

| Location: Newmarket Office | Barrier Type/ Description | Strategy for Removal | Status/ Actions | Person/Team Responsible | Deadline |
|--|--|--|--|--|----------|
| Access rooms | Table heights for people with wheelchairs are currently too high and are being used as baby changing tables. | Place games and toys in organizational bins at lower level. At least 50 per cent of the rooms should be accessible. Post signs about change tables being available in the rest rooms. | In Process - Home Depot donating organization bins, sign to be created and posted. | Property Management | Complete |
| 3rd floor hallways | Very narrow and tight aisles. | Rearrange set up of work stations as needed. | To implement during future retrofit. | Property Management | Complete |
| 3rd floor hallways | Fire extinguishers mounted too high. | Lower location of fire extinguishers. | COMPLETE | Health and Safety Committee | Complete |
| Accessible phones | Phones are not accessible for those who are hard of hearing or deaf. | Obtain training from the Canadian Hearing Society. Find out where we can get accessible phones and determine whether they should be purchased now or when requested. | Implement during future retrofit. Research has been completed, a relationship has been made with CAS and the Canadian Hearing Society. Amanda Palermo, HR Coordinator at CAS has contact information when/if required. | Property Management | 2025 |
| Alarm panel | Controls on wall is placed too high to be accessible. | Ensure that the panel is accessible to all and look into the standard placement height. Look into getting a manipulation stick. Wait until built environment legislation is set, as it may outline potential height requirements. | When upgrading system, lower the panel | Property Management | 2025 |
| Boardroom | Podium containing tech items too high and presentation area cluttered with wires. | Connect with IT and confirm if we have wireless connections to limit usage of the stage and podium. | COMPLETE | Property Management | Complete |
| Elevator | Lighting is too dim. Signs for where elevator is located are unclear. Door sensor not working properly. | Brighter light bulbs need to be added to the elevator. Annual inspection to be done on sensors. | COMPLETE | Property Management | Complete |
| Everywhere | Doors do not have button operation. | Install as necessary. | Implement during future retrofit. | Property Management | 2025 |
| Front door | Outside buzzer for after hours is placed too high. | Lower the buzzer once standards have been set through built environment legislation. | COMPLETE | Property Management | Complete |
| Hallway behind reception | Should be clear and uncluttered to allow wheelchairs and other mobility devices to safely pass. | Ensure no items are placed in the aisle and communicate this requirement to staff. | COMPLETE | Property Management | Ongoing |
| Hallway near elevators | Should be clear and uncluttered to allow wheelchairs and other mobility devices to safely pass. | Ensure no items are placed in the aisle and communicate this requirement to staff. | Items to be removed from area and signage posted. | Property Management | Ongoing |
| Kitchens | Sinks, counters/microwave are not at an accessible height. | Add/change current design for enhanced accessibility for staff and client areas if/when refurbishment occurs. Service counters--standards don't list a specific height requirement, it does speak of accommodating 'mobility aids' which could be of varying heights. Other jurisdictions have listed a range of heights for the top of the counters (ranging from 880-915mm). In speaking with a representative from the gov't, learned that there is no specific height requirement at this time. The Accessible Built Environments regulations will address access into and within buildings, and such regulations will be harmonized with the Ontario Building Code. | Confirm legislated height requirements and implement during future retrofit. | AODA to confirm legislated height requirement and Property Management to implement | 2025 |
| Main floor lunch room/side building hall way | Fire alarm is placed too high. | Ensure that the panel is accessible to all and look into the standard placement height. Look into getting a manipulation stick. Wait until built environment legislation is set, as it may outline potential height requirements. | Confirm legislated height requirements and implement during future retrofit. | AODA to confirm legislated height requirement and Property Management to implement | 2025 |
| Microwaves 2nd floor | Placed too high and on an unstable surface. | Move microwave to counter level. | COMPLETE | Property Management | Complete |
| Observation rooms | Rooms 1, 3, 4 are not accessible for staff who require a wheelchair or mobility device. | Room 5: remove table. Room 3: remove clutter. At least 50 per cent of the rooms should be accessible. | COMPLETE | Property Manager to remove table, Access Team to organize and remove clutter | Complete |
| Outside seating area | No wheelchair accessible seating. | Add wheelchair accessible seating. | COMPLETE | Property Management | Complete |
| Parking spots at back of building | Size of parking spots - wheelchair parking spaces are too narrow and further than the expectant mothers/foster parent spots. | Move the expectant mothers/foster parent parking spaces to be the closest spots near the middle parking area and convert the spaces closest to the building into standard wheelchair parking spot sizes. | COMPLETE | Property Management | Complete |
| Playground | Steep slope into play area. Grassed area could cause difficulties for those needing a walking aide. | Correct the angle of the slope. Install interlock brick or pavement pathway from play area to picnic table area. | COMPLETE | Property Management | Complete |
| Playground | No path to shaded area. | Add a pathway from gym area to shaded area. | COMPLETE | Property Management | Complete |
| Ramp in front of building | Far from parking spaces. | Should generally be in front of the spaces; work on this when doing a refurbishment of the parking lot. | COMPLETE | Property Management | Complete |
| Ramp out back | Back doors do not have ramp accessibility. | Install ramps at entrances. Look into getting quotes on costs of this work. | COMPLETE | Property Management | Complete |
| Reception | Text on sign at reception asking people to sign in is too small. | Text should be larger and in a clearer font for people with visual impairments. | COMPLETE | Newmarket Receptionist | Complete |
| Reception | Height of reception wall/position of receptionist's desk limits accessibility. | Add/change current design for enhance accessibility for staff and client areas if/when refurbishment occurs. The accessible built environments regulations will address access into and within buildings, and such regulations will be harmonized with the Ontario Building Code. | Confirm legislated height requirements and implement during future retrofit. | AODA to confirm legislated height requirement and Property Management to implement | 2025 |
| Restrooms | No door opener button, no brail. | Button and brail need to be added. | COMPLETE | Property Management | Complete |

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| Supply rooms | Currently no room for wheelchair/walker to fit in the rooms. | Supply rooms need to be organized and things need to be moved around. | COMPLETE | Newmarket Receptionist | Ongoing |
| Whole building | Fire safety accommodations issues--i.e. those who are hard of hearing or deaf may not hear fire alarm. | Determine cost to install visual fire alarms. | COMPLETE -fire alarm is both lighting and sound | Property Management | Complete |
| Whole building | No medical needle disposal bin in any washrooms. | Have disposal bins available for when required. | COMPLETE -- Needle disposal bin at reception for when staff require a container; process in place, and posted, to with incidents when a needle is found. | Health and Safety Committee | Complete |

| Location/Facility: Richmond Hill Office | Barrier Type/ Description | Strategy for Removal | Status/ Actions | Person/Team Responsible | Deadline |
|---|---|--|--|--|----------|
| 3rd floor entrance | Loose carpets | Remove loose carpets at entrance to York CAS office and in inner office | COMPLETE | Property Management | Complete |
| 3rd floor entrance to inner office | Entrance to inner office spaces not accessible, need automatic opener | During re negotiation of the space - speak to landlord and see if this can be negotiated into he deal. | Implement during future retrofit. | Property Management | Complete |
| 3rd floor, inside main entrance to York CAS | Controls on wall is placed to high to be accessible. | Ensure that the panel is accessible to all and look into the standard placement height. Look into getting a manipulation stick. Wait until built environment legislation is set, as it may outline potential height requirements. | Confirm legislated height requirements and implement during future retrofit. | Property Management | Complete |
| Accessible phones | Phones are not accessible for those who are hard of hearing or deaf. | Obtain training from the Canadian Hearing Society. Find out where we can get accessible phones and determin whether they should be purchased now or when requested. | Implement during future retrofit. Research has been completed, a relationship has been made with CAS and the Canadian Hearing Society. Amanda Palermo, HR Coordinator at CAS has contact information when/if required. | Property Management | 2025 |
| Boardroom | Podium containing tech items too high and presentation area cluttered with wires. | Connect with IT and confirm if we have wireless connections to limit usage of the stage and podium. | Connect with IT and ensure we have wireless connectivity to mitigate issue by making equipment accessible. | Property Management | 2025 |
| Kitchens | Sinks, Counters/Microwave are not at an accessible height. | Add/change current design for enhance accessibility for staff and client areas if/when refurbishment occurs. Service counters: Standards don't t list a specific height requirement, it does speak of accommodating 'mobility aids' which could be of varying heights. Other jurisdictions have listed a range of heights for the top of the counters (ranging from 880-915mm). In speaking with a representative from the gov't, at this time, there is no specific height requirement. The Accessible Built Environments regulations will address access into and within buildings and such regulations will be harmonized with the Ontario Building Code. | Confirm legislated height requirements and implement during future retrofit. | AODA to confirm legislated height requirement and Property Management to implement | 2025 |
| Reception | Height of reception wall/position of receptionist's desk limits accessibility. | Add/change current design for enhance accessibility for staff and client areas if/when refurbishment occurs. The accessible built environments regulations will address access into and within buildings, and such regulations will be harmonized with the Ontario Building Code. | Confirm legislated height requirements and implement during future retrofit. | AODA to confirm legislated height requirement and Property Management to implement | 2025 |

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| Restrooms | No medical needle disposal bin in any washrooms. | Have disposal bins available for when required. | COMPLETE -- Needle disposal bin at reception for when staff require a container; process in place, and posted, to with incidents when a needle is found. | Health and Safety Committee | Complete |
| Restrooms | Bathrooms missing automatic opener. Signs need brail and a larger font. | Determine cost of brail signs. Discuss the issue of buttons upon negotiation during renewal of lease. | Implement during future retrofit. | Property Management | 2025 |
| Whole building | No medical needle disposal bin in any washrooms. | Have disposal bins available for when required. | COMPLETE -- Needle disposal bin at reception for when staff require a container; process in place, and posted, to with incidents when a needle is found. | Health and Safety Committee | Complete |
| Main lobby entrance | Wide gap between ramp and back entrance door. | Renovation of existing ramp. | | Landlord | 2025 |
| Main lobby entrance | Automatic door opener on the back entrance door makes it hard to maneuver. | Move switch/button to outside of office. | | Landlord | 2025 |
| Main lobby entrance | Both doors to both front and back entrance are too narrow. | Both doors to both front and back entrance need to open. | | Landlord | 2025 |
| Entire Building | Fire safety accommodations issues, i.e. those who are hard of hearing or deaf may not hear fire alarm | Need accessible fire alarms. | | Landlord | 2025 |