

Submitting ODOT ADA Push Button Inspection Forms for Acceptance

Objective:

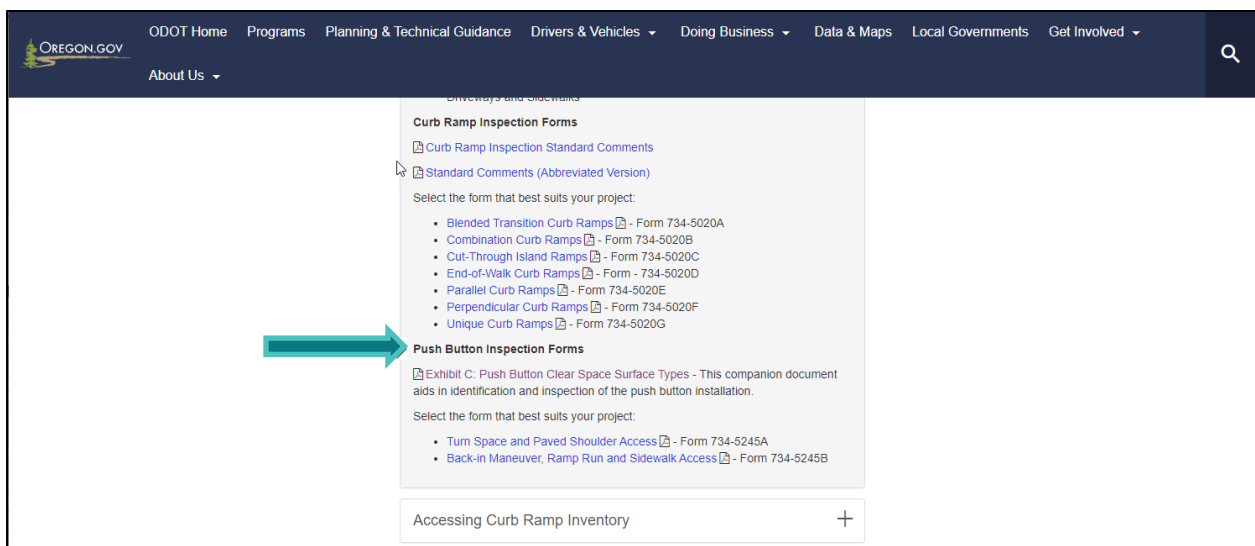
This guide is intended to assist Certified Inspectors with the submittal process for ODOT ADA Push Button Inspection forms. After the final Push Button inspection is complete, their respective form will need to be completed and submitted by a Certified ADA Inspector to the [ODOT Standards Inbox](#) (email). Once the form has been reviewed and accepted, the Push Button will be considered remediated.

If you have any questions about ODOT ADA Push Button Inspection forms, or the process, please contact the [ADA Inventory Team](#) (email).

ADA Push Button Inspection forms

1. Downloading Inspection forms:

ODOT ADA Push Button Inspection forms are located at the bottom of the [Engineering for Accessibility](#) web page under 'Push Button Inspections' tab.



The screenshot shows the ODOT website navigation menu at the top, including 'ODOT Home', 'Programs', 'Planning & Technical Guidance', 'Drivers & Vehicles', 'Doing Business', 'Data & Maps', 'Local Governments', and 'Get Involved'. Below the menu, the 'Engineering for Accessibility' page is displayed. The 'Push Button Inspection Forms' section is highlighted with a green arrow. This section includes a link to 'Exhibit C: Push Button Clear Space Surface Types' and a list of forms to select for a project: 'Turn Space and Paved Shoulder Access' (Form 734-5245A) and 'Back-in Maneuver, Ramp Run and Sidewalk Access' (Form 734-5245B).



Once a Push Button passes the final inspection, the ODOT ADA Push Button inspection form will need to be submitted to the [ODOT Standards Inbox](#) (email), by using the 'submit E-mail' button on the downloaded PDF form. If the Push Button fails its inspection, the form may be retained for project records.

The PDF will need to be downloaded and filled out with Adobe Acrobat. The form **CANNOT** be submitted through the PDF reader in a web browser.

NOTE:

- *Information that is filled in through the web PDF form **will be lost once it is downloaded.***
- ***Always use the newest version of the Push Button Inspection form.** These forms are subject to regular maintenance and updates. Although the form may appear unchanged, there may be changes to the underlying code.*
- *Make sure your computer system has Adobe Acrobat reader installed.*

2. Location information for forms:

ADA Push Button New Construction Inspection Form For TS and PS

Submit by E-mail

Project Name (Section)
Construction Year
Contract No.
Highway No.
MP
Cross Street Name
Corner Position
Button Position

Turn Space (TS)

Paved Shoulder (PS)

For other Clear Space Surface Types, see Exhibit "C".

¹ Push Buttons may have a Design Exception for a parameter allowing for deviations from set standards. In such case, the functional condition is good given the other parameters are still within the defined standards.

Note: Pass/Fail boxes must be manually checked

PUSH BUTTON DETAILS

All fields under Push Button Details are information only fields and are not factored into functional condition.

Indicator (B, S)
B=Beacon, S=Signal

Audible Pedestrian Signal (N, PT, SM)
N=None, PT=Percussive Tone, SM=Speech Message

Locator Tone (Y, N)
Y=Yes, N=No

Signal Head (CD, N, PIC, TXT)
CD=Countdown, N=None, PIC=Pictogram, TXT=Text

Button Type (H, O, S)
H=H-Frame, O=Other, S=Standard

Arrow Surface (FS, N, TC, VB)
FS=Flush, N=None, TC=Tactile, VB=Vibrotactile

Corner Positions

Button Positions

Calibration Date

ADA Design Exception Control No.¹

Functional Condition (G,P)

Comments:

	Pass	Fail	DE ¹
Reach Range	<input type="checkbox"/> ≤ 0.83'	<input type="checkbox"/> > 0.83'	<input type="checkbox"/>
(Ft.) Height	<input type="checkbox"/> 3.5' - 4.0'	<input type="checkbox"/> < 3.5' or > 4.0'	<input type="checkbox"/>
(Ft.) Width X	<input type="checkbox"/> ≥ 4.0'	<input type="checkbox"/> < 4.0'	<input type="checkbox"/>
(Ft.) Length Y	<input type="checkbox"/> ≥ 2.5'	<input type="checkbox"/> < 2.5'	<input type="checkbox"/>
(Ft.) Slope X	<input type="checkbox"/> ≤ 2.0%	<input type="checkbox"/> > 2.0%	<input type="checkbox"/>
Slope Y	<input type="checkbox"/> ≤ 2.0%	<input type="checkbox"/> > 2.0%	<input type="checkbox"/>

Inspector's Signature

Date (mm/dd/yy)

Print name clearly

Certification No.

Company/Agency

Crew No. (ODOT)

Reset Form
Keep Intersection, Reset Form

ODOT Form No. 734-5245A (4/2020)

The Plan Set along with [TransGIS¹ \(internal\)](#) or [TransGIS \(external\)](#) will provide the information for the 'location' fields.

It is important to copy and paste the **EXACT** location information from TransGIS to be accepted.³

The [TransGIS](#) link is also located on the [Engineering for Accessibility](#) webpage under 'Accessing Curb Ramp Inventory'.

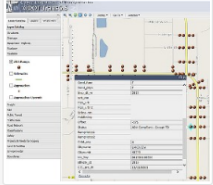
3. Using TransGIS for location information:

OREGON.GOV ODOT Home Programs Planning & Technical Guidance Drivers & Vehicles - Doing Business - Data & Maps Local Governments Get Involved - About Us -

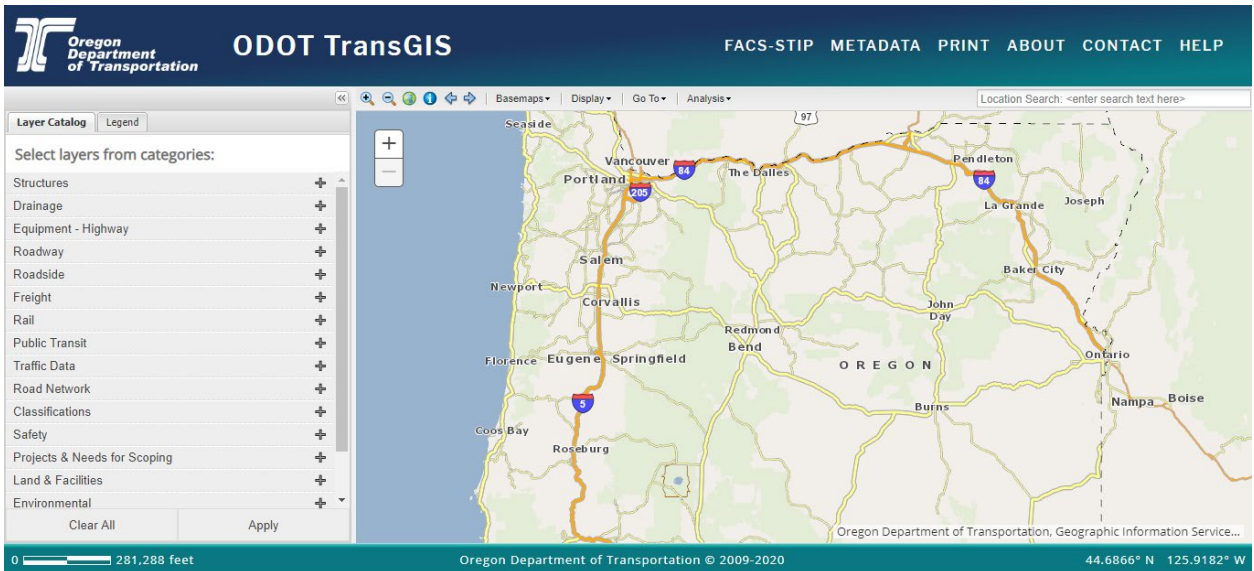
Accessing Curb Ramp Inventory ✕

Inventory information includes the functional and physical condition of a given curb ramp, and if the ramp meets ADA standards.

1. Visit the [TransGIS](#) website.
2. Under the "Layers Catalog" tab, select "Roadside."
3. Select the "ADA Ramps" box.
4. Click "Apply" at the bottom of the "Layers Catalog" window.
5. Zoom into an area of interest by double-clicking the area or using the scroll wheel on your mouse.
6. Click the blue information icon at the top of the window and click on a curb ramp marker.
7. Information about the selected curb ramp will appear in a secondary window.



[Corner locations statewide](#)



ODOT TransGIS FACS-STIP METADATA PRINT ABOUT CONTACT HELP

Location Search: <enter search text here>

Layer Catalog Legend

Select layers from categories:

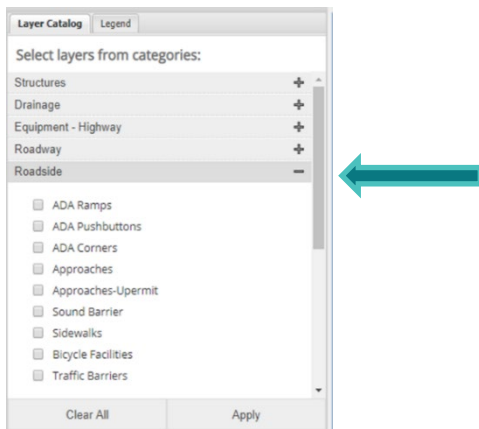
- Structures +
- Drainage +
- Equipment - Highway +
- Roadway +
- Roadside +
- Freight +
- Rail +
- Public Transit +
- Traffic Data +
- Road Network +
- Classifications +
- Safety +
- Projects & Needs for Scoping +
- Land & Facilities +
- Environmental +

Clear All Apply

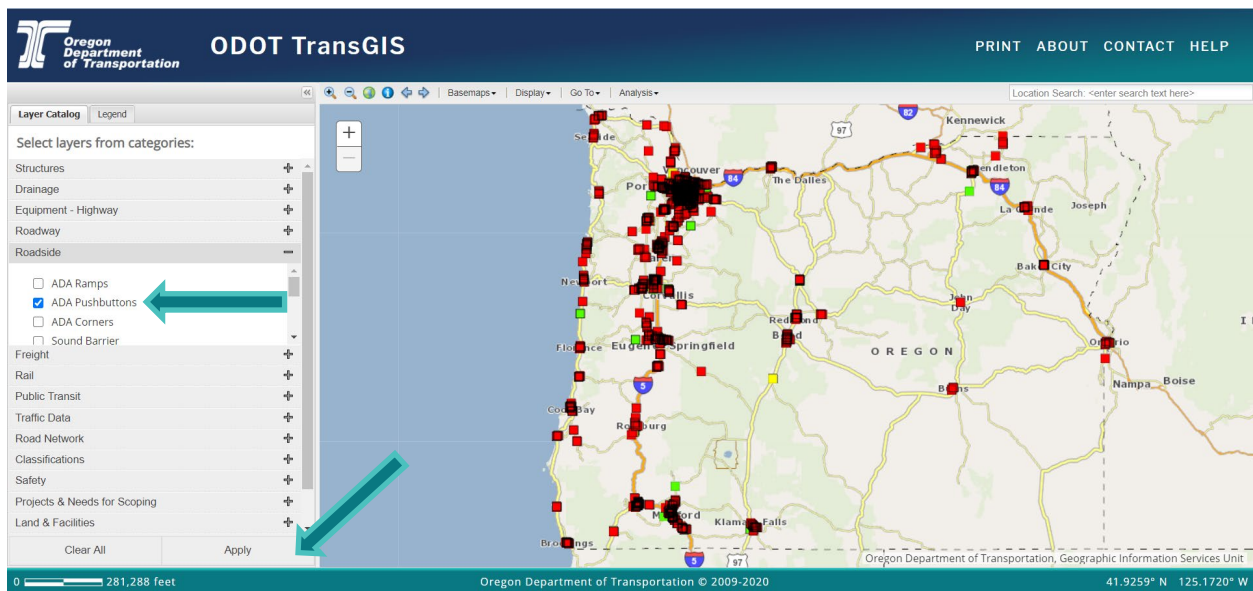
Oregon Department of Transportation, Geographic Information Service...

Oregon Department of Transportation © 2009-2020 44.6866° N 125.9182° W

3.1. To access ADA Push Button inventory, expand the 'Roadside' category in the Layer Catalog.

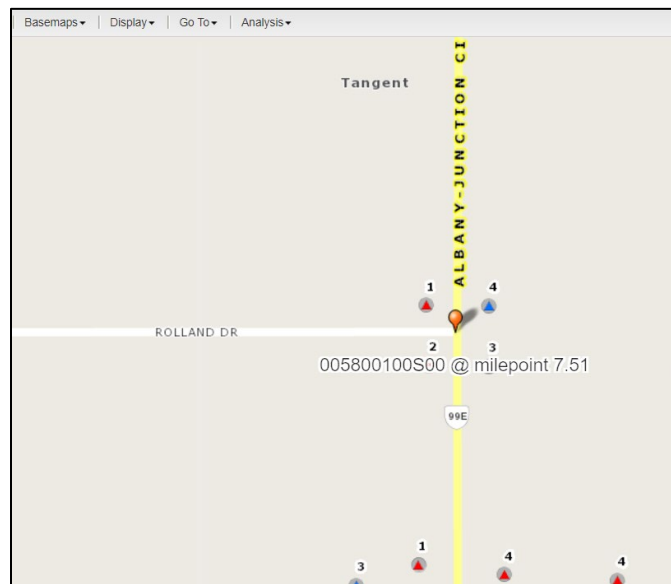
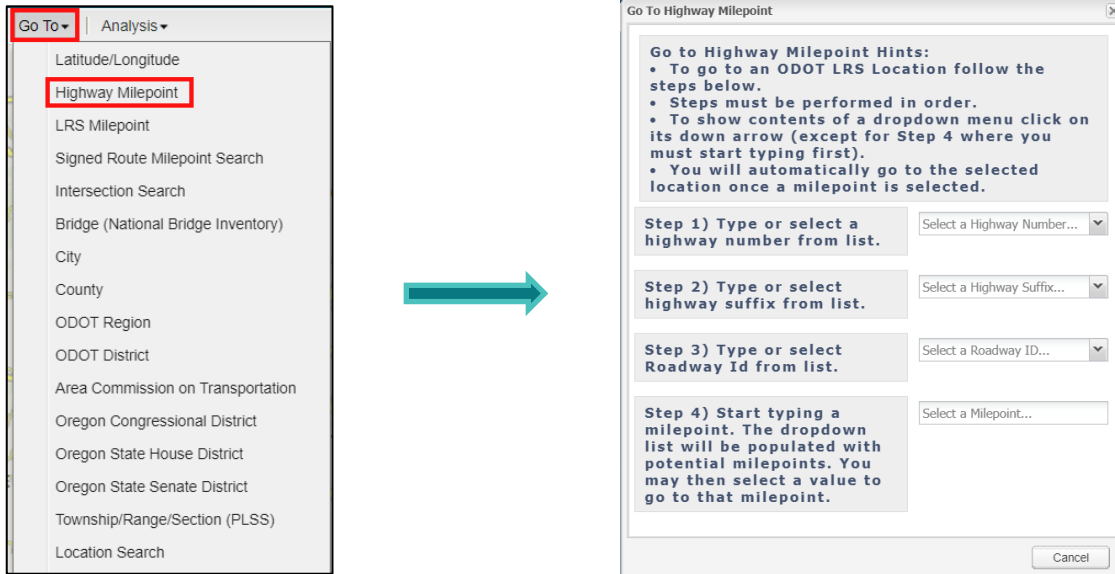


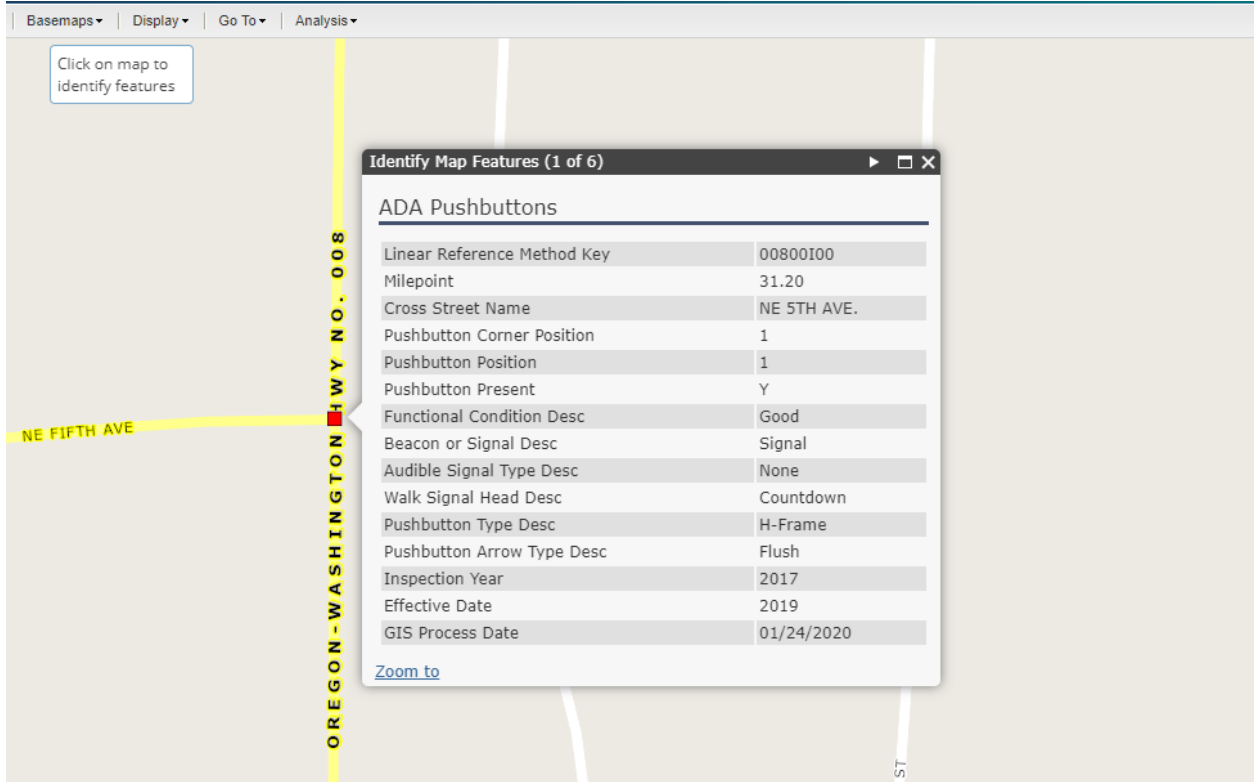
3.2. Select the 'ADA Pushbuttons' and 'ADA Corners' layers. Click 'Apply' to show the layers on the map. The map will populate with ADA Curb Ramp locations currently in the inventory.



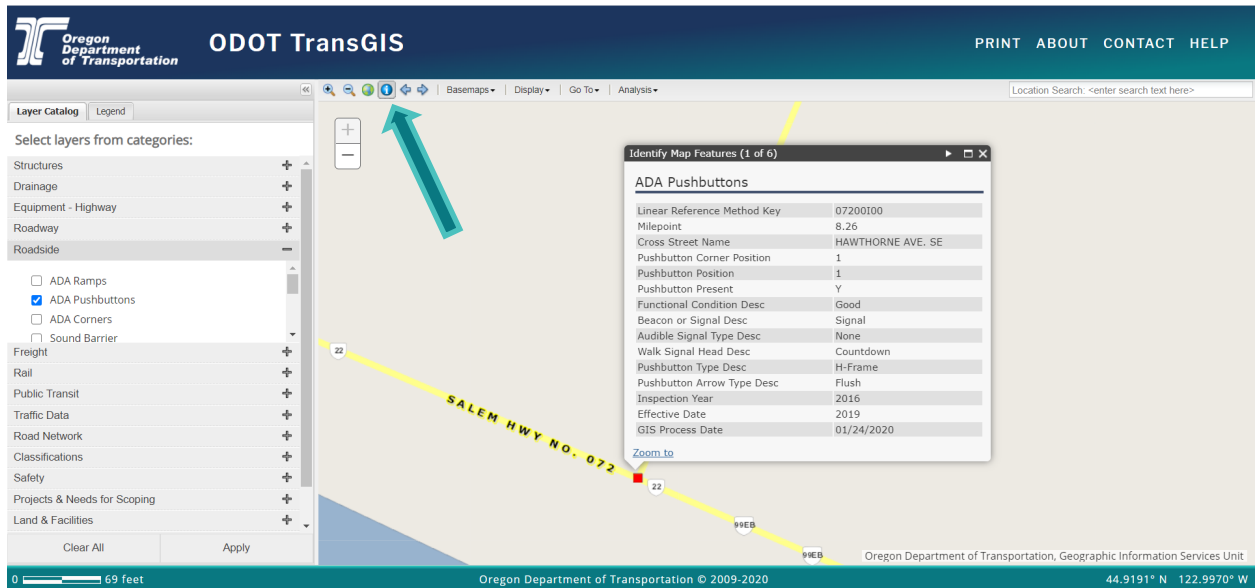
3.3. Locate the ADA Push Button that was remediated from the project plan set.
Use the 'Go To' tool to quickly identify your location.

Follow the prompts to enter your location information, after you enter the milepoint the screen will automatically adjust to the location placing a pin indicating the parameters that you entered.





3.4. Select the  button and click on the asset to display the attributes.



3.5. The information needed on the ODOT ADA Push Button Inspection form is:

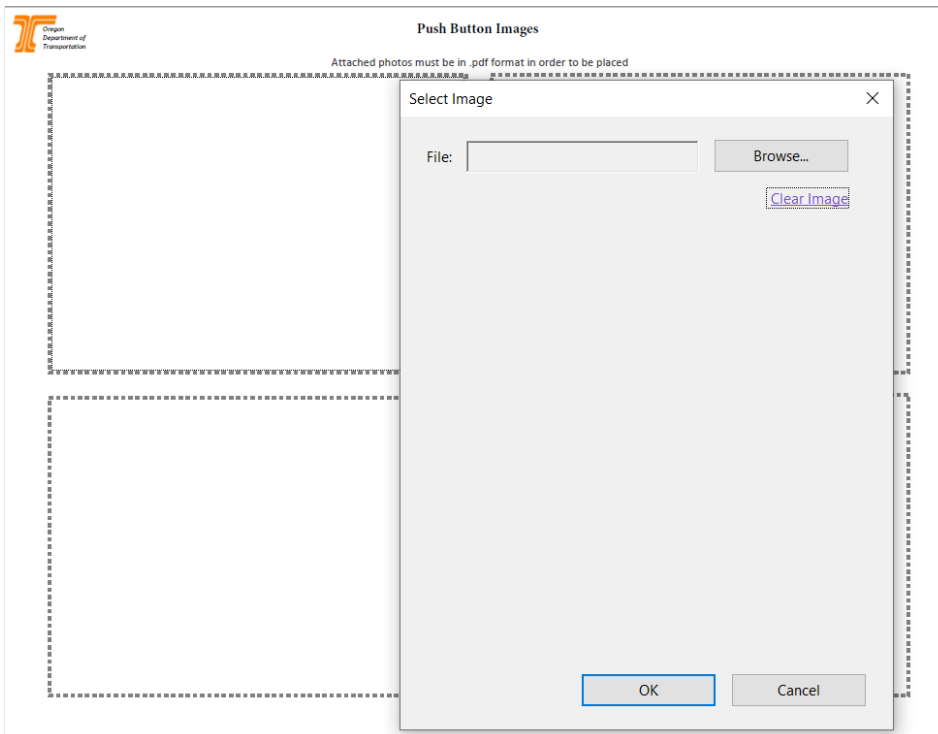
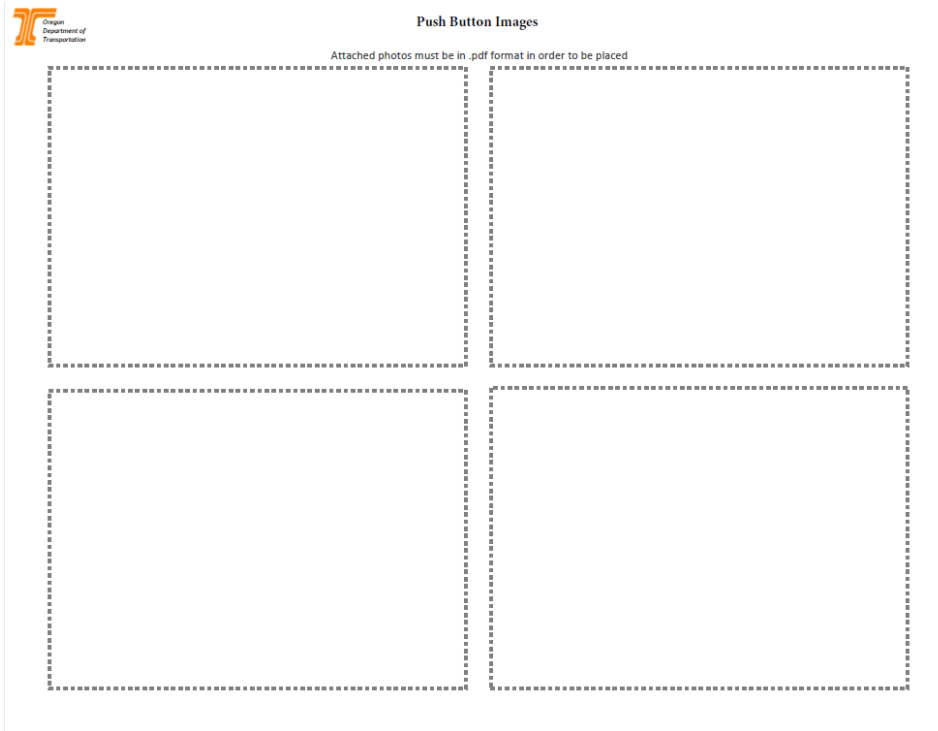
- Project Name*
- Construction Year*
- Contract Number*
- Linear Reference Method Key (LRM)/Highway No.
- Milepoint
- Cross Street Name: **Copy and Paste this EXACTLY as it reads in TransGIS**
- Corner Position
- Push Button Position

*Information not found in TransGIS

3.6. Complete the final inspection and populating the rest of the form until all information has been entered.² If all required fields have been entered, the 'Functional Condition' will auto populate, as seen below. Note that the Pass/Fail check boxes do not auto populate and will need to be checked manually.

	Pass	Fail	DE ¹
Reach Range	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Ft.) Height	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Ft.) Width X	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Ft.) Length Y	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Ft.) Slope X	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slope Y	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.7. Attach pictures (at least 1) on the back of the form; click in a blank space and select the photo to be entered.



4. QA Checklist:

Check the form for incorrect/missing information³

- Project Name
- Contract Number
- Location Information
- Cross Street
- Corner Position
- Button Position
- All slopes are passing values
- All dimensions are passing values
- Functional Condition is GOOD
- Calibration and inspection date match
- Comments are entered using [Standard Comments](#)
- Inspector name and certification number is entered

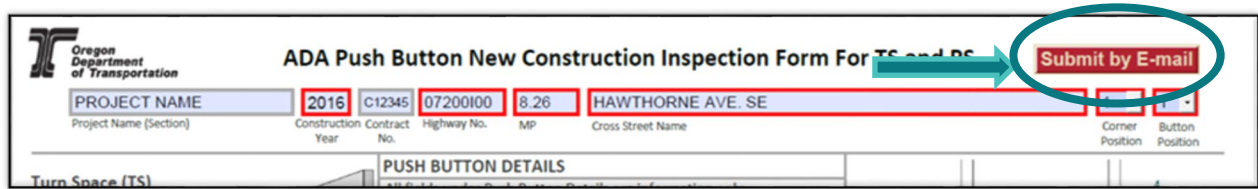
5. Save and Submit:

- 5.1. Save a copy of the completed form for project records in Doc Express and any other project document location for the project.

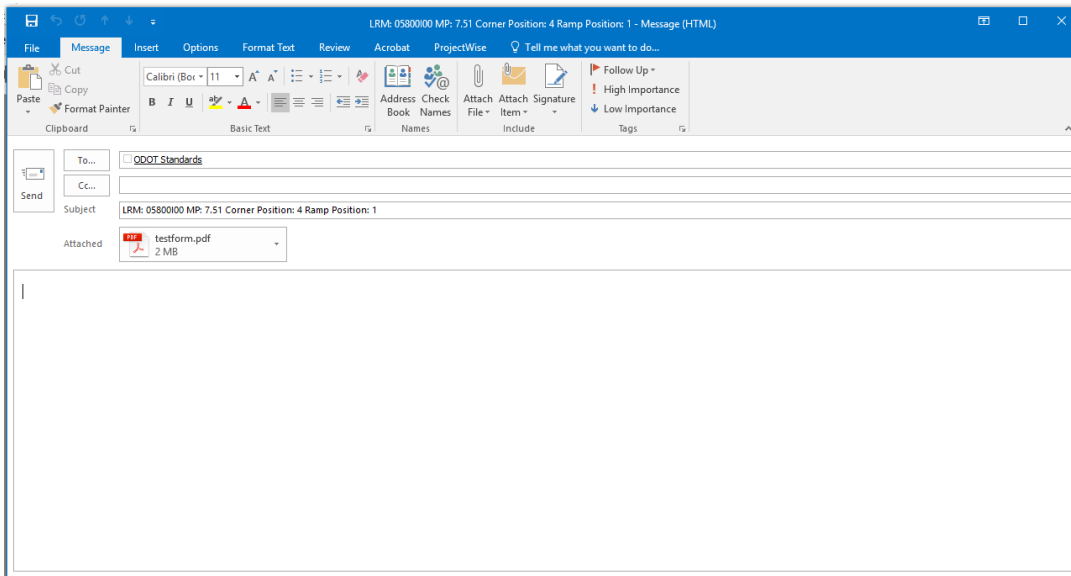
NOTE:

- Forms that are sent to the [ODOT Standards Inbox](#) **CANNOT** be a flattened version. In order for data to be extracted from the form, it **must remain in its 'smart' form.**
Flattened forms will not be accepted.

5.2. After you have QA'd the form and are ready to submit, use the **Submit by E-mail** button located in the upper right corner of the form.



An email will be generated with the [ODOT Standards Inbox](#) (email) already populated. It will also automatically attach the inspection form.

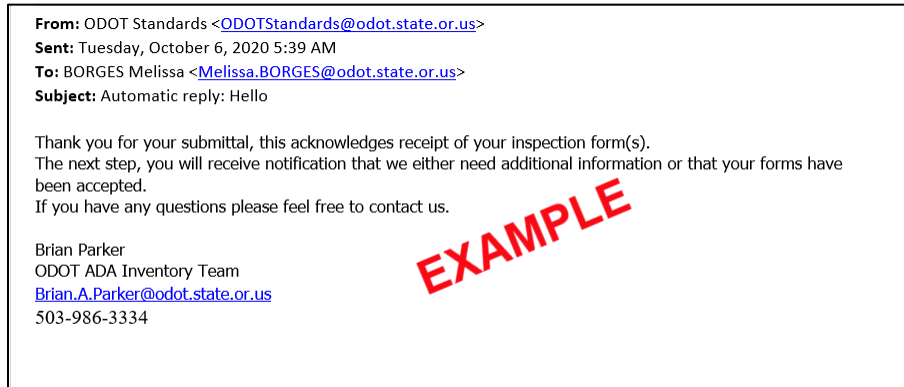


5.3 In the submission email, please include the following: ³

1. If this is the first time an ADA Push button or ADA Curb Ramp is being submitted for the project, **attach the contract plans.**
2. Attach completed ADA Push Button Inspection form with embedded pictures. (confirm it has attached to the form)
3. Design exception(s) associated with the Push Button, if applicable.

6. Confirming Submission:

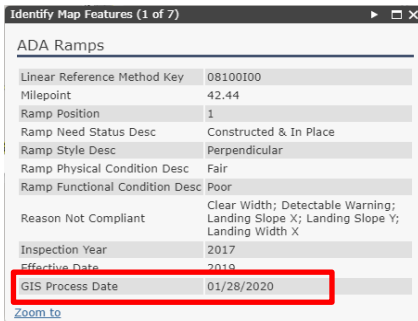
Once your email has been received by the ODOT standards Inbox, you will receive a confirmation receipt. The confirmation receipt will only occur for the first daily submittal. Once forms have been reviewed, you will receive a notification if the form has been accepted or if there is additional information required.



***Submit all plans involving ADA work to Maps and Plans for a “V” number to retain an electronic copy for ODOT Records Retention.**

General NOTES:

¹ TransGIS is a snapshot in time, data is typically updated twice a year. Check the 'GIS Process Date' for when the last update was ran.



² Calibration date and inspection date are required to be the same for acceptance.

³ ODOT ADA Push Button forms with missing/incorrect information will be rejected and QA will not commence until all completed forms are submitted and accepted for the project.