



Funding Year

**2019**

## Access Fund Request Form

### Part A – Instructions

Step 1	<b>Complete Parts B to D of the Access Fund Request Form</b>
Step 2	<b>Attach quotes (Compliance with purchasing By-law)</b>
Step 3	<b>Submit application by the 3rd Wednesday of the month.</b> <ul style="list-style-type: none"> <li>• By email to: Sadie Norrad snorrad@peterborough.ca</li> <li>• In person at: City of Peterborough, Accessibility Office, 500 George Street North</li> <li>• Questions: Phone 705-742-7777 extension 1785</li> </ul>
Step 4	<b>Present to the Accessibility Advisory Committee (AAC) at their next scheduled meeting. The AAC meets on the first Wednesday of the month. It is best practice to present supporting material on the reason for request at the meeting.</b> <b>Note: The AAC does not have a scheduled meeting in July, August or December.</b>

### Part B – Applicant Information

Name and Title																				
Department																				
Facility (if applicable)																				
Phone Number					-											Extension				
Email																				

### Part C – Access Fund Request Details

Deadline for Request	
Total Cost of Renovation (if applicable)	\$
Total Cost of Accessibility Upgrade	\$
Compliance with Purchasing By-law (Yes/No)	
Expected Date of Project Completion/ Purchase	

**Part C Continued – Access Fund Request Details**

## Reason for Request

Information to consider including:

- The number of people who use (or will use) the facility/product;
- Will the request impact staff, the general public or both;
- Explain the expected impact that the accessibility upgrade will have;
- Explain why the Access Fund Request is considered to be an accessibility upgrade.
- Explain the existing barriers that will be removed with the approval of the Access Fund Request.

## Part D – Photo of Existing Conditions / Product Specifications

Insert, or indicate if attached, photos of areas affected or product specifications.  
(Examples include: area of renovation, area where equipment will be placed, equipment specifications.)

## Part E – Accessibility Office Use Only

Date request received	
Comments	
Submitted to	



P.O. Box 1701  
Lakefield, ON K0L 2H0  
Phone: 705-875-4974  
Email: [signsense@nexicom.net](mailto:signsense@nexicom.net)  
[www.signsensepeterborough.ca](http://www.signsensepeterborough.ca)

## ***Estimate***

Customer: The Peterborough Memorial Centre  
Attention: Paul Wannamaker  
Phone # : 705-875-5984  
Email: [PWannamaker@peterborough.ca](mailto:PWannamaker@peterborough.ca)  
Estimate Date: August 20, 2019

---

### **Estimate Information Section 1**

Supply and install new Nexus style Tactile/Braille signs on all levels of the Centre. This is the same sign system used in other City Facilities.

23 – 150mm x 8", 10", 12" Washroom signs  
2 – 150mm x 10" Elevator signs (1 up and 1 down)  
2 – 25mm x 1.5" Elevator labels on push button plates with arrows and Braille (1 up and 1 down)  
(All signs can be brushed aluminum or white face plates, burgundy or black symbols/lettering)

**Total - \$3625.00**

(This price could vary slightly depending on Change Tables being added to some washrooms)

Layouts/Proofs for Approval prior to production - **\$85.00**

Installation of new signs, includes removal of existing signs, - **\$680.00**

**Total cost - \$4390.00**

### **Estimate Information Section 2**

Supply 1 new Nexus style hanging sign and revamp existing hanging and protruding signs

1 new Nexus style double sided hanging sign 120mm x 30" for Mens washroom to match Womens washroom sign - **\$366.20**

Remove, clean, and install new symbols/lettering on all hanging and protruding signs as per initial site visit - **\$800.00**

Layouts/Proofs for Approval prior to production - **\$85.00**

**Total cost - \$1251.20**

Estimate is good for 30 days.

Delivery and installation approximately 4 weeks from date of order.

HST extra

Please do not hesitate to contact me should you have any questions or concerns.

Bill

Bill Avis

Sign Sense Peterborough