

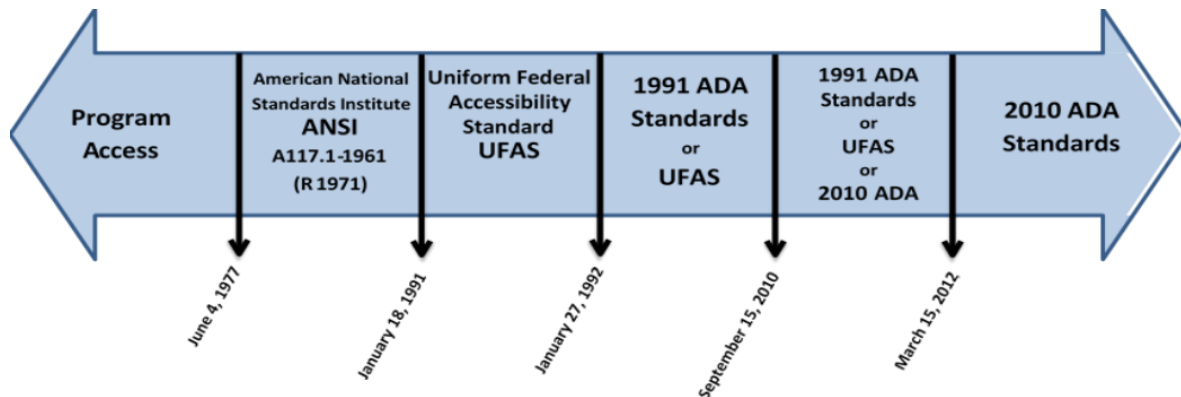
Facilities Accessibility Checklist

Oregon Methods of Administration (MOA) Reviews

This checklist provides a framework for appraisal of common problems or violations that may exist in your college's/school's/state-operated program's facility's buildings regarding access for persons with disabilities and modifications as described by the Americans with Disabilities Act, and guidelines published by the U.S. Education Department Office for Civil Rights. These are the areas to be reviewed in each secondary school/college/state-operated program facility building.

You will need to:

- ✓ Determine if the facility or portion of the facility is an existing or new facility;
- ✓ Apply the correct accessibility standards by the date of construction (use arrow chart below);
- ✓ Measure the elements and identify any barriers under the accessibility standards; and
- ✓ Outline all corrective actions which must comply with the 2010 ADA Standards.



Facilities Quick Reference

Parking				
	Notes	ANSI 6/4/77 – 1/17/91	ADAAG/ADA 1/27/92 or after	2010 ADA Regulations March 15, 2012 or after
Car Spaces		Minimum 144” wide; approximate to the facility; and not requiring individuals to wheel or walk behind parked cars. Regulation: 4.3	Minimum 96” wide space w/60” access aisle; with un-obscured signage; approximate to the accessible entrance; and not requiring individuals to wheel or walk behind parked cars. Regulation: 4.6	Minimum 96” wide with 60” access aisle With un-obscured signage; approximate to the accessible entrance; and not requiring individuals to wheel or walk behind parked cars. Regulation: 502
Van Spaces		N/A	Minimum 96” wide space w/96” access aisle and minimum 98” of vertical clearance; with un-obscured signage; approximate to the accessible entrance; and not requiring individuals to wheel or walk behind parked cars. Regulation: 4.6.4	Minimum 132” wide and shall have an adjacent access aisle 60” minimum width; Can be 96” minimum width where the access aisle is 96” wide minimum that adjoin an accessible route. Regulation: 502.2
Curb Ramps		N/A	At drives, parking, and drop-offs; Regulation: 4.7	Located to not project into traffic lanes; clear spaces of 48 inches Regulation: 406
Drop-off Zone			Located near accessible route. Regulation: 4.6.2	Shall provide 96” wide minimum/20 ft. long Regulation: 503

Minimum Number of Accessible Parking Spaces Based on Date Lot Established or Renovated

UFAS	
Total Parking in Lot	Required Minimum Number of Accessible Spaces Per Lot
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	*
1001 and over	**

* 2 percent of total.

** 20 plus 1 for each 100 over 1000.

ADAAG/ADA	
Total Parking in Lot	Required Minimum Number of Accessible Spaces Per Lot
1 to 25	1 van
26 to 50	1 std. + 1 van
51 to 75	2 std. + 1 van
76 to 100	3 std. + 1 van
101 to 150	4 std. + 1 van
151 to 200	5 std. + 1 van
201 to 300	6 std. + 1 van
301 to 400	7 std. + 1 van
401 to 500	7 std. + 2 van
501 to 1000	2% of total spaces*
1001 and over	20 + (1 per 100 over 1000)*

*One in every eight accessible spaces, shall be served by an access aisle 96" wide minimum and shall be designated "van accessible".

2010 ADA Regulations	
Total Parking in Lot	Require Minimum Number of Accessible Spaces Per Lot
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2% of total *
1001 and over	20, +1 for each 100, or fraction thereof, over 1000

*For every six or fraction of six, at least one shall be a van parking space.

Accessible Routes				
	Notes	ANSI 6/4/77 – 1/17/91	ADAAG/ADA 1/27/92 or after	2010 ADA Regulations March 15, 2012 or after
Gradient of Sidewalks and Accessible Routes		not more than 5° Regulation: 4.2.1	not more than 5°(if greater than 5°, consider it a ramp) Regulation: 4.3.7	1 accessible route shall be provided from parking area; slope shall not be steeper than 1:20 Regulation:206/408
Width of Sidewalks		at least 48” Regulation 4.2.1	Minimum clear width of 36 inches except at doors Regulation: 4.3.3	Clear width of walking surfaces shall be 36 inches Regulation: 403
Continuous Passage Width		N/A	36” Regulation: 4.2.1	36” Regulation: 403
Passage Width at a Point		N/A	Minimum 32” Regulation: 4.2.1	Minimum 32” Regulation: 403.5.1
Wheelchair Turning Spaces		60 x 60 Regulation: 3.2.2	Minimum 60”or a T shaped space Regulation: 4.2.3	42”/48” or 60” Regulation: 403
Wheelchair Passing Spaces		60 Inches Regulation: 3.2.3	Minimum 60” width Regulation: 4.2.2	Minimum 60” width OR a 60”x60” T every 200 ft. Regulation: 403.5.3
Objects Protruding More than 4” Into Path (signs, lights, etc.)		no lower than 84” from floor Regulation: 5.13.4	either below 27” or above 80” Regulation: 4.4	either below 27” or above 80” Regulation: 307
Entrances/Exits		 Regulation: 5.2	Accessible or signed indicating nearest accessible entrance. Regulation: 4.1.2 (7)	Accessible or signed indicating nearest accessible entrance. Regulation: 216
Corridors		hard and not slippery Regulation: 5.5	hard and not slippery Regulation 4.5	Stable, firm, and slip resistant Regulation: 302
Carpet			Securely attached, firm cushion or not with level loop Regulation: 4.5.3	Securely attached,, with or without firm cushion or pad with level loop Regulation: 302.2
Ramps			Minimum width: 36”.	Minimum width: 36” between handrails

		<p>Slope no greater than 1 foot rise in 12 feet or 8.33%; handrails on at least one side preferably 2 sides 32 inches in height; non-slip surface; level platform at least 60" by 60" at the top; have level platforms at 30 feet intervals and shall have level platforms wherever they turn.</p> <p>Regulation: 5.1</p>	<p>For rise of 6", maximum slope should be 8.3%-10%. For a rise of 3", maximum slope should be 10%-12.5%. A slope steeper than 12.5% is not allowed.</p> <p>Ramps must be non-slip and have a minimum 36"x60" landing at the top and bottom. Must have a minimum 36"x60" landing for every 30 ft. of ramp; with a maximum rise of 30 inches b/w landings... If ramps change direction at landings, the minimum landing size shall be 60 in by 60 in</p> <p>Ramps longer than 6' or with rise greater than 6" must have 1 ¼ -1 ½" railings on both sides, mounted between 30 and 34" from floor; with 1 ½ inch space b/w rail and wall.</p> <p>Regulation 4.8</p>	<p>For rise of 6", maximum slope should be 8.3%-10%. For a rise of 3", maximum slope should be 10%-12.5%. A slope steeper than 8.3% is not allowed.</p> <p>12.5% is not allowed.</p> <p>Ramps must be non-slip and have a minimum 36"x60" landing at the top and bottom. Must have a minimum 36"x60" landing for every 30 ft. of ramp; with a maximum rise of 30 inches b/w landings. If ramps change direction at landings, the minimum landing size shall be 60 in by 60</p> <p>Ramps longer than 6' or with rise greater than 6" must have 1 ¼ -1 ½" railings on both sides, with the top of the gripping surfaces at a 34" minimum and 38" maximum.</p> <p>Regulation: 405/505</p>
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Toilet Rooms/Bathrooms				
	Notes	ANSI 6/4/77 – 1/17/91	ADAAG/ADA (may choose to apply UFAS) 1/27/92 or after	2010 ADA Regulations March 15, 2012 or after
Location		Appropriate number Regulation 5.6	On accessible route, with at least one accessible Regulation: 4.22	On accessible route to an accessible entrance Regulation: 213
Signage		Appropriate identification of specific facilities Regulation 5.11	indicates accessibility or directs to nearest accessible restroom Regulation: 4.1/4.30	indicates accessibility or directs to nearest accessible restroom Regulation: 216
Lavatory, mirrors, and shelves		mirrors no higher than 40” from floor Regulation: 5.6	mirrors no higher than 40” from floor; counters no higher than 34” from floor, with at least 30”X 48” clear space in front of (19” may be under sink); at least 29” between floor and lavatory apron Regulation 4.19	Lavatories no more than 34 inches maximum above the floor; clearance 30”x48” (minimum of 17”)/mirrors bottom edge of reflecting surface 40”s maximum above the finish floor or ground/shelves shall be located 40” minimum and 48” maximum above the finish floor Regulation:606/306
Toilet paper dispensers/Towel dispensers/Soap dispensers, etc.		no higher than 40” from the floor Regulation 5.6.6	Within reach ranges of 30” forward or 48” side reach. Usable with a closed fist; continuous toilet paper dispensers. Regulation 4.27.3	7” minimum and 9” maximum in front of the water closet measured to the centerline of the dispenser; 15” minimum and 48” maximum above the finish floor and shall not located behind the grab bars/if provided towel and soap dispensers shall have a maximum reach height of 48” and a minimum reach height of 15” Regulation: 604/606
Faucets		Regulation: 5.6.3	Lever-operated, push- type or electronically controlled and w/in reach ranges Regulation: 4.27	Hand-operated metering faucets shall remain open for 10 seconds minimum; shall be operable with one hand and shall not require tight grasping, pinching , or twisting of the wrist Regulation: 606/309

Toilet Stalls (at least 1 that is accessible)		at least 36" wide and at least 56" deep Regulation: 5.6.2	at least 60" wide, clear of door swing and at least 56" (floor mount) or at least 69" (wall mount) deep Regulation: 4.17	at least 60" wide, clear of door swing and at least 56" (wall mount) or at least 69" (floor mount) deep Regulation: 604
Toilet Stall Doors		32" wide and swings out Regulation: 5.6.2	32" wide and swings out Regulation: 4.13/4.17	Including door hardware shall be at least 32" wide Regulation: 604
Toilet Stall Handrails		33" high; parallel to the floor, 1½" outside diameter; 1½" clearance between rail and wall; fastened securely at ends and center Regulation: 5.6.2	33"-36" from the floor 1-1/4" to 1-1/2" diameter; 1½" clearance between rail and wall Regulation: 4.17/4.26	Horizontal position 33"-36" from the floor to top of the gripping surface Regulation: 607/609
Toilet Seat		20" from the floor Regulation: 5.6.2	17"-19" from floor Regulation: 4.16	17"-19" from floor Regulation: 604
Urinal		basin opening 19" from the floor (wall mounted) OR level with the main floor (floor mounted) Regulation: 5.6.5	Stall type or wall hung with the rim maximum 17" from floor Regulation: 4.18	Stall type or wall hung with the rim maximum 17" from floor Regulation: 605
Drain and hot water pipes		Note: Recommended to cover or insulate Regulation 5.6.3	must be covered and/or insulated Regulation: 4.19.4	Shall be insulated or configured to protect against contact Regulation: 606.5
Toe clearance (in stall)			9", if stall depth ≤ 60" Regulation: 4.17.4	Front partition and one side shall provide clearance of 9 inches minimum Regulation: 604.8.1.4
Shower stall			minimum 30"x 60", with seat mounted 17-19" from floor, and with shower spray unit at least 60" long Regulation: 4.21	minimum 30"x 60", with seat mounted 17-19" from floor, and with shower spray unit at least 59" long Regulation: 608

Doors				
	Notes	ANSI 6/4/77 – 1/17/91	ADAAG/ADA (may choose to apply UFAS) 1/27/92 or after	2010 ADA Regulations March 15, 2012 or after
Hardware			easy to grasp with one no higher than 48” from floor and operable with a closed fist Regulation: 4.13.9	Operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. 34” minimum and 48” maximum from floor Regulation 309.4/404.2.7
Thresholds		Floor on the inside and outside shall be level a distance of 5 feet from the door in the direction the door swings and shall extend 1 foot beyond each side of the door; as much as possible thresholds shall be flush with the door. Regulation: 5.3	Thresholds at doorways shall not exceed ¾” in height for exterior sliding doors or ½” for other types of doors. Raised thresholds and floor level changes at accessible doorways shall be beveled with a slope no greater than 1:2 Regulation: 4.13.8	Thresholds should be ½” high maximum; existing or altered thresholds ¾” maximum that are beveled are allowed Regulation: 404.2.5
Opening Force		Care should be taken in the selection, placement, and setting of door closers so that they do not prevent the use of doors by the physically disabled Regulation: 5.3/Note 1	no more than 5 lbf of pressure (inside); Observation/ interviews (outside) if not automatic, at least 18” of clear wall space on pull side of door Regulation: 4.13.11	Interior hinged doors and gates no more than 5 lbs.; sliding or folding doors no more than 5 lbs. Regulation: 404.2.9
Sweep Time for Automatic closers			at least 3 seconds from 70° to 3 inches from latch Regulation: 4.13.12	Regulation: 404.3
Distance between two doors in a series			48” plus the width of any door swinging into the space; doors should swing in the same direction OR away from the space between the doors Regulation: 4.13.7	Distance between two hinged or pivoted doors in series shall be 48” minimum plus the width of the doors swinging into the space between the doors Regulation: 404.2.6

Carpeting and Mats			secured at the edges and no higher than ½” Regulation: 4.5.3	Secure with 1/2” height Regulation: 302.2
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Desks, Tabletops, Workstations, and Counters				
	Notes	ANSI 6/4/77 – 1/17/91	ADAAG/ADA (may choose to apply UFAS) 1/27/92 or after	2010 ADA Regulations March 15, 2012 or after
Accessible Desk and Tabletops			b/w 28” and 34” from floor Regulation: 4.32.4	Between 9” and 27” and 30” deep minimum Regulation: 306
Knee spaces			at least 27” high; 30” wide; 19” deep Regulation: 4.32	Between 9” and 27” and 30” deep minimum Regulation: 306
Travel Paths Between			at least 36” Regulation: 4.3.3	36” minimum Regulation: 403
Service Counter		Where service counters exceeding 36” in height are provided for standing sales or distribution of goods to the public, an auxiliary counter or a portion of the main counter shall be provided with a maximum height of between 28 and 34” Regulation 7.2	One type shall have a portion of the counter which is at least 36” in length with a maximum height of 36”, in areas used for transactions that may not have a cash register but goods or services are sold or distributed, a portion of the main counter which is 36” in length shall be provided with a maximum height of 36” Regulation 7.2	Parallel approach shall have a portion of the counter surface that is 36” long minimum and 36” high maximum above the finished floor shall be provided; Forward approach shall have a portion of the counter surface that is a 30” long minimum and 36” long minimum shall be provided Regulation 904

Elevators				
	Notes	ANSI 6/4/77 – 1/17/91	ADAAG/ADA (may choose to apply UFAS) 1/27/92 or after	2010 ADA Regulations March 15, 2012 or after
Operation		Should be accessible, and usable by, the physically disabled on the level that they use to enter the building, and at all levels normally used by the general public Regulation: 5.9/3.3	On accessible route, automatic; each car shall be equipped with a self-leveling feature that will automatically bring the car to floor landings within a tolerance of ½” under rated loading to zero landing conditions Regulation 4.10	ADA and other Federal civil rights laws require that accessible features be maintained in working order so that they are accessible to and usable by those people they are intended to benefit Regulation: 407
Call buttons		Should be accessible, and usable by, the physically disabled on the level that they use to enter the building, and at all levels normally used by the general public Regulation: 5.9/3.3	no higher than 42” Regulation: 4.10	Buttons should be raised or flush. Reach ranges should be between 15” and 48” Regulation: 407.2.1
Interior controls		Should be accessible, and usable by, the physically disabled on the level that they use to enter the building, and at all levels normally used by the general public Regulation: 5.9/3.3	no higher than 48”(front approach) or 54” (side approach); raised and Braille lettering Regulation: 4.10.12	Regulations: 407.6.4
Interior space		Should be accessible, and usable by, the physically disabled on the level that they use to enter the building and at all levels normally used by the general public Regulation: 5.9/3.3	Door in middle 36” minimum clear; width minimum of 80” and depth of 54”; door located to the side with a 36” minimum clear; width minimum of 68” and depth of 54” Regulation: 4.10.9/Fig 22	Shall provide a clear width of 42” minimum and a clear depth of 54” minimum; doors can be positioned at the narrow ends of cars and shall provide 32” minimum clear width Regulation: 408.4

Doors		Should be accessible, and usable by, the physically disabled on the level that they use to enter the building, and at all levels normally used by the general public Regulation: 5.9/3.3	Automatic open and close; remaining fully open at least 3 seconds; automatic 20 second reopening for obstructions; raised floor designations on hoist way entrances, 2” high and no more than 60” from the floor Regulation: 4.10.6/4.10.7/4.10.8	Doors shall be the horizontal sliding type; Automatic open and close; remaining fully open at least 3 seconds; automatic 20 second reopening for obstructions; raised floor designations on hoist way entrances, 2” high and no more than 60” from the floor car gates are prohibited; automatic open and close: Regulation: 407.3
Signals		Should be accessible, and usable by, the physically disabled on the level that they use to enter the building, and at all levels normally used by the general public Regulation: 5.9/3.3	Audible(one tone for up; two tones for down) and visual Regulation: 4.10.4	Audible(one tone for up; two tones for down) and visual Regulation: 407.2.2.3
Emergency Intercom		Should be accessible, and usable by, the physically disabled on the level that they use to enter the building, and at all levels normally used by the general public Regulation: 5.9/3.3	If provided, identified in Braille and usable without voice communication Regulation: 4.10.14	Centerline 35” minimum Regulation: 407.4.6.4

Signals and Signage				
	Notes	ANSI 6/4/77 – 1/17/91	ADAAG/ADA (may choose to apply UFAS) 1/27/92 or after	2010 ADA Regulations March 15, 2012 or after
Warning Signals		visual and audible Regulation: 5.12	If provided, visual and audible Regulation: 4.28	Permanently installed audible and visible alarms Regulation: 702
Signage		Raised letters and/or numbers between 54” and 66” from the floor Regulation: 5.11	raised and high contrast characters b/w 5/8” and 2” high, also in Braille, centered 60” from floor on latch side of door or as close as possible (room signage); high contrast, non-glare characters at least 3” high and 60” from the floor Regulation: 4.30	Raised and located 48” minimum and 60” maximum above the finished floor Regulation: 703

Water Fountains				
	Notes	ANSI 6/4/77 – 1/17/91	ADAAG/ADA (may choose to apply UFAS) 1/27/92 or after	2010 ADA Regulations March 15, 2012 or after
Water Fountains		Appropriate number shall be accessible to, and usable by, the physically disabled; with up-front spouts and controls/hand operated or hand and foot operated	at least one mounted within 27 inches of the floor; with clear floor space of 30"x48" in front; spout no higher than 36" from the floor OR a high-low fountain; controls mounted on or near the front and operable with a closed fist	Units with clear floor or ground space for a forward approach and centered on the unit. Knee and toe clearance should be provided; spout height shall be 36" maximum above the finished floor or ground; 15" minimum from the vertical support and no more than 5" from the front edge
		Regulation: 5.7	Regulation: 4.15	Regulation: 602
Clearance			Wall/post mounted units must have clear knee space between the bottom of the apron and the floor of at least 27" high and 30" wide, and 17-19" deep. Such units must have a minimum clear floor space in front of 30" x 48" (for front approach); Free standing or built-in units not having a clear space under them shall have a clear floor space at least 30" x 48" (for parallel approach)	Clear floor or ground space shall be 30" by 48" minimum; Regulation: 602/305/306
			Regulation: 4.15.5	

Reach Requirements				
	Notes	ANSI 6/4/77 – 1/17/91	ADAAG/ADA (may choose to apply UFAS) 1/27/92 or after	2010 ADA Regulations March 15, 2012 or after
Maximum High Forward			48" Regulation: 4.2.5	48" Regulation: 308.2
Maximum Low Forward			15" Regulation: 4.2.5	15" Regulation: 308.2
Maximum High Side			54" Regulation: 4.2.6	48" Regulation: 308.3
Maximum Low Side			9" Regulation: 4.2.6	15" Regulation: 308.3

Assembly Areas				
	Notes	ANSI 6/4/77 – 1/17/91	ADAAG/ADA (may choose to apply UFAS) 1/27/92 or after	2010 ADA Regulations March 15, 2012 or after
Seating			Refer to ADAAG table below	Refer to ADA Table below
Wheelchair seating areas			<p>Wheelchair areas shall be provided so as to provide people with physical disabilities a choice of admission prices and lines of sight comparable to those for members of the general public.</p> <p>They shall adjoin an accessible route that also serves as a means of egress in case of emergency.</p> <p>At least one companion fixed seat shall be provided next to each wheelchair seating area.</p> <p>When the seating capacity exceeds 300, wheelchair spaces shall be provided in more than one location.</p> <p>Readily removable seats may be installed in wheelchair spaces when the spaces are not required to accommodate wheelchair users.</p> <p>All accessible viewing positions may be clustered for bleachers, balconies, and other areas having sight lines that require slopes of greater than 5 percent.</p>	<p>Assembly areas shall provide wheelchair spaces, companion seats, and designated aisle seats</p> <p>Regulation: 221/802</p>

			<p>Equivalent accessible viewing positions may be located on levels having accessible egress.</p> <p>Regulation: 4.33</p>	
Surfaces			<p>The ground or floor at wheelchair locations shall be level.</p> <p>Regulation: 4.33.4</p>	<p>Wheelchair spaces shall be provided in assembly areas with fixed seating</p> <p>Regulation: 221/802</p>
Clearance & Floor Space (for 2 wheelchair spaces)			<p>Front or rear access: 48 inches deep by 66 inches wide. Side access. Minimum 60 inches deep by 66 inches wide.</p> <p>Regulation: 4.33.2</p>	<p>Front or rear access: 48 inches deep by 66 inches wide. Side access. minimum 60 inches deep by 66 inches</p> <p>Regulation: 221/802</p>
Access to Performing Areas			<p>An accessible route shall connect wheelchair seating locations with performing areas, including stages, arena floors, dressing rooms, locker rooms, and other spaces used by performers.</p> <p>Regulation: 4.33.5</p>	Regulation: 206/221/402/802

UFAS: If places of assembly are provided, they shall comply with the following table:

Capacity of Seating & Assembly Areas	Number of Required Wheelchair Locations
50 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2 percent of total
over 1,000	20, plus 1 for each 100 over 1,000

ADAAG: If places of assembly are provided, they shall comply with the following table:

Capacity of Seating in Assembly Area	Number of Required Wheelchair Locations
4 to 25	1
26 to 50	2
51 to 300	4
301 to 500	6
over 500	6, plus 1 additional space for each total seating capacity increase of 100

Additionally:

- One percent, but not less than one, of all fixed seats shall be aisle seats with no armrests on the aisle side, or removable or folding armrests on the aisle side.
- Each such seat shall be identified by a sign or marker.
- Signage notifying patrons of the availability of such seats shall be posted at the ticket office.

2010 ADA: If places of assembly are provided, they shall comply with the following table:

Capacity of Seating in Assembly Area	Number of Required Wheelchair Locations
4 to 25	1
26 to 50	2
51 to 300	4
301 to 500	6
501 to 5000	6, plus 1 for each 150, or fraction thereof, between 501 through 5000
5001 and over	36, plus 1 for each 200, or fraction thereof, over 5000