room Library	8	15	4	1	14	13	16	14	10	10	11	10	10		12		10
Meeting Room Other	3	4	5	5	6	3	7	7	7	3	9	4	7		6		10
Computer Use	337	641	528	753	460	575	505	955	503	755	414	877	405		555		448
Test Proctoring	2	0	2	0	0	0	0	0	0	0	0	0	1		1		1
Interlibrary Loans Requested	8	8	5	12	13	6	5	12	10	10	3	18	9		32		9
Interlibrary Loans Sent	23	22	38	24	29	22	24	19	23	14	16	16	28		10		27
Book Club Sets	1	2	6	4	4	2	4	2	2	1	1	2	1		1		1
Microfilm Use	1	0	1	2	2	0	2	0	0	2	5		0		1		
Gilbert Computer use	15	47	22	37	15	25	12	39	5	29	9	26	11		15		22
In House Use - Gilbert				70		27		34									

In House Use - Story City

ADA Checklist for Existing Facilities

Priority 1 – Approach & Entrance

Based on the 2010 ADA Standards for Accessible Design



Project : Building Analysis for Accreditation

Building Bertha Bartlett Public Library

Location 503 Broad Street

Date 1/16/19

Surveyors Duane Fournier/Kolleen Taylor

Contact Information Kolleen Taylor-515-733-2685

An accessible route from site arrival points and an accessible entrance should be provided for everyone.



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ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

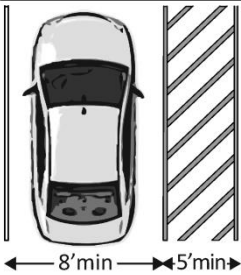
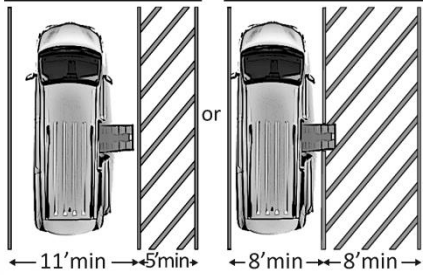
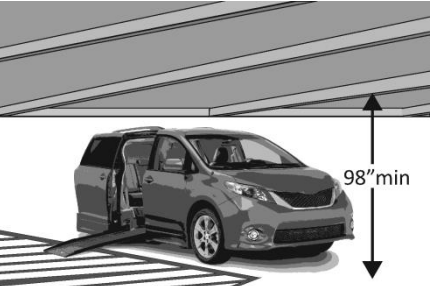
This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

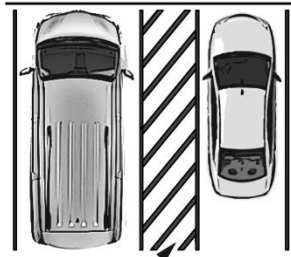

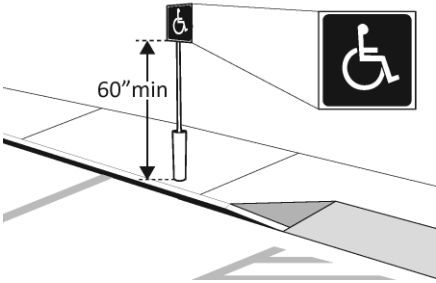
Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org



For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

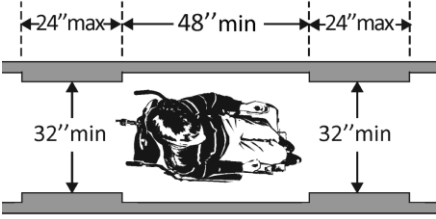
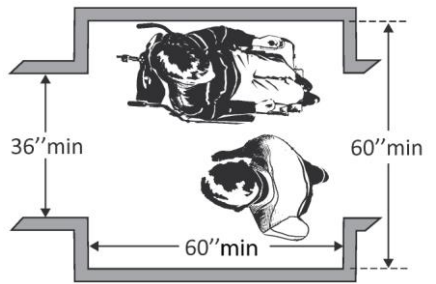
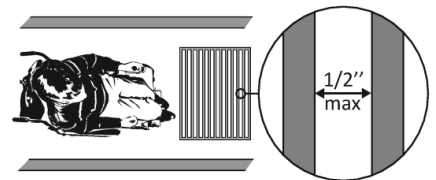
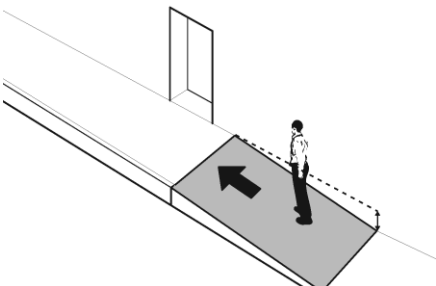
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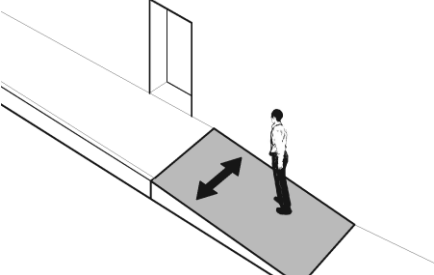
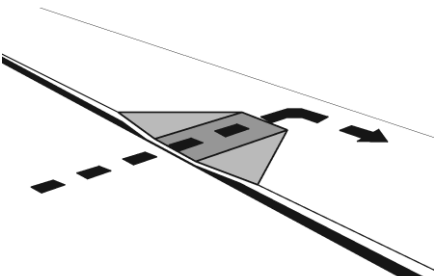
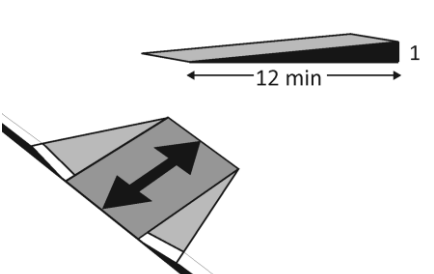
Priority 1 – Approach & Entrance		Comments	Possible Solutions												
<p>1.1 Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks and public transportation stops) that does not require the use of stairs? [See 2010 ADA Standards for Accessible Design – 206.2.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, location of route:</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Add a ramp • Regrade to 1:20 maximum slope • Add a lift if site constraints prevent other solutions 												
<p>Parking Accessible parking spaces should be identified by size, access aisle and signage.</p>															
<p>1.2 If parking is provided for the public, are an adequate number of accessible spaces provided? [208.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Total #:25 Accessible #: 1</p> <table border="1"> <thead> <tr> <th>Total Spaces</th> <th>Accessible Spaces</th> </tr> </thead> <tbody> <tr> <td>1 - 25</td> <td>1</td> </tr> <tr> <td>26 - 50</td> <td>2</td> </tr> <tr> <td>51 - 75</td> <td>3</td> </tr> <tr> <td>76 - 100</td> <td>4</td> </tr> <tr> <td colspan="2">100+ see 2010 Standards 208.2</td> </tr> </tbody> </table>	Total Spaces	Accessible Spaces	1 - 25	1	26 - 50	2	51 - 75	3	76 - 100	4	100+ see 2010 Standards 208.2		<p>Onstreet parking adjacent to library building, and by medium.</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure by repainting lines • •
Total Spaces	Accessible Spaces														
1 - 25	1														
26 - 50	2														
51 - 75	3														
76 - 100	4														
100+ see 2010 Standards 208.2															
<p>1.3 Of the accessible spaces, is at least one a van accessible space?*[208.2.4]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>*For every 6 or fraction of 6 parking spaces required by the table above, at least 1 should be a van accessible space.</p> <p>Photo #:</p>	<ul style="list-style-type: none"> * If constructed before 3/15/2012, parking is compliant if at least 1 in every 8 accessible spaces is van accessible • Reconfigure by repainting lines 												

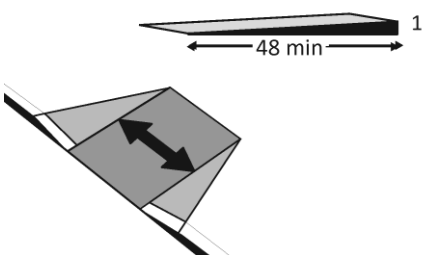
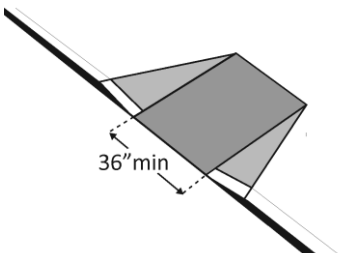
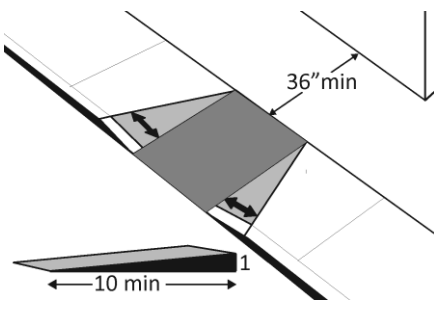
<p>1.4 Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide? [502.2, 502.3]</p> <p>Note: Two spaces may share an access aisle. Check state/local requirements; some specify that each space have its own aisle.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement: 10 feet wide, but no access aisle</p>	 <p>Diagram showing a car in a 10-foot wide space with a 5-foot access aisle. The car is 8 feet wide, and the access aisle is 5 feet wide. The total width is 13 feet.</p>	<p>There is an existing space on the west side where this will fit, we just need to repaint the parking areas</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure by repainting lines • •
<p>1.5 Is the van accessible space: At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide? [502.2]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement:</p>	 <p>Diagram showing two van accessible space configurations. The first configuration is 11 feet wide with a 5-foot access aisle. The second configuration is 8 feet wide with an 8-foot access aisle.</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide van-accessible space(s) • •
<p>1.6 Is at least 98 inches of vertical clearance provided for the van accessible space? [502.5]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>Diagram showing a van with its rear door open and a ramp extended. A vertical arrow indicates a minimum clearance of 98 inches from the ground to the ceiling of the van.</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide van-accessible space(s) • •

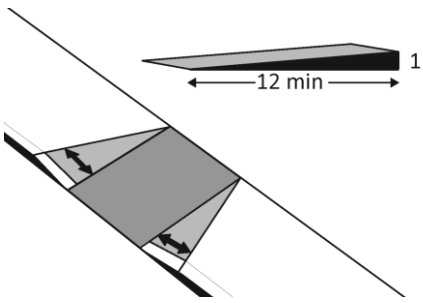
<p>1.7 Are the access aisles marked so as to discourage parking in them? [502.3.3]</p> <p>Note: The marking method and color may be addressed by state/local requirements.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Mark access aisles • •
<p>1.8 Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions? [502.4]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement:</p>		<p>On street parking</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Regrade surface • •
<p>1.9 Do the access aisles adjoin an accessible route? [502.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Create accessible route • Relocate accessible space •
<p>1.10 Are accessible spaces identified with a sign that includes the International Symbol of Accessibility? Is the bottom of the sign at least 60 inches above the ground? [502.6]</p> <p>Note: The International Symbol of Accessibility is not required on the ground.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement:</p>		<p>Space is marked on the ground, no signs installed.</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Install signs • •

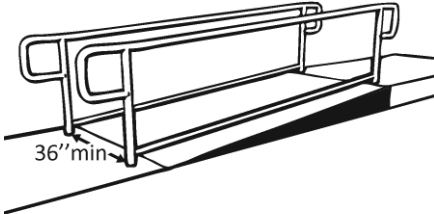
<p>1.11 Are there signs reading “van accessible” at van accessible spaces? [502.6]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install signs • •
<p>1.12 Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)? [208.3.1]</p> <p>Note: If parking serves multiple entrances, accessible parking should be dispersed.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure spaces • •
<p>Exterior Accessible Route</p>				
<p>1.13 Is the route stable, firm and slip-resistant? [302.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Repair uneven paving • Fill small bumps and breaks with patches • Replace gravel with asphalt or other surface
<p>1.14 Is the route at least 36 inches wide? [403.5.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change or move landscaping, furnishings or other items • Widen route •

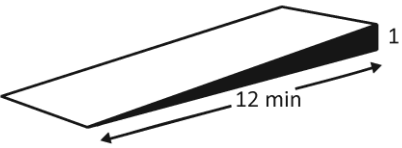
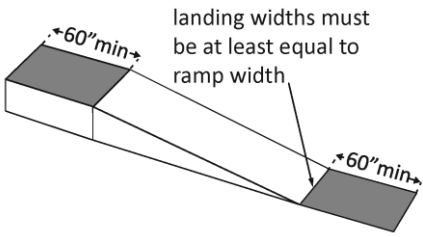
<p>Note: The accessible route can narrow to 32 inches min. for a max. of 24 inches. These narrower portions of the route must be at least 48 inches from each other.</p>			<p>Photo #:</p>	
<p>1.15 If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches? [403.5.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>If this is an interior space, it is not applicable to our location.</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Widen route for passing space • •
<p>1.16 If there are grates or openings on the route, are the openings no larger than 1/2 inches? Is the long dimension perpendicular to the dominant direction of travel? [302.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 0" <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>There are no grates or openings</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Replace or move grate • •
<p>1.17 Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run? [403.3] Note: If the running slope is steeper than 1:20, treat as a</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>			<ul style="list-style-type: none"> • Regrade to 1:20 max. • •

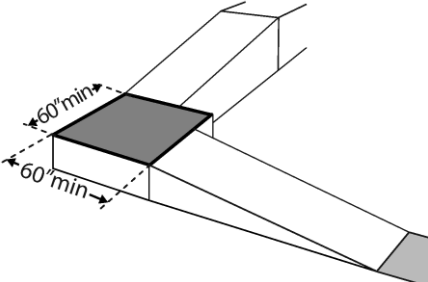
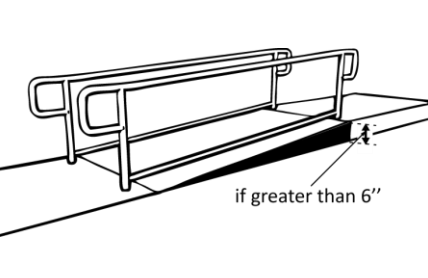
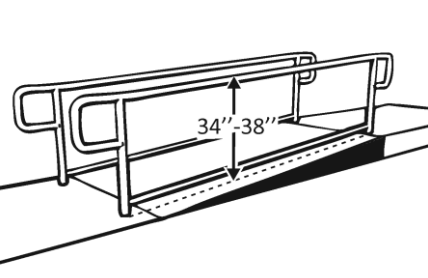
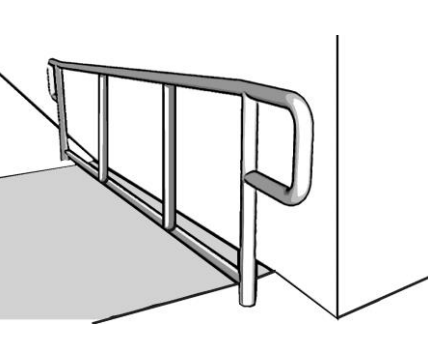
<p>ramp and add features such as edge protection and handrails.</p>			<p>Photo #:</p>	
<p>1.18 Is the cross slope no steeper than 1:48? [403.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Regrade to 1:48 max. • •
<p>Curb Ramps</p>				
<p>1.19 If the accessible route crosses a curb, is there a curb ramp? [402.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install curb ramp • •
<p>1.20 Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run? [406.1, 405.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Regrade curb ramp • •

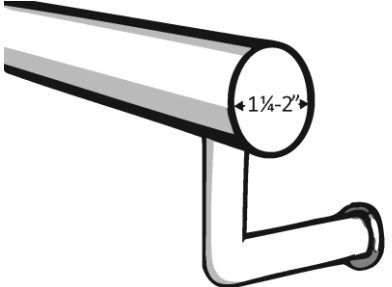
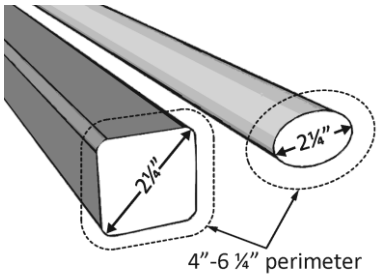
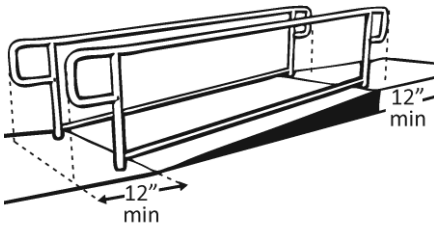
<p>1.21 Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48? [406.1, 405.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Regrade curb ramp • •
<p>1.22 Is the curb ramp, excluding flares, at least 36 inches wide? [406.1, 405.5]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen curb ramp • •
<p>1.23 At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? [406.4]</p> <p>If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run? [406.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure • Add ramp flares •

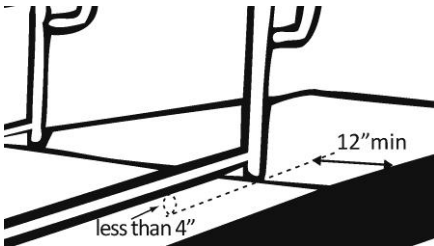
<p>1.24 If the landing at the top is less than 36 inches long, are there curb ramp flares?</p> <p>Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run? [406.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>The diagram shows a perspective view of a curb ramp with a flare. A callout shows a right-angled triangle representing the slope, with a vertical side of 1 and a horizontal side of 12, labeled '12 min'. The flare is shown as a shaded area on the ramp surface.</p>	<p>Not applicable, we have no ramps or handrails anywhere around the entrances or in the building. (1.24 through 1.36)</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Add ramp flares • Regrade flares •
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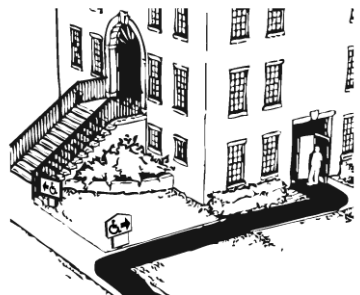
<p>Ramps If any portion of the accessible route is steeper than 1:20, it should be treated as a ramp.</p>				
<p>1.25 If there is a ramp is it at least 36 inches wide? [405.5]</p> <p>Note: If there are handrails, measure between the handrails.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>The diagram shows a perspective view of a ramp with two handrails. A dimension line indicates the width between the handrails, labeled '36" min'.</p>	<p>Not applicable</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Alter ramp • •
<p>1.26 Is the surface stable, firm and slip resistant? [405.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Resurface ramp • •



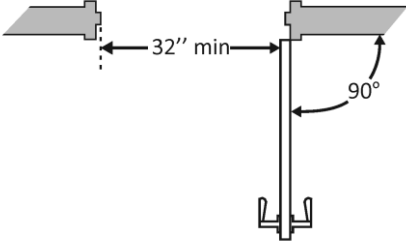
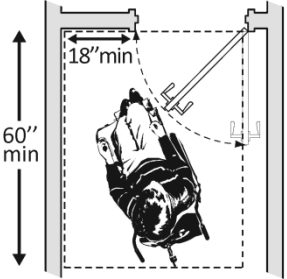
<p>1.27 For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run? [405.2]</p> <p>Note: Rises no greater than 3 inches with a slope no steeper than 1:8 and rises no greater than 6 inches with a slope no steeper than 1:10 are permitted when such slopes are necessary due to space limitations.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Not applicable</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Relocate ramp • Lengthen ramp to decrease slope •
<p>1.28 Is there a level landing that is at least 60 inches long and at least as wide as the ramp:</p> <p>At the top of the ramp?</p> <p>At the bottom of the ramp? [405.7.2, 405.7.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Not applicable</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Alter ramp • Relocate ramp •

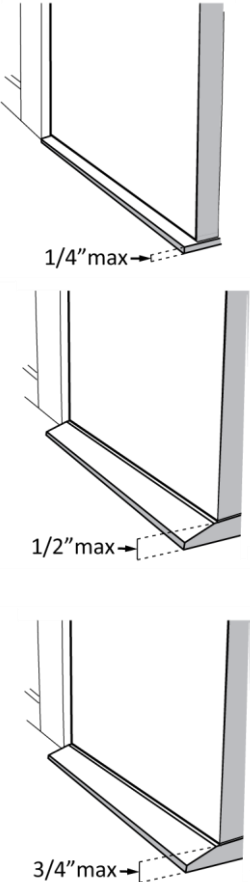
<p>1.29 Is there a level landing where the ramp changes direction that is at least 60 x 60 inches? [405.7.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Not applicable</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Alter ramp • Increase landing size •
<p>1.30 If the ramp has a rise higher than 6 inches, are there handrails on both sides? [405.8]</p> <p>Note: Curb ramps are not required to have handrails.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Not applicable</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Add handrails • •
<p>1.31 Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface? [505.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Not applicable</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure or replace handrails • Adjust handrail height •
<p>1.32 Is the handrail gripping surface continuous and not obstructed along the top or sides? [505.3]</p> <p>If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%? [505.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Not applicable</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure or replace handrails • •

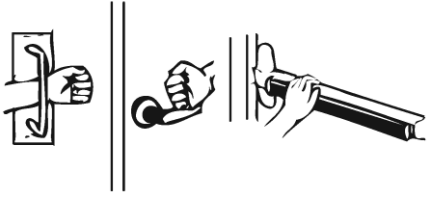
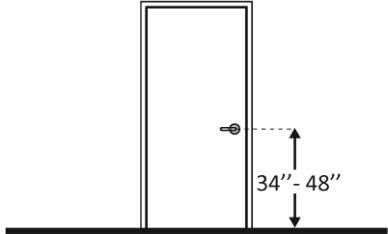
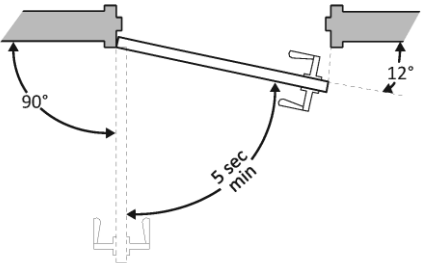
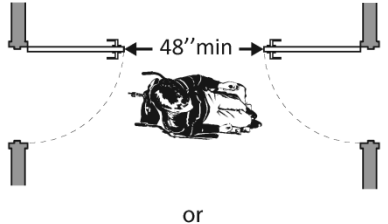
<p>1.33 If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter? [505.7.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Not applicable</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Replace handrails • •
<p>1.34 If the handrail gripping surface is non-circular:</p> <p>Is the perimeter no less than 4 inches and no greater than 6 ¼ inches?</p> <p>Is the cross section no greater than 2 ¼ inches? [505.7.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Not applicable</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Replace handrails • •
<p>1.35 Does the handrail:</p> <p>Extend at least 12 inches horizontally beyond the top and bottom of the ramp?</p> <p>Return to a wall, guard, or landing surface? [505.10.1]</p> <p>Note: If a 12 inch extension would be a hazard (in circulation path) it is not required.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Not applicable</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Alter handrails • •

<p>1.36 To prevent wheelchair casters and crutch tips from falling off:</p> <p>Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail?</p> <p>Or</p> <p>Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?</p> <p>[405.9.1, 405.9.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Not applicable</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Add curb • Add barrier • Extend ramp width •
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Entrance				
<p>1.37 Is the main entrance accessible?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Redesign to make it accessible • •
<p>1.38 If the main entrance is not accessible, is there an alternative accessible entrance?</p> <p>Can the alternative accessible entrance be used independently and during the same hours as the main entrance?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Designate an entrance and make it accessible • Ensure that accessible entrance can be used independently and during the same hours as the main entrance •

<p>1.39 Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance? [216.6]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install signs • Install signs on route before people get to inaccessible entrances so that people do not have to turn around and retrace route •
<p>1.40 If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility? [216.6]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install sign • •
<p>1.41 Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees? [404.2.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter door • Install offset hinges •
<p>1.42 If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove obstructions • Reconfigure walls • Add automatic door opener

<p>and side approaches to the pull side of the door</p> <p>On both sides of the door, is the ground or floor surface of the maneuvering clearance level (no steeper than 1:48)? [404.2.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	
<p>1.43 If the threshold is vertical is it no more than ¼ inch high?</p> <p>Or</p> <p>No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)?</p> <p>Or</p> <p>No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2]</p> <p>Note: The first ¼ inch of the ½ or ¾ inch threshold may be vertical; the rest must be beveled.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 1/4 inch</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove or replace threshold • •

<p>1.44 Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?</p> <p>Door handle?</p> <p>Lock (if provided)? [404.2.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace inaccessible knob with lever, loop or push hardware • Add automatic door opener •
<p>1.45 Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface?</p> <p>[404.2.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change hardware height • •
<p>1.46 If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?</p> <p>[404.2.8]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust closer • •
<p>1.47 If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?</p> <p>[404.2.6]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove inner door • Change door swing •

		<p style="text-align: center;">48" min</p> <p style="text-align: center;">or</p> <p style="text-align: center;">48" min</p>	<p>Photo #:</p>	
<p>1.48 If provided at the building entrance, are carpets or mats no higher than ½ inch thick? [302.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	<p style="text-align: center;">½" max</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace or remove mats • •
<p>1.49 Are edges of carpets or mats securely attached to minimize tripping hazards? [302.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Secure carpeting or mats at edges • •