

Cartwright-Roblin Municipality

Accessibility Plan

Section I – Baseline Report

A. Overview of Programs and Services

Cartwright-Roblin Municipality has 1,308 residents according to the 2016 census, includes the communities of Cartwright and Mather and is located in south western Manitoba. The following outlines the current facilities and services offered in the municipality.

B. Services Provided/Municipal Buildings

Municipal Office

- Accounts receivable and payable: taxes/ water-sewer utilities/ other
- Animal control:
 - o Large animal control & pound-keeping
 - o Small animal inquiries
- Cemetery: records/ plot sales/ enquiries
- Charitable donations & grants
- Comments/ complaints
- Council: meetings & minutes/ elections/ enquiries
- Meeting spaces
- Municipal map sales
- Office & work space for organizations:
 - o Community Development Corporation:
 - Economic Development & enquiries
 - Tourism & enquiries
 - Website maintenance
 - o Senior Services of Cartwright, Mather, Roblin:
 - Activity programs & enquiries
 - Lifeline & enquiries
 - Handivan & enquiries
- Photocopy/ fax/ scanning services
- Permits: burn & fire pit
- Recreation: programs, enquiries/ skating rink bookkeeping, enquiries
- Work requests from ratepayers (public works)

Public Works

- Bridge/ culvert construction & maintenance
- Cemetery maintenance: mowing/ weed control/ tree trimming
- Custom work
- Park maintenance: flower watering/ mowing / weed control/ tree trimming
- Pest control: beavers/ skunks
- Road construction & maintenance: blading/ snow clearing/ repairs/ mowing (boulevards) / weed control / tree trimming
- Sanitation: garbage & recycling pickup/ waste transfer station operation
- Street/ lane/ sidewalk construction & maintenance: blading/ snow clearing/ repairs/ mowing (boulevards)/ tree trimming
- Utility maintenance:
 - o Water & sewer (Cartwright)
 - o Bulk water-treated (Cartwright)
 - o Bulk water-untreated (rural)
 - o Sewer (Mather)
 - o Lagoon (Cartwright & Mather)
- Work requests from ratepayers

Library

- Municipally owned building (rented and managed by Lakeland Regional Library)

Fire Department & Fire Hall

- Fire Protection Services
- Board room available for meetings

Ambulance Garage

- Municipally owned building (cost-shared 2/3 municipal & 1/3 RHA)
- Ambulance Service provided & managed by Regional Health Authority

Urban/Rural Workshops

- Workshops are for municipal equipment and staff only. All other persons are prohibited unless accompanied by municipal staff

Handi-van

- Operated by Senior Services of Cartwright, Mather, Roblin Board
- Municipally owned building (cost-shared 2/3 municipal & 1/3 RHA)
- Handi-van Service provided & managed by Senior Services of Cartwright, Mather, Roblin

Recreation

- Mac Robinson Community Centre/ Cartwright Curling Club (Operated by individual volunteer boards)
- Cartwright Centennial Auditorium (Operated by volunteer board)
- Mather Arena (Operated by volunteer board)
- Mather Hall (Operated by volunteer board)

- Waldie Field (ball park) (Operated by volunteer board/ mowing / weed control/ tree trimming provided by municipality)
- Parks (Cartwright & Mather): several spaces throughout the municipality

C. Accessibility Achievements

The municipality has already taken steps to improve accessibility and will continue to find ways to ensure that all residents have equal access to municipal services.

A few achievements to date include:

- a. Library:
 - i. See attached audit
- b. Municipal Office:
 - i. automated door & wheelchair ramp
 - ii. yellow safety paint on step edges
 - iii. public notices distributed through local newspaper, website and social media
- c. Mac Robinson Community Centre:
 - i. automated doors & wheelchair ramp to the upper level
 - ii. wheelchair accessible bathrooms
 - iii. hi-rise toilets, grab bars
 - iv. set-aside reduced ability parking
- d. Cartwright Centennial Auditorium:
 - i. set-aside reduced ability parking
- e. Mather Hall:
 - i. Wheelchair lift
 - ii. Set-aside reduced ability parking
- f. The library and municipality employ staff that assist by writing cheques, forms, speaking in higher volumes if beneficial, opening doors
- g. Various information is available on the community website for easy access by residents.

D. Accessibility Barriers

The municipality collected information from front line staff and will reach out to local residents to identify additional barriers. Some of the barriers identified are:

- a. Forms are not available in larger print.
- b. Information is not available for hearing impaired residents.
- c. Information is not available for visually impaired residents
- d. Website does not have larger print option.
- e. Washrooms in public buildings are not all wheelchair accessible.

- f. While some buildings are wheelchair accessible, inside amenities have some barrier restraints.
- g. Language barriers can sometimes exist.
- h. Limited staff training for disability awareness to increase sensitivity and facilitate communication in interactions with people with disabilities.
- i. Sidewalks and curbs in both Cartwright and Mather require improvement/maintenance.
- j. Current snow-clearing efforts on sidewalks leave residual snow/ ice and dangerous walking conditions,
- k. Library: see attached audit

Section II – Accessibility Plan

A. Statement of Commitment

Cartwright-Roblin Municipality is committed to provide services in a way that enhances citizen’s quality of life and gives people equal opportunity to access and benefit from the same services. Cartwright-Roblin Municipality will work toward meeting the requirements of The Accessibility for Manitobans Act (AMS) and include the public (community organizations and citizens) to identify, remove and prevent barriers.

B. Actions

	Actions	Time Line
Action 1	Establish Accessibility Working Group <ul style="list-style-type: none"> - Identify Committee - Appoint Coordinator - Consult with SSCMR Coordinator, CR Rec Director, Community Development Officer - Consult with public 	Council - Committee Dec/17 CAO - Coord Dec/17 SSCMR, CR Rec, CDO Dec/ 17 Public consult via website, Facebook page Dec/ 17
Action 2	Accessibility Working Group will make recommendations regarding projects to promote accessibility to Council to consider when making allocations in the yearly budget.	Annually in February
Action 3	All future renovations to municipally owned buildings will consider ways, within reason, to improve accessibility.	Immediate
Action 4	Accessibility Plan will be posted on website and reviewed annually by the Accessibility Working Group	Annually
Action 5	Offer and provide information in an accessible format on request.	Immediate

Action 6	Explore ways to improve presentation of information on website	Ongoing
Action 7	Familiarize all staff with Accessibility Plan. At all times, staff will consider methods and opportunities to assist in the promotion of accessibility within municipal buildings	Ongoing
Action 8	Repaint entrance step to municipal office. Install "Please Watch Your Step" sign in highly visible location	Immediate
Action 9	Repaint all curb cut outs and wheelchair parking spots on a yearly basis to maintain high visibility.	Annually
Action 10	Municipality will partnership with Western Manitoba Regional Library to undertake any necessary physical changes, within reason, to improve accessibility to the library building.	Ongoing

Parks

Accessibility Goals/ Achievements	Accessibility Barriers
Wide open areas	Washroom needs improvement/ upgrade No wheelchair access into buildings

Museums

Accessibility Goals/ Achievements	Accessibility Barriers
Wide open areas with boardwalk fronting main buildings	Museum is not wheelchair accessible No automatic doors Display areas are crowded but well laid out Adequate lighting is a question

Cartwright Centennial Auditorium

Accessibility Goals/ Achievements	Accessibility Barriers
Designated handicap vehicle parking	No wheelchair accessible sidewalk No wheelchair accessible entry No wheel chair accessible washroom No wheelchair accessible stage No low-level service counters No low-level coat rack in foyer

Mather Hall

Accessibility Goals/ Achievements	Accessibility Barriers
Designated handicap vehicle parking Wheelchair lift to upper level at back Wheel chair accessible washroom at back	No wheelchair accessible sidewalk No wheelchair accessible entry (front) No wheelchair accessible stage No wheelchair accessible basement No low-level service counters No low-level coat rack in foyer

MRCC Skating Rink and Curling Club

Accessibility Goals/ Achievements	Accessibility Barriers
Automatic doors at wheelchair ramp Skating Rink has wheelchair access to heated main floor viewing areas Wheelchair accessible washrooms Two-level kitchen counters	No designated wheelchair viewing area but there is plenty of area available to do so
Curling Club is wheelchair accessible with accessible washrooms. "Push sticks" are provided for participant use.	No designated wheelchair viewing area

Mather Arena

Accessibility Goals/ Achievements	Accessibility Barriers
	No designated handicap vehicle parking No wheelchair accessible sidewalk No wheelchair accessible entry No designated wheelchair viewing area Wheelchair accessible washrooms

Consultation with Individuals Representing Persons with Disabilities:

As a part of this plan, Senior Services of Cartwright-Mather-Roblin, local Handivan driver(s) and ratepayers will be given a draft copy of the plan and asked to provide input.

Staff Awareness and Training

Municipal Office and Public Works Staff will be provided a copy of the Accessibility Plan for review and input.



Manitoba Community Places Program
400-352 Donald St. Winnipeg, MB R3B 2H8

Indigenous and Municipal Relations

Accessibility Checklist for Existing Facilities

Date	April-06-17
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Type of Facility	Library
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Name of Facility	Lakeland Regional Library - Cartwright Branch
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Address	483 Veteran Drive	Town/City	Cartwright
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- | | | |
|-------------|--|--|
| Priority 1: | Accessibility of approach and entrance | <i>Note to reader: The priorities are numbered with various sub categories. All recommended solutions are referred to by number.</i> |
| Priority 2: | Access to goods and/or services | |
| Priority 3: | Access to washrooms | |
| Priority 4: | Other measures as necessary | |

Priority 1: Accessibility of approach and entrance

	YES	NO	NOTES
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1.1 Route of Travel

- | | | |
|--|----------------------------------|----------------------------------|
| a) Is there a route of travel that does not require the use of stairs? | <input checked="" type="radio"/> | <input type="radio"/> |
| b) Is the route of travel stable, firm and slip-resistant? | <input checked="" type="radio"/> | <input type="radio"/> |
| c) Is the route at least 36.25" wide? | <input checked="" type="radio"/> | <input type="radio"/> |
| | Width? | <input type="text" value="72."/> |
| d) Are all obstacles identifiable with the use of a cane? | <input checked="" type="radio"/> | <input type="radio"/> |
| e) Do all curbs have curb cuts where required? | <input type="radio"/> | <input checked="" type="radio"/> |

The front entry has a ramp that is non compliant however the rear entry complies. Interior door width limits accessibility.

MBC requires 43 5/16"

1.2 Ramps

- | | | | | |
|---|---------|-----------------------------------|-----------------------|----------------------------------|
| a) Are the slopes no greater than 1:12? | Degrees | <input type="text" value="6°"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| | Slope | <input type="text" value="1:10"/> | | |
| b) Do all ramps have a rail on both sides? | | | <input type="radio"/> | <input type="radio"/> |
| c) Are the railings between 34" and 38" high with 35.5" clear width?? | | | <input type="radio"/> | <input checked="" type="radio"/> |

Ramp entrance is not complete, required to cross mud to gain access. Rear entrance is accessible, grade entry. Interior slope to main area of 7.8 degrees

Ramp is 34.5" wide

- | | YES | NO | NOTES |
|---|----------------------------------|----------------------------------|----------|
| Width <input type="text" value="31."/> | | | |
| d) Is the ramp surface non slip? | <input checked="" type="radio"/> | <input type="radio"/> | Concrete |
| e) Does the ramp have a 5' level area for every 30' run? | <input type="radio"/> | <input type="radio"/> | |
| f) Do landings in front of doors include an extra 23,625" of space? | <input type="radio"/> | <input checked="" type="radio"/> | |

1.3 Parking Lot

- | | | | |
|---|-----------------------|----------------------------------|---------------------|
| a) Are an adequate number of parking spots available? | <input type="radio"/> | <input checked="" type="radio"/> | Street parking only |
| Number <input type="text"/> | | | |
| b) Is the stall 8' wide? | <input type="radio"/> | <input checked="" type="radio"/> | |
| Width <input type="text"/> | | | |
| c) Is there an adjacent 5' wide access aisle? | <input type="radio"/> | <input checked="" type="radio"/> | |
| Width <input type="text"/> | | | |
| d) Are the access aisles part of the route to the entrance? | <input type="radio"/> | <input checked="" type="radio"/> | |
| e) Are the accessible spaces closest to the entrance? | <input type="radio"/> | <input checked="" type="radio"/> | |
| f) Are the spots properly identified as being accessible? | <input type="radio"/> | <input checked="" type="radio"/> | |
| g) Is there an enforcement procedure to ensure compliance? | <input type="radio"/> | <input checked="" type="radio"/> | |

1.4 Entrance

- | | | | |
|---|----------------------------------|----------------------------------|---|
| a) If there are stairs at the entrance, is there also a ramp or lift? | <input checked="" type="radio"/> | <input type="radio"/> | |
| b) If "No" above, is there an alternate accessible entry? | <input type="radio"/> | <input type="radio"/> | |
| c) If "Yes" above, is there signage indicating the location of the accessible entrance? | <input type="radio"/> | <input checked="" type="radio"/> | |
| d) Can the alternate accessible entrance be used independently? | <input checked="" type="radio"/> | <input type="radio"/> | Rear entry is accessible and alternate but not marked. Handles do not comply on rear door. |
| e) Does the entrance door have at LEAST 32.5" CLEAR opening? | <input type="radio"/> | <input checked="" type="radio"/> | Rear entry is 33.5" wide |
| Width <input type="text" value="32.25"/> | | | |
| f) Is there at least 24" of clear space on the pull side of the door? | <input checked="" type="radio"/> | <input type="radio"/> | Inswing doors both front and rear, rear door clear space is 12" but easily increased by moving book stack |
| Width <input type="text" value="48."/> | | | |
| g) Is there an automatic door opener? | <input type="radio"/> | <input checked="" type="radio"/> | |
| h) Is the threshold edge 1/4" or less high or 3/4" if beveled? | <input checked="" type="radio"/> | <input type="radio"/> | |
| Height <input type="text" value=".5"/> | | | |
| i) If carpeting or a mat is provided is it 1/2" or less high? | <input checked="" type="radio"/> | <input type="radio"/> | |

- | | YES | NO | NOTES |
|---|----------------------------------|----------------------------------|--|
| j) Are the edges secured to prevent tripping? | <input type="radio"/> | <input checked="" type="radio"/> | |
| k) Can the door be opened using a "closed fist"? | <input checked="" type="radio"/> | <input type="radio"/> | Rear door cannot, change to lever handle |
| l) Is the door handle less than 43" off the ground? | <input checked="" type="radio"/> | <input type="radio"/> | |
| | | | Height <input "="" type="text" value="40."/> |
| m) Can the door be opened easily? Less than 8.5 lb force? | <input type="radio"/> | <input checked="" type="radio"/> | |
| | | | Force <input type="text" value="15 lbs"/> |
| n) Does the door closer have a 3 second speed delay? | <input type="radio"/> | <input checked="" type="radio"/> | |
| | | | Time <input type="text" value="0 sec"/> |

Priority 2: Access to goods and/or services

2.1 Path of Travel

- | | | | |
|--|----------------------------------|----------------------------------|---|
| a) Does the accessible entrance provide direct access to the main floor, lobby, or elevator? | <input checked="" type="radio"/> | <input type="radio"/> | |
| b) Are all public spaces on an accessible route of travel? | <input checked="" type="radio"/> | <input type="radio"/> | |
| c) Is the accessible route at least 36.25" wide? | <input type="radio"/> | <input checked="" type="radio"/> | An existing door way limits access to the rear area |
| | | | Width <input type="text" value="31."/> |
| d) Is there an area to change direction in a wheelchair? | <input checked="" type="radio"/> | <input type="radio"/> | |
| | | | Width <input type="text" value="60."/> |

2.2 Doors

- | | | | |
|---|-----------------------|-----------------------|-----------------------------|
| a) Do all doors into public spaces have a 32.5" clear opening? | <input type="radio"/> | <input type="radio"/> | None provided |
| | | | Width <input type="text"/> |
| b) Is there at least 24" of clear space on the pull side of the door? | <input type="radio"/> | <input type="radio"/> | |
| | | | Width <input type="text"/> |
| c) Can the door be opened using a "closed fist"? | <input type="radio"/> | <input type="radio"/> | |
| d) Is the door handle less than 43" off the ground? | <input type="radio"/> | <input type="radio"/> | |
| | | | Height <input type="text"/> |
| e) Can the door be opened easily? Less than 5 lb force? | <input type="radio"/> | <input type="radio"/> | |
| | | | Force <input type="text"/> |
| f) Is the threshold edge 1/4" or less high or 3/4" if beveled? | <input type="radio"/> | <input type="radio"/> | |
| | | | Height <input type="text"/> |

	YES	NO	NOTES
2.3 Rooms and Spaces			
a) Are all aiseways and pathways at least 36.25" wide?	<input checked="" type="radio"/>	<input type="radio"/>	Some areas are less than 36" due to movable fixtures or furniture
Width <input "="" type="text" value="42."/>			
b) Is there an area to change direction in a wheelchair?	<input checked="" type="radio"/>	<input type="radio"/>	
Width <input "="" type="text" value="72."/>			
c) Is all floor covering short pile and fastened securely?	<input checked="" type="radio"/>	<input type="radio"/>	
d) Are all obstacles identifiable with the use of a cane?	<input checked="" type="radio"/>	<input type="radio"/>	
2.4 Emergency System			
If an Emergency system is provided, are both audible & visual signals present?	<input type="radio"/>	<input type="radio"/>	
2.5 Signage for Services			
a) Do signs designating room numbers or services comply with the appropriate requirements for such signage?	<input type="radio"/>	<input checked="" type="radio"/>	
b) Mounted 53" to centre line from floor?	<input type="radio"/>	<input type="radio"/>	
Height <input type="text"/>			
c) Mounted 6" from the jamb on latch side of door?	<input type="radio"/>	<input type="radio"/>	
d) Raised characters with high contrast?	<input type="radio"/>	<input type="radio"/>	
e) Braille?	<input type="radio"/>	<input type="radio"/>	
f) Pictogram with raised characters and braille?	<input type="radio"/>	<input type="radio"/>	
2.6 Direction and Informational Signs			
a) If mounted above 80", are the letters high contrast, non glare, and at least 3" high?	<input type="radio"/>	<input checked="" type="radio"/>	Stack labels are at about 68" off floor and letters are 3/4" tall
Height <input type="text" value=".75"/>			
b) Does the signage comply with legibility requirements?	<input type="radio"/>	<input type="radio"/>	Font is non compliant
2.7 Controls			
a) Are all public switches and other controls located at an accessible height?	<input type="radio"/>	<input checked="" type="radio"/>	53" is typically considered the maximum height. Minor, no remedy suggested
Height <input type="text" value="54."/>			
b) Are they operable with a closed fist?	<input checked="" type="radio"/>	<input type="radio"/>	

2.8 Seats, Tables, and Counters

YES NO NOTES

No fixed seating is provided

a) Are the aisles between fixed seating at least 36.25" wide?

Width

b) Are the spaces for wheelchair seating evenly distributed?

c) Are the tops of tables or counters between 24" and 36"?

Height

d) Are the knee spaces at accessible tables at least 27" high, 30" wide and 19" deep?

Keyboard tray could be moved to increase width at long computer desk

Height

Width

Depth

e) At each service counter, is there a portion that is no more than 36" high?

Height

2.9 Vertical Circulation

a) Are there ramps, lifts or elevators to all public levels?

b) If there are stairs, is there an accessible alternate route?

2.10 Stairs

a) Applicable if an area is not served by an elevator, ramp, or lift.

b) Do treads have non slip surfaces?

c) Do stairs have continuous rails on both sides with extensions at both the top and bottom?

d) Do stair nosings have a conspicuous colour?

2.11 Elevators

a) Are there both visible and audible indicators?

b) Are the hallway call buttons no higher than 42"?

Height

c) Do the controls have raised letters and braille?

d) Is there signage on both door jambs indicating the floor level with raised letters and braille?

- | | YES | NO | NOTES |
|---|-----------------------|-----------------------|-------|
| e) If an emergency call is available, can it be operated without voice communication? | <input type="radio"/> | <input type="radio"/> | |
| f) Is the intercom identified with raised letters and braille? | <input type="radio"/> | <input type="radio"/> | |

2.12 Lifts

- | | | | |
|--|-----------------------|-----------------------|--|
| a) Can the lift be used without assistance? | <input type="radio"/> | <input type="radio"/> | |
| b) If "No", is a call button provided? | <input type="radio"/> | <input type="radio"/> | |
| c) Is there a clear space of 30" x 40" in front of the lift? | <input type="radio"/> | <input type="radio"/> | |
| d) Are the controls between 51 and 58" high? | <input type="radio"/> | <input type="radio"/> | |

Height

Priority 3: Access to washrooms

3.1 Usability of Washrooms

- | | | | |
|---|-----------------------|----------------------------------|--|
| a) Is the washroom fully accessible? | <input type="radio"/> | <input checked="" type="radio"/> | Single washroom, non ADA compliant in all ways |
| b) Are there signs at inaccessible washrooms providing direction to the accessible washrooms? | <input type="radio"/> | <input type="radio"/> | |

3.2 Doorways and Passages

- | | | | |
|--|-----------------------|----------------------------------|--|
| a) Is there appropriate signage identifying the washroom? | <input type="radio"/> | <input checked="" type="radio"/> | |
| b) Is the signage located on the latch side of the door? | <input type="radio"/> | <input checked="" type="radio"/> | |
| c) Are pictograms used, and are there raised letters and braille? | <input type="radio"/> | <input checked="" type="radio"/> | |
| d) Do all doors leading to the washrooms have a 32.5" clear opening? | <input type="radio"/> | <input checked="" type="radio"/> | |

Width

- | | | | |
|---|-----------------------|----------------------------------|--|
| e) Is there at least 24" of clear space on the pull side of the door? | <input type="radio"/> | <input checked="" type="radio"/> | |
|---|-----------------------|----------------------------------|--|

Width

- | | | | |
|---|-----------------------|----------------------------------|------------------------|
| f) Can the door be opened and locked using a "closed fist"? | <input type="radio"/> | <input checked="" type="radio"/> | Install a lever handle |
| g) Is the door handle less than 39.25" off the ground? | <input type="radio"/> | <input checked="" type="radio"/> | |

Height

- | | | | |
|---|----------------------------------|-----------------------|--|
| h) Can the door be opened easily? Less than 5 lb force? | <input checked="" type="radio"/> | <input type="radio"/> | |
|---|----------------------------------|-----------------------|--|

Force

- | | | | |
|---|-----------------------|----------------------------------|--|
| i) Does the entry configuration provide for adequate maneuvering? | <input type="radio"/> | <input checked="" type="radio"/> | |
|---|-----------------------|----------------------------------|--|

j) Does the washroom permit the required 60" turning circle?
 Diameter

k) Is there a 36" wide path to all fixtures?
 Width

3.3 Stalls

a) Can the stall door be operated with a closed fist on both sides? YES NO

b) Is at least one stall accessible with a 60" turning radius?
 Diameter

c) Is there a 36" clear space next to the toilet as required?
 Width

d) Are there appropriate grab bars in place? YES NO

Wooden handrail on handrail brackets are not appropriate grab bars

e) Is the toilet seat 17" to 19" high?
 Height

3.4 Lavatories (Basins, faucets, etc..)

a) Does at least one lavatory have a 30" wide and 48" deep clear space in front? (19" may be under the lavatory)
 Width
 Depth

Cabinet below lavatory, zero clearance

b) Is the lavatory rim no higher than 34" from the floor?
 Height

c) Is there at least 29" from the floor to the underside of the apron?
 Height

d) Is the faucet operable with a closed fist? YES NO

Install lever faucet handles

e) Is there a suitable anti scald device installed? YES NO

f) Are the soap and hand dryers within reach range and operable with a closed fist? YES NO

g) Is the mirror mounted with the bottom edge 40" high or is it tilted?
 Height

YES NO NOTES

Priority 4: Other measures as necessary (if provided)

4.1 Drinking fountains

- a) Is there one available with a 30"x48" clear space in front? YES NO
- Space
- b) Is there one available with the spout 36" from the ground? YES NO
- Height
- c) Can the controls be operated with a closed fist? YES NO
- d) Is the fountain cane detectable? YES NO
- Protrusion

4.2 Telephones

- a) Is there one available with a 30"x48" clear space in front? YES NO
- b) Is the highest operable part no more the 48" off the floor? YES NO
- c) Does the phone protrude more than 4" into the circulation space? YES NO
- d) Does the phone have push button controls? YES NO
- e) Is the phone hearing aid compatible? YES NO
- f) Does the phone have volume controls? YES NO
- g) Is the volume control properly identified? YES NO
- h) Is one phone out of 4 equipped with a text telephone? YES NO
- i) Is the location of the text telephone indicated with proper signage bearing the international TDD symbol? YES NO