

# Unit 11 Lesson 1: Submitting Curb Ramp, Closure, Ramp Removal and Push Button Inspection Forms

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## Course Navigation Tips:

- To complete each lesson, you must interact with the audio narration at the top of each section.
- You may drag the toggle on the playback bar to the last 5 seconds and let it play. This will allow the system to note it as complete.
- You are encouraged to complete the entire unit before closing in case your progress is not saved.



**You must click on all images before moving on to next Lesson.**



Start Audio Narration

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03:24

## ADA Inspection Forms Process Overview

This guidance is intended to assist certified inspectors with the submittal process for ODOT ADA Curb Ramp, Closure/Ramp Removal and Push Button Inspection Forms. **Only fully passing ADA Inspection Forms are ready for submittal.**

After a curb ramp, curb ramp closure, curb ramp removal, or push button inspection is complete, the respective inspection form will need to be submitted by an ODOT Certified ADA inspector. It is submitted to the ODOT Standards inbox via the email link on the inspection form. Once the form is reviewed and accepted by the Asset Inventory Unit with all necessary information, it will be processed into the ODOT systems. If you have any questions on the ODOT ADA inspection forms or process, please contact, the Statewide Asset Specialist.

**Do not submit ODOT ADA Curb Ramp and Push Button Inspection Forms to the ODOT Standards inbox until the curb ramp passes inspection.** A failing inspection form may be retained and used by Construction for the project's records and corrective action work.

For additional reference and detailed instructions on submitting the form, there is an ADA Curb Ramp Inspection Form Submittal Guide and an ADA Push Button Inspection Form Submittal Guide available on the Roadway Asset & Inspection webpage.

You will need a SmartSheet application account to review the status of your submitted inspection forms.

### Step 1: Locating Inspection Forms

**Always download a new, fresh copy of the current version of the inspection form via the ODOT website.** These forms are subject to regular maintenance and updates. Although the form may appear unchanged, there may be changes to the underlying code in the smart pdf.

All ODOT ADA curb ramp inspection forms can be found on the Roadway Asset & Inspection webpage. **Under the ADA Curb Ramp and Push Button Inspections** heading, click on the **Inspection Forms** drop down for access to the current version of the curb ramp, closure/removal and push button inspection forms.

# Roadway Assets & Inspection Webpage

## ADA Inspection Forms

WEBSITE

## Roadway Assets & Inspection

ACCESSIBILITY AT ODOT

Report an Accessibility Concern

ODOT's Mission & Strategic Action Plan

AOCIL Settlement Agreement

ADA Transition Plan

Accommodations at DMV

Disabled Parking Permits

ACCESSIBLE INFRASTRUCTURE

ADA Delivery Program

Projects in Your Area

Engineering for Accessibility

Delivering ADA Program Projects

Technical Bulletins and Advisories

RELATED PROGRAMS

Pedestrian & Bicycle Program

Public Transportation Advisory Committee

### ADA Curb Ramp and Push Button Inspections

General Resources

Curb Ramp Inspection Training

Inspection Forms

ODOT ADA Curb Ramp Inspection Forms

- [Blended Transition Curb Ramps](#) - Form 734-5020A
- [Combination Curb Ramps](#) - Form 734-5020B
- [Cut-Through Island Ramps](#) - Form 734-5020C
- [End-of-Walk Curb Ramps](#) - Form 734-5020D
- [Parallel Curb Ramps](#) - Form 734-5020E
- [Perpendicular Curb Ramps](#) - Form 734-5020F
- [Unique Design Curb Ramps](#) - Form 734-5020G
- [Closure/Removed Curb Ramps](#) - Form 734-5020H

ODOT ADA Push Button Inspection Forms

- [Turn Space and Paved Shoulder Access](#) - Form 734-5245A
- [Back-in Maneuver, Ramp Run and Sidewalk Access](#) - Form 734-5245B

ODOT ADA Ramp Position Need Status Review

- [Ramp Position Need Status Review](#) - Form 734-5390

### Contact Us

Curb Ramp Inventory & Inspections Contact

[Melissa Dodd](#)  
[Roadway Statewide Asset Specialist](#)  
Phone: [503-986-3493](#)

Curb Ramp Inspection Training

Reach us by [email](#)  
or  
Call us at: [971-719-6840](#)

Certification Program

ADA Photo of the Month Contest


*Location of the Latest Inspection Forms on the Roadway Asset & Inspection webpage*

## Step 2: Download Inspection Forms

- A separate inspection form is needed for each curb ramp inspected.
- If it has a pedestrian activated push button, a separate push button inspection form will also be needed for every location.

- The form cannot be submitted through the PDF reader in the web browser. All information placed in the form prior to downloading will be lost.
- Do not fill out the form online. Download and save it to your project files first.
- You may make multiple blank copies to fill out inspection data.

Scroll through the Inspection form examples.



### ADA Curb Ramp New Construction Inspection Form (Perpendicular)

Submit by E-mail

Project Name (Section)

Construction Year

Contract No.

Highway No.

MP

Cross Street Name

Calibration Date

(mm/dd/yy)

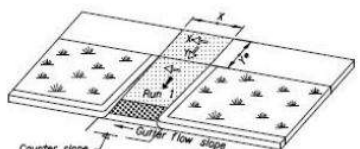
Ramp Style **PR**

**Functional Condition Description:**  
**Good (G)** = all applicable boxes pass OR a Design Exception addresses criteria that do not pass.  
**Poor (P)** = any applicable box fails

**Physical Condition Description:**  
**Good (G)** = the concrete within the Pedestrian Circulation Area (includes flares and path back to existing sidewalk) contains no cracks or deformations  
**Poor (P)** = any part of the concrete within the Pedestrian Circulation Area (includes flares and transition panels) contains cracks or deformations

**\*1** The passing value for Gutter Flow Slope (GFS) and Direction Curb Cross Slope depend on the Intersection Condition Type. At a Midblock (MB), slopes must be ≤ Slope of the Road, at Signalized or Uncontrolled (SU), slopes must be ≤ 5.0%, and at Stop or Yield (SY), slopes must be ≤ 2.0%.

*See also Standard Drawings to assess provisions not shown: (inlets, alignment, etc.)*



**PERPENDICULAR RAMP (PR)**

- Pedestrian Access Route (to measure Clear Width)
- Detectable Warning Surface
- Cross Slope (2.0% max.)
- Running Slope (8.3% max.)
- Counter Slope (5.0% max.)
- Turning Space (X & Y) (2.0% max. / 4' x 4' min.)\*
- \* If constrained at back of walk, min. Y length is 5'.
- Gutter Flow Slope (as directed)

RAMP RUN 1		Pass	Fail	DE
Running Slope 1	≤ 8.3%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Length 1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Slope 1	≤ 2.0%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detectable Warning	(TD, X)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lip Height	0"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gutter Flow Slope	≤ *1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curb Running Slope (avg)	≤ *2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counter Slope (+/-)	≤  5.0%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DIRECTIONAL CURB**

		Pass	Fail	DE
Directional Curb Running Slope	≤ 4.9%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Directional Curb Cross Slope	≤ *1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*2** CRS must be ≤ 4.9% when there is a Directional Curb present, else ≤ 8.3%

**TURN SPACE** **LANDING** **NONE** **Pass** **Fail** **DE**

Width X	≥ 4.0'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Length Y	≥ 4.0'*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Back of Ramp Obstruction (Y/N)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slope X	≤ 2.0%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slope Y	≤ 2.0%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**MISCELLANEOUS** **Traversable** **Pass** **Fail** **DE**

Flare Slope 1	≤ 10%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flare Slope 2	≤ 10%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear Width (feet)	≥ 4.0'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intersection Condition Type	Slope of Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design Ex. Control Number		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Physical Condition (G,P)**

**Functional Condition (G,P)**

CRK: ☐ Fail ☐ DE ☐ ICRR: ☐ Fail ☐ DE ☐

DO: ☐ Fail ☐ DE ☐ INLET XING: ☐ Fail ☐ DE ☐

EXP: ☐ Fail ☐ DE ☐ STR: ☐ Fail ☐ DE ☐

GB: ☐ Fail ☐ DE ☐ FT BT: ☐ Fail ☐ DE ☐

**Add** **Clear**

**Comment:** *See also Standard Comments for full list of acceptable comments*

Inspector's Signature

Print name clearly

Company/Agency

Date (mm/dd/yy)

Certification No.

Crew No. (ODOT)

734-5020F (5-2020)

[Reset Entire Form](#)
[Keep Intersection, Reset Fields](#)

<https://www.oregon.gov/odot/Construction/Pages/Forms.aspx>

## Curb Ramp Inspection Form Example

Project Name (Section)

Construction Year

Contract No.

Highway No.

MP

Cross Street Name

Corner Position

Button Position

Turn Space (TS)

Paved Shoulder (PS)

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

CLEAR SPACE DETAILS

All fields under Clear Space Details are required fields and are factored into functional condition.

Surface Type (TS, PS)  
TS=Turn Space, PS=Paved Shoulder

	Pass	Fail	DE <sup>1</sup>
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"/>

Corner Positions

Button Positions

Calibration Date

ADA Design Exception Control No.<sup>1</sup>

Functional Condition (G,P)

Comments:

Inspector's Signature

Date (mm/dd/yy)

Print name clearly

Certification No.

Company/Agency

Crew No. (ODOT)

For other Clear Space Surface Types, see [Exhibit "C"](#).

<sup>1</sup> 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

Reset Form

Keep Intersection, Reset Form

## Push Button Inspection Form Example

Project Name (Section) <span style="float: right;">Year</span> Contract No. <span style="float: right;">ODOT Highway No.</span> MP <span style="float: right;">Cross Street Name</span>	<div style="text-align: right; font-size: small; color: blue;">Form Submittal Guide</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <input type="checkbox"/> <b>Crosswalk Closure</b>  <p>When a Crosswalk Closure is approved in place of a curb ramp, verification is required.            Crosswalk Closure treatment(s) must match the requirements in the crosswalk closure approval.            A picture of each end treatment is required, unless it is "none."            If sign and barricade is required, a photo of both the front and back is required for submittal.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> <b>Ramp Removal</b>  <p>A curb ramp that has been removed from the State Highway system due to an upgrade or change in pedestrian facilities where a curb ramp is no longer required.            For example, An End-Of-Walk curb ramp replaced with continuous side walk            OR            a curb ramp replaced with a dust pan style driveway.  <b>Before and After picture required.</b></p> </div>
<div style="border: 1px dashed black; height: 150px; margin-bottom: 10px;">Photo 1/Before</div> <div style="border: 1px dashed black; height: 150px;">Photo 2/After</div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <input type="text"/> <b>Corner Position</b>  <input type="text"/> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <input type="text"/> <b>Ramp Position</b>  <input type="text"/> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <input type="text"/> <b>Approval No.</b>  <p>Verify location information using <a href="#">FACS-STIP</a></p> </div> <div style="text-align: center;"> </div> <p style="color: blue; font-size: small;">See Exhibit A for more intersection styles</p>
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <b>Comments</b> <span style="float: right; font-size: small; color: blue;">Standards Comments List</span>  <div style="border: 1px solid black; height: 100px; width: 100%;"></div> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;">Inspector's Signature</div> <div style="width: 15%;">Date (mm/dd/yy)</div> </div> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;">Print Name Clearly</div> <div style="width: 15%;">Cert. No.</div> </div> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;">Company/Agency</div> <div style="width: 15%;">Crew No. (ODOT)</div> </div> </div> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;">Inspector Email</div> <div style="width: 15%;"></div> </div> </div>

734-5020H (12/2022)

<https://www.oregon.gov/odot/Construction/Pages/Forms.aspx>

## Curb Ramp Closure/Removal Inspection Form



03:07

Continue Audio Narration

### Step 3: Fill out the Form

Use Adobe Reader to fill out the form.

Note: Do not use Bluebeam to fill out Inspection Forms. It corrupts the forms as the software is not compatible with each other. Adobe Reader is a free software.

Obtaining information used to populate the location fields of the form will require access to the following items, including but not limited to

- Contract Plans
- Crosswalk Closures Approvals (If applicable)
- Approved Design Exceptions (If applicable)
- Internet for the use of the FACS-STIP mapping tool. Refer back to Unit 4 for instructions on retrieving information on the FACS-STIP Mapping tool.

## FACS-STIP

For Internal ODOT Users

FACS-STIP INTERNAL

## FACS-STIP

For Users External to ODOT

FACS-STIP EXTERNAL

**Oregon Department of Transportation**

**ADA Curb Ramp New Construction Inspection Form (Perpendicular)**

**Submit by E-mail**

PROJECT NAME	2020	C12345	0580010	7.51	ROLLAND DR.
Project Name (Section)	Construction Year	Contract No.	Highway No.	MP	Cross Street Name
Calibration Date		03/27/20 (mm/dd/yy)			

*See Exhibit A for more intersection styles*

*Inspection Form Title Sample*

In addition to the inspection measurement values, data required on the ODOT ADA curb ramp inspection form include items found in FACS-STIP along with contract documents.

**This information can be found in the FACS-STIP web application.**

- Linear reference method
- LRM/highway number
- Milepoint
- Cross street name (Copy and paste this exactly as it is in FACS-STIP).
- Corner position
- Ramp/Button position
- Design Exceptions (If applicable)
- Crosswalk Closures (If applicable)

**The items below are not found in the FACS-STIP web application.**

- Project name
- Construction year
- Contract number
- Smartool calibration Date
- Inspection Date
- Completed Comments
- Photos

Complete the inspection and populate the form until all information has been entered. Calibration date and inspection date are required to be the same for submittal and acceptance receipt. If all required fields have been entered, the Functional Condition will auto populate for you.

#### **Step 4: Construction Photos**

At least one photo showing the completed construction of the curb ramp system is required. These are inserted on the last page of the form. Click in a blank space within the photo square



boundary and select the photo to be entered from your device. Click on the figures for the full image to be expanded.



#### ADA Curb Ramp Images

Attached photos must be in .pdf format in order to be placed


*Second Page of Inspection Form for Uploading Images*

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### Step 5: Quality Assurance

Check the form for incorrect/missing information:

- Project name
- Contract number
- Location information
- Cross street

- Corner position
- Ramp/Push 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 conventions.
- Inspector name and certification number are typed. (A digital Signature is not required, and not recommended.)



02:46

Continue Audio Narration

## Step 6: Save a Copy of the Form

**Only forms that have the live data are submitted to the ODOT Standards Inbox.** If you need an un-editable copy, save a copy with a different name of the form to your device. Save a flattened (un-editable) copy of the completed form for measurements and payment in your contract project records. **Do not submit a flattened form to the asset team.** Both copies should be exactly the same in the permanent records.

## Step 7: Submit Passing Form

When the curb ramp inspection is completed and passing, and the Curb Ramp Inspection Form has been reviewed for quality assurance, use the Submit by E-mail button located in the upper right corner of the form.

An email will be generated with the form automatically attached. It is addressed to the ODOT Standards.

**Oregon Department of Transportation**

**ADA Curb Ramp New Construction Inspection Form (Perpendicular)**

**Submit by E-mail**

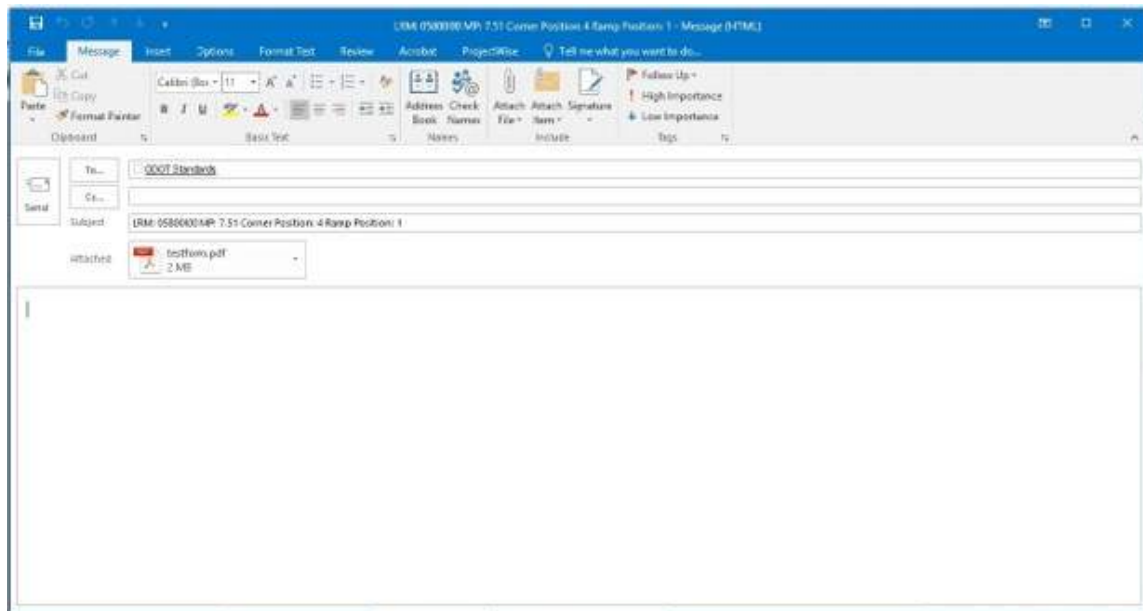
PROJECT NAME: [ ] 2020 C12345 0580010 7.51 ROLLAND DR.

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

Calibration Date: 03/27/20 (mm/dd/yy)

*See Exhibit A for more intersection styles*

### *Submit by E-mail Button on the Curb Ramp Inspection Form*



### *Email generated by Clicking on Submit E-mail Button on the Inspection Form*

In the submittal email generated:

1. Verify that the inspection form is attached.
2. Attach a copy of the contract plans.
  - If you are sending a batch of curb ramp inspection forms at once, it is only necessary to attach the contract plans to the first submittal.
3. Attach Design Exception(s) (DE) associated with the ramp or push button, if applicable.

4. Attach Crosswalk Closure Approval documentation for the intersection, if applicable.
  - Attach pictures of the crosswalk closure treatment used on both sides of the highway, if applicable.

## Step 8: Confirmation of Receipt Email

Once you send the email you will receive a confirmation receipt. This will only occur for the first instance on that day. Subsequent submittals on the same day will not send a receipt. The received form(s) will then be reviewed.

**From:** ODOT Standards <[ODOTStandards@odot.state.or.us](mailto:ODOTStandards@odot.state.or.us)>  
**Sent:** Tuesday, October 6, 2020 5:39 AM  
**To:** BORGES Melissa <[Melissa.BORGES@odot.state.or.us](mailto:Melissa.BORGES@odot.state.or.us)>  
**Subject:** Automatic reply: Hello

Thank you for your submittal, this acknowledges receipt of your inspection form(s).  
The next step, you will receive notification that we either need additional information or that your forms have been accepted.  
If you have any questions please feel free to contact us.

Brian Parker  
ODOT ADA Inventory Team  
[Brian.A.Parker@odot.state.or.us](mailto:Brian.A.Parker@odot.state.or.us)  
503-986-3334

**EXAMPLE**

*Example of Confirmation Email Curb Ramp Inspection Form Submittal*

ODOT ADA Inspection Forms with missing or incorrect information will be rejected. When rejected, the form will need to be corrected and resubmitted.

If there are errors on a submittal, a rejection email will be sent to you with a description of the errors to correct.



Hello,

The inspection form you submitted has been rejected. Please reference the fields below and provide the necessary information by using the "Open Request" button below so that we may continue processing the form.

Please use the following link under the "RESOURCES" field below if you have questions on a Rejection Reason.

You must check the secondary submittal check box, or you will continue to receive update requests.

Thank you,  
ODOT Standards

**\*\*Do not reply to this email\*\***

If you have questions about your submittal, please contact  
[ODOTStandards@odot.oregon.gov](mailto:ODOTStandards@odot.oregon.gov)

**Open request**

### *Inspection Form Rejection Email*

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You will continue to get email reminders for corrected information requests until the issue is resolved. You may check the status of submitted forms via your Smartsheet account.



Note: Submit all contract plan sheets involving ADA work to ODOT Maps and Plans for a "V" number to retain an electronic copy of the design plans for the settlement agreement.

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