









ACCESSIBILITY CHECKLIST

MARCH 2015 EDITION

BASED ON THE 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN

Northwest ADA Center

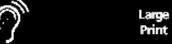
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ACCESSIBILITY CHECKLIST PURPOSE AND USE

The Northwest ADA Center is pleased to provide this Accessibility Checklist. This Checklist is designed to be a convenient tool for identifying architectural and communication barriers that may be encountered by people with disabilities in public and private buildings. The Checklist may also assist you in planning for removal of barriers to accessibility. The Checklist may be used to survey an entire facility or specific areas and elements. More definitive information may be obtained from the 2010 Standards for Accessible Design. In some situations, the 1991 Standards for Accessible Design and your state or local building code may provide helpful information. The Accessibility Checklist can also be used as a guide to increase awareness of architectural and communication barriers which prevent full access to buildings and facilities by people with disabilities. *This checklist is NOT a substitute for federal accessibility standards or the appropriate state and local building codes*.

The Checklist is designed so that a

"YES" answer indicates "ACCESSIBLE".

"NO" answer indicates that the item is present but is a "NON-ACCESSIBLE" element or feature in the building or facility, that is, non-compliant with requirements of the ADA Standards <u>OR</u> the element in question is not present.

Dimensions provided in this Checklist are given in units of inches (IN), feet (FT) or pounds (LB).

References

2010 ADA Standards for Accessible Design (www.ada.gov) 1991 ADA Standards for Accessible Design (www.ada.gov)

Safe Harbor - If the existing elements or features of your facility are addressed in and comply with the 1991 ADA Standards for Accessible Design you do not have to modify those elements to comply with the 2010 Standards (even if the new standards have different requirements for them). This provision is applied on an element-by-element basis and is referred to as the "**safe harbor**." If you choose to alter elements that were in compliance with the 1991 Standards, the safe harbor no longer applies to those elements and you must use the 2010 Standards. The 2010 Standards contain new requirements for elements in existing facilities that were not addressed in the original 1991 Standards. Among these newly included element are recreation facilities such as swimming pools, play areas, exercise machines, miniature golf facilities, and bowling alleys. Because these elements were <u>not</u> included in the 1991 Standards, they are <u>not</u> subject to the safe harbor. Therefore, on or after March 15, 2012, public accommodations (businesses) must remove architectural barriers to elements subject to the new requirements in the 2010 Standards when it is readily achievable to do so. State and local government entities must remove barriers in order to achieve program accessibility.

Alternate Formats - This Checklist will be provided in alternate formats upon request.

Developed with support of a grant from the National Institute on Disability and Rehabilitation Research (NIDRR).

Revised March 2015 by Northwest ADA Center. We encourage duplication and use of this document.

HOW TO PERFORM AN ACCESSIBILITY SURVEY

Planning for the Survey:

If possible, we suggest that a team of two or more individuals carry out the survey. It is very helpful if one person directs the process, takes pictures and notes while the other person performs the measurements. It is also suggested that people with disabilities be involved in the survey.

Using a Floor Plan: It is often helpful to have a floor plan, or a sketch of a floor plan, for note taking while conducting the survey. Specific elements in this checklist can be can be identified on the floor plan.

Tools

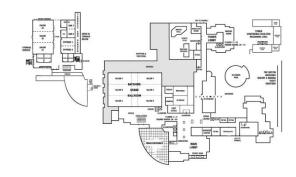
- Clipboard to make recording on the checklist easier.
- Flexible steel tape measure.
- Carpenter's level (either electronic or manual) for measuring slopes on ramps, walkways and parking spaces.
- Digital fish scale or door pressure gauge for measuring door opening forces.
- Digital camera for photo documentation of barriers and accessible features.

Conducting the Survey:

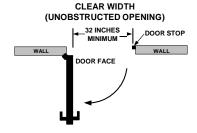
Measuring clear width (unobstructed opening) - To measure the clear width (unobstructed open space) at a door, measure the distance between the face of the door and the door stop, with door open at 90 degrees. Clear width measurements at other locations (ramps, accessible routes, etc.) are measured in the same manner; measure the width of the unobstructed space available for passage.

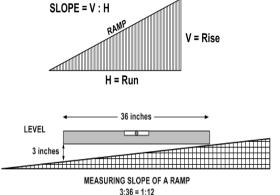
Measuring slope - Slope is calculated by computing the ratio of vertical rise to horizontal run. For example, if a ramp 6 inches in vertical height traverses a horizontal distance of 6 feet (72 inches) then the slope is 6 / 72 = 1 / 12 = 0.083 (8.3%). Typically the maximum allowable slope for a ramp is written as 1:12. To measure the slope, lay one end of a carpenter's level on the uphill side of the ramp, lift the downhill end of the tool to bring it to level (bubble in the middle), and measure the distance between the downhill bottom edge of the level and the ramp surface. See the figure. In this case the slope is 3 inches rise over 36 inches horizontal distance or the ratio of 1:12.

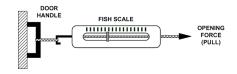
Measuring door opening force - If using a fish scale or similar device, tie one end of the scale to the door handle and observe the maximum force displayed on the scale as you pull the door open from a closed positioned.











ACCESSIBLE PARKING

People with disabilities should be able to arrive at your business and easily locate & use accessible parking.

1. Facility Parking			
Does your facility provide accessible parking spaces designated for use by individuals with disabilities? Note: This does not apply to on-street parking spaces.		Yes No	6
2. Number of Accessible Spaces	-		
Does the parking area have the minimum number of accessible parking spaces specified in the table below? Total Parking Spaces Designated Accessible Parking 1 to 25 26 to 50		Yes No	
26 to 50 2			* If no, how many accessible parking spaces are available? * What is the total number of parking spaces available for the public?
3. Space Location			
Are the accessible parking spaces located on the shortest possible accessible routes to the accessible building entrances? Note: An accessible route is free of stairs, steep inclines, sharp changes in surface level, and has a surface which is stable, smooth and slip resistant. Where parking serves more than one accessible entrance, accessible parking spaces shall be dispersed and located on the shortest accessible route to the accessible entrances.		Yes No	
Are the accessible parking spaces located on a level area? Note: Ground surfaces of parking spaces and access aisles should not exceed 1:48 (approximately 2% slope) in any direction.		Yes No	

ACCESSIBLE PARKING

ACCESSIBLE FARMING		
4. Identification and Dimensions of Accessible Parking Spaces		
Is each accessible parking space designated with a sign showing the International Symbol of Accessibility (see figure)?	□ Yes □ No	T
Is each sign mounted on a post at a minimum height of 5 feet (60 inches) measured from the bottom of the sign to the ground surface?	□ Yes □ No	ACCESS AISLE
Are the vehicle parking spaces at accessible parking a minimum of 8 feet (108 inches) wide?	□ Yes □ No	
Does each accessible parking space have a marked access aisle? Note: Two accessible parking spaces may share a common access aisle.	□ Yes	
Is each access aisle at least 5 feet (60 inches) wide?	□ Yes	5 FEET 8 FEET
5. Identification and Dimensions of Van Accessible Parking Spaces	□ Yes	
Is there at least ONE van accessible space for every SIX accessible parking spaces?	□ No	VAN ACCESSIBLE
Are the van accessible parking spaces designated by an additional sign indicating "Van Accessible" (see figure)?	□ Yes □ No	SS AISLE
Do the van accessible parking spaces have a minimum van parking area width of 11 feet (132 inches) and an accompanying marked access aisle of at least 5 feet (60 inches)? OR	□ Yes □ No	132 60 INCHES MIN MIN
a minimum van parking area width of 8 feet (96 inches) and a minimum accompanying marked access aisle of at least 8 feet (96 inches)?	□ Yes □ No	ACCESS AISLE FOR VAN
		96 96 96 INCHES MIN MIN

ACCESSIBLE PARKING

6. Passenger Loading Zone		
If your facility has a passenger loading zone, does it have an unobstructed access aisle at least 5 feet wide and is it as long	□ Yes	20 FEET MIN
as the vehicle pull-up space?		5 FEET DO NOT PARK
If No, what is the width? and length?		
Note: The vehicle pull-up space must be a minimum of 8 feet wide and 20 feet long.		VEHICLE PULL-UP SPAĆE
Is the access aisle at the same level as the vehicle pull-up	□ Yes	
space?	□ No	
Is the access aisle marked to discourage parking in that space?	□ Yes	
	□ No	
7. Curls Damina		
7. Curb Ramps Are curb ramps provided where accessible routes cross over a	□ Yes	
curb (for example, where an access aisle connects to a sidewalk)?	□ No	LANDING AREA
Note: Curb ramps must not project into traffic lanes, parking spaces or access aisles.		3 6M
Do curb ramps have a maximum running slope of 1:12?	□ Yes	ÍN N
	□ No	
Do curb ramps have a minimum clear width of 36 inches?	□ Yes	
	□ No	
Are the transition areas where curb ramps join sidewalks,	□ Yes	
streets or gutters smooth?	□ No	
Are there level landings at the top of the curb ramps which	□ Yes	
have a minimum length of 36 inches and the same width as the curb ramp?	□ No	
_		
Note: Where it is not possible to provide a level landing at the top of a curb ramp, a curb ramp with flared sides that do not exceed a slope of 1:12 is an alternative.		

People with disabilities should be able to arrive at the site, approach the building and enter the building as freely as everyone else. At least one accessible route should be safe and accessible for everyone.

1. Ground and Floor Surfaces		
Are ground, floor and walking surfaces stable, firm, smooth and slip-resistant? Note: An "accessible route" may consist of walking	Yes No	ROUGH, UNEVEN SURFACE
surfaces (slope no steeper than 5% = 1:20), doors, doorways, gates, ramps, curb ramps, elevators, and platform lifts.		DIRECTION OF TRAVEL
If there are grates or other types of openings (cracks, holes) in ground or floor surfaces, are the openings less than 1/2 inch in the dominant direction of travel?	Yes No	
Are the long dimensions of the grating openings perpendicular to the dominant direction of travel?	Yes No	→ 4 −1/2 INCH MAX
2. Changes in Surface Level		
Are all ground and floor surfaces along accessible routes free of abrupt changes in surface level? Surface level changes cannot exceed 1/4 inch in height.	Yes No	CHANGE OF SURFACE LEVEL OR "OBSTRUCTION" 1/4 INCH MAX
Where vertical changes in surface level are between 1/4 and 1/2 inches in height, is the level change beveled (slope 1:2 or less)?	Yes No	
Note: Changes in surface level that exceed 1/2 inch shall be ramped.		VERTICAL BEVEL EDGE MAX SLOPE 1/4 INCH 2 1/2 INCH
Are accessible ramps provided for changes in surface level which exceed 1/2 inch in height?	Yes No	
3. Clear Widths and Slopes for Walking Surfaces		
Is there at least one accessible route from the accessible	Yes	
parking areas, passenger loading zones and other site entry points (bus stops) to the accessible building entrance(s)?	No	MEASURING CLEAR WIDTH OF AN ACCESSIBLE ROUTE IN PRESENCE OF OBSTRUCTIONS WALL
unobstructed width of at least 36 inches?	No	36 IN MIN
Do longer routes have an occasional 5 x 5 feet area located at	Yes	WALKWAY
reasonable intervals not exceeding 200 feet which can be used for turning and passing?	No	MORE
Do all walkways along accessible routes have cross slopes that	Yes	🖎
are 1:48 or less?	No	
Note: When the running slope along the direction of travel on walking surface is greater than 1:20 (5%) the route is considered a "ramp". See Items 4-8 on the next two pages).		CROSS SLOPE 1:48 MAX (APPROX 2%)

ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes) IF NO, SKIP TO #9. IS THERE A RAMP LOCATED ON THE EXTERIOR OF YOUR SITE? □ No 4. Ramp Slope and Clear Width MAX SLOPE ☐ Yes 1:12 Is the maximum running slope of all ramps 1:12 (8.3%)? П No Yes Are cross slopes of all ramp surfaces 1:48 or less? П No ☐ Yes Do ramps have a clear unobstructed width of at least 36 36 INCHES inches? □ No 5. Landings ☐ Yes Do ramps have a 5 foot long level landing at the top and bottom of each run? No ☐ Yes Do ramps have a 5 foot x 5 foot minimum turning space at level landings where the ramp changes direction? □ No Note: Landings are required where the maximum vertical rise for any length of run for a ramp is 30 inches. 6. Ramp Handrails □ Yes If the ramp rises more than 6 inches vertically, does it have handrails on both sides? □ No HANDRAII S ON 7. Handrail Location Yes Are handrails mounted so that their top surface is between 34 and 38 inches above the ramp surface? No 34 TO 38 Do handrails continue to extend horizontally at least 12 inches □ Yes at the top and bottom landings of the ramp and do these □ No extensions return to the wall, floor or post? If the handrail is mounted on a wall surface, is the gap between Yes **CIRCULAR** the handrail and the wall surface a minimum of 1-1/2 inches? □ No HANDRAIL If the handrail gripping surface is circular in shape, is the 1-1/4 TO Yes **2 IN** diameter 1-1/4 inches minimum to 2 inches maximum? No If the shape is non-circular, is the perimeter dimension П Yes (distance around the gripping surface) 4 inches minimum to No

1/4 inches maximum?

8. Edge Protection on Ramps

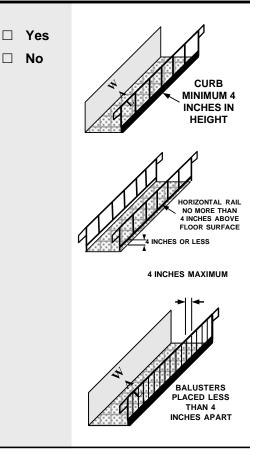
Do ramps and landings have edge protection?

Note: Edge protection can be provided by:

- 1. By extending the floor surface of a ramp or landing at least 12 inches beyond the railing, or,
- 2. A curb or barrier edge protection that prevents passage of a crutch tip, a wheel on a wheelchair or other mobility aid from slipping off the edge of the ramp or landing.

Examples are:

- a. curbs at least 4 inches high,
- b. horizontal rails placed no more than 4 inches from the floor or wall
- c. vertical railing extended to ramp surface spaced less than 4 inches apart can be used to prevent wheels on wheelchairs and other mobility aids from going off the edge of the ramp.



9. Doorway Clear Width and Maneuvering Clearance

Do accessible entrances have a minimum clear opening (free of protrusions and obstructions) of 32 inches?

Do the push or pull sides of doors have adequate clearance from the side and front of the doorway to allow customer to reach handle and maneuver around and through the door opening? See section 404.2.4 of the 2010 ADA Standards for the full requirements.

Note: If the person using a wheelchair can approach the door from the front, a minimum side distance of 18 inches and a minimum perpendicular distance of 60 inches will suffice if the door <u>swings toward</u> the customer (shown in top figure).

Note: A minimum of 12 inches side distance and a minimum perpendicular distance of 48 inches is required for a door that <u>swings away</u> from the customer and has a latch and closer (shown in bottom figure).

Note: Automatic or power assisted doors that remain open in the power-off position do not require these types of maneuvering clearances adjacent to the doors.

Note: Where doorways are located adjacent to a ramp landing, maneuvering clearances are permitted to overlap the required ramp landing area.

10. Exterior Door Opening Force

Is the force required to open accessible exterior entrances within a reasonable range?

Note: Exterior door opening forces are not specified in the ADA Standards. Maximum opening force for an exterior door may be addressed in state or local building codes. For example, in Washington state the maximum force is 10 pounds (lb.); in Oregon 8.5 pounds is the maximum exterior door opening force.

□ Yes

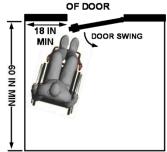
□ No



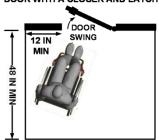
Yes

□ No

MANEUVERING CLEARANCE AT DOOR FRONT APPROACH TO PULL FACE

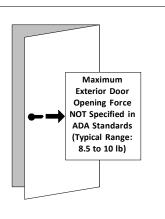


MANEUVERING CLEARANCE AT DOOR FRONT APPROACH TO PUSH FACE OF DOOR WITH A CLOSER AND LATCH



Yes

□ No

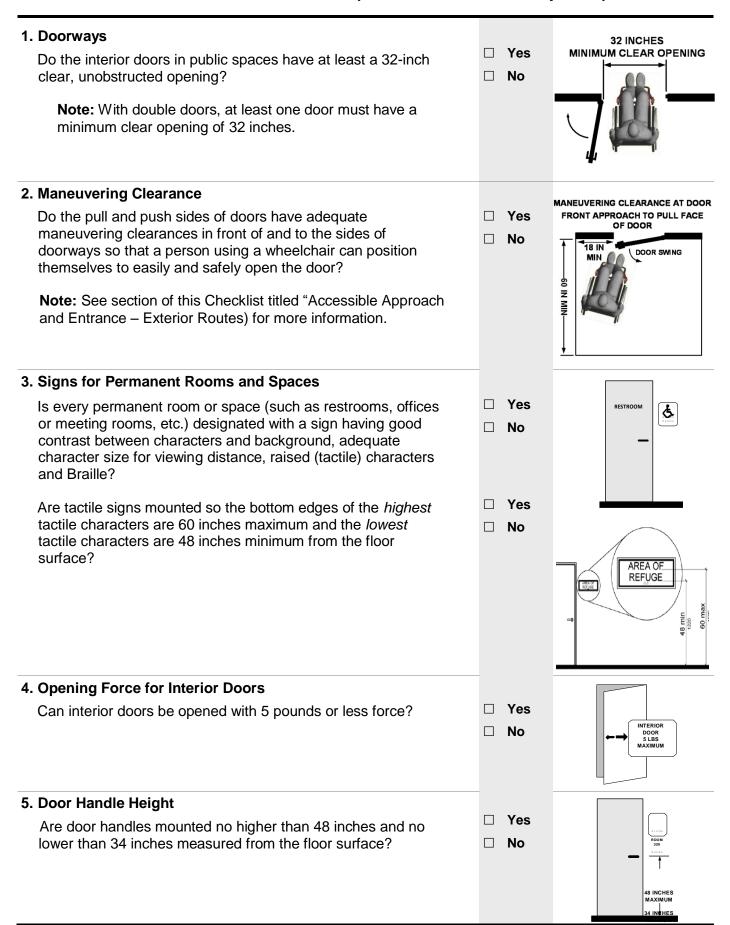


11. Door Hardware Yes Are handles, pulls, latches, locks, and other operating devices No on accessible doors easily grasped with one hand, and require no tight grasping, pinching, or twisting of the wrist to operate? **Note:** Lever and loop handles serve this purpose well. Are door handles mounted no higher than 48 inches and no Yes lower than 34 inches from the floor surface? No 34 INCHES 12. Doors in Series ☐ Yes If two doors in a series (vestibule) swing in the same direction (see top figure), is the distance between the doors at least 48 □ No inches plus the width of the in-swinging door? If two doors in series (vestibule) swing out from the space Yes between the doors (see bottom figure), is the distance between □ No the doors at least 48 inches? SWING 13. Thresholds at Doorways Yes Are the heights of thresholds at doorways 1/2 inch or less? MAXIMUM VERTICAL HEIGHT 1/2 INCH EDGE 1/4 INCI THRESHOLD Note: Raised thresholds and level changes at doorways **FLOOR** with a height between 1/4 inch and 1/2 inch should be beveled with a maximum slope of 1:2 as shown in the top figure. Note: Existing or altered thresholds may be 3/4 inch high maximum if their edges are beveled with a slope not

steeper than 1:2. See lower figure on the right.

FLOOR

14. Protruding Objects ☐ Yes Do protruding and hanging objects with a leading edge more than 27 inches above the floor, protrude no more than 4 No inches into any passage way provided for pedestrian travel? Note: Examples of protruding objects include signs, **HEADROOM** 80 INCHES MINIMUM telephones, water fountains, planters, lamps, fire extinguisher enclosures, etc. MAXIMUM FROM ☐ Yes Do all exterior passage ways provide a minimum unobstructed head clearance (headroom) of 80 inches? No 15. Suspended Stairs and Other Overhead Hazards ☐ Yes Are all suspended (open) stairs and other overhead hazards provided with sufficient warning devices, for No example, guard rails, planters, etc., to alert people who are visually impaired?



	-	
6. Door Hardware		
Do all latch doors along an accessible route have a handle that	□ Yes	0
does not require tight grasping, pinching, or twisting to operate?	□ No	
If there is no latch, do the doors have pulls, loops or push	□ Yes	R
plates?	□ No	J 20
7. Thresholds at Doorways		
Are the heights of thresholds at doorways 1/2 inch or less?	□ Yes	VERTICAL MAXIMUM HEIGHT
,	□ No	EDGE 1/4 INCH MAXIMUM 1 2 1/2 INCH
Note: Raised thresholds and level changes at doorways		THRESHOLD
with a height between 1/4 inch and 1/2 inch should be beveled with a maximum slope of 1:2 as shown in the top		FLOOR
figure.		
g		3/4 INCHES MAXIMUM 2
Note: Existing or altered thresholds may be 3/4 inch high		THRESHOLD 1
maximum if their edges are beveled with a slope not steeper than 1:2. See lower figure on the right.		FLOOR
8. Clear Width of Accessible Routes and Reach Distances	□ Yes	FORWARD REACH (UNOBSTRUCTED)
Do all interior accessible routes have a minimum clear, unobstructed width of 36 inches?		
unobstructed width of 50 menes:	□ No	48 IN MAX
Are all abjects recent for public use within reach?	□ Vaa	15 IN MIN
Are all objects meant for public use within reach?	□ Yes	<u> </u>
Note: For both forward and side reach, the maximum "high"	□ No	SIDE REACH (UNOBSTRUCTED)
reach height is 48 inches. The minimum "low" reach distance from the floor surface is 15 inches for forward		2023
reach and 10 inches for side reach.		48 IN
		MAX
		10 IN MIN
		<u> </u>
9. Turning Space	_	小
Is adequate space available where turning spaces are needed	□ Yes	Marin Char
or required for a wheelchair or other mobility device?	□ No	
Note: A turning space may be a:		N 200
 Circular space having a minimum diameter of 5 feet 		
(60 inches) as shown in top figure, or		
T-shaped space which provides a 60 inch square minimum with arms and base having 36 inches of		60 min
minimum width.		36 min
		\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\
		2 234/ NE 25 0

Use items 10-11 on this page to assess tables/work surfaces and seating in most public areas. For tables and seating in dining areas, classrooms or libraries, refer to those sections in this Checklist and fill in the information there.

10.	Table Placement and Seating Distribution If tables or work surfaces are available, is there a 36 inch aisle clearance between tables for wheelchair access?	Yes No 30 IN MIN	TABLE TABLE
	Do seating spaces at tables or work surfaces allow for a forward approach and provide a clear floor space of 30 by 48 inches? See lower figure at right.	Yes No	MINIMUM CLEAR FLOOR SPACE SEATING AND TABLES
	Are accessible tables and accompanying seating spaces distributed throughout the room or space?	Yes No	30 IN MIN
	Note: People should be able to choose the locations and types of tables, seating and other furnishings.	NO	CHAIR
11.	Table Height and Legroom		
	Do the spaces under tables or work surfaces provide clear space for knees and toes? Note: 27 inches minimum height under table for knee clearance; 9 inches minimum in height where toe clearance is required; and the clearance for toes shall extend 17 inches minimum under the table?	Yes No	17 IN MIN 27 IN 28 TO 34 IN MIN 4
	Are top surfaces of the tables and work surfaces 28 inches minimum to 34 inches in maximum height above the floor?	Yes No	
12.	Protruding Objects		
	Do protruding and hanging objects with a leading edge more than 27 inches above the floor, protrude no more than 4 inches into any passage way provided for pedestrian travel? Note: Examples of protruding objects include signs, telephones, water fountains, planters, lamps, fire extinguisher enclosures, etc.	Yes No	OVERHANGING SIGN LEADING HEADROOM 80 INCHES MINIMUM 4 INCHES MAXIMUM AXIMUM FROM THAN 27
	Do all exterior passage ways provide a minimum unobstructed head clearance (headroom) of 80 inches?	Yes No	WALL INCHES ABOVE FLOOR

ACCESS TO GOODS AND SERVICES (Interior Route	<u> 25 </u>						
IS THERE A RAMP LOCATED ON THE INTERIOR OF YOUR BUILDING?		Yes No	ITE	YES, CC MS #13 NO, SKIP	TO #1	17.	
13. Ramp Slope and Clear Width				MAX S	LOPE		
Is the maximum running slope of all ramps 1:12 (8.3%)?		Yes No	_	1:1	12		1
Are cross slopes of all ramp surfaces 1:48 or less?		Yes No					
Do ramps have a clear unobstructed width of at least 36 inches?		Yes No	ĺ		36 IN	R WIDTH ICHES IMUM	
14. Landings							
Do ramps have a 5 foot long level landing at the top and bottom of each run?		Yes No		5	***		
Do ramps have a 5 foot x 5 foot minimum turning space at level landings where the ramp changes direction?		Yes No		ş 5 PT	5	RAM FT	MP WIDTH
Note: Landings are required where the maximum vertical rise for any length of run for a ramp is 30 inches.							
15. Ramp Handrails			4				
If the ramp rises more than 6 inches vertically, does it have handrails on both sides?		Yes No			HANDRAI BOTH S		
16. Handrail Location Are handrails mounted so that their top surface is between 34 and 38 inches above the ramp surface?		1/4 inc hes ma xim		Yes No			No
Do handrails continue to extend horizontally at least 12 inches at the top and bottom landings of the ramp and do these extensions return to the wall, floor or post?		um ?		Yes No			
If the handrail is mounted on a wall surface, is the gap between the handrail and the wall surface a minimum of 1-1/2 inches?				Yes No	1-1/2 IN	IL I	
If the handrail gripping surface is circular in shape, is the diameter 1-1/4 inches minimum to 2 inches maximum?				Yes No		W	
If the shape is non-circular, is the perimeter dimension (distance around the gripping surface) 4 inches minimum to 6-				Yes			

CIRCULAR HANDRAIL

1-1/4 TO

2 IN

17. Edge Protection on Ramps

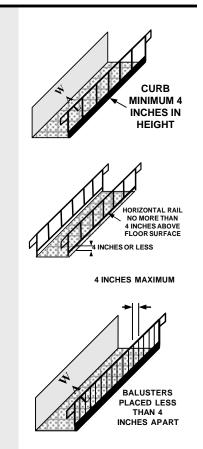
Do ramps and landings have edge protection?

Note: Edge protection can be provided by:

- 1. By extending the floor surface of a ramp or landing at least 12 inches beyond the railing, or,
- 2. A curb or barrier edge protection that prevents passage of a crutch tip, a wheel on a wheelchair or other mobility aid from slipping off the edge of the ramp or landing.

Examples are:

- a. curbs at least 4 inches high,
- b. horizontal rails placed no more than 4 inches from the floor or wall
- c. vertical railing extended to ramp surface spaced less than 4 inches apart can be used to prevent wheels on wheelchairs and other mobility aids from going off the edge of the ramp.



□ Yes

□ No

DOES THE BUILDING HAVE PASSENGER ELEVATORS?		Yes No	IF YES, COMPLETE #18 TO #25. IF NO, SKIP TO #26.
18. Hall Call Controls (Buttons) and Entrance Labels			81234567
Are call buttons and keypads at elevators mounted no higher than 48 inches when measured to centerline of highest operable part above the floor?		Yes No	
Are there raised (tactile) characters and Braille that indicate floor designations on both elevator jambs at the entrance to elevator mounted 48 to 60 inches above the floor surface?		Yes No	48 IV MAX 48 to 60 IN TS IN I
19. Signal Identification			
Are there both visible and audible signals to identify when an elevator car arrives and its direction of travel?			A Z JICOING UDIJ
Are visible signals mounted at 72 inches minimum above floor?		Yes No	
Do the audible signals indicate direction of travel (up or down)? For example, indicator sounds once for up and twice for down.		Yes No	₹ "GOING DOWN"
20. Elevator Car Dimensions			
Do elevators with centered door have minimum inside dimensions of 51 inches in depth by 80 inches in width and a clear door width (unobstructed opening) of 42 inches?		Yes No	
Note: Depending on door location, other elevator car dimensions may be allowable. See Table 407.4.1.of the 2010 ADA Standards and figure at bottom right below showing minimum dimensions for an elevator car with a "side (off-centered) door".			
80 min 2030		68 min	
42 min 1065 (a) centered door	9	min (b)	

21. Leveling Does the elevator car floor surface (platform) stop within 1/2 inch of the outside floor surface (landing) at each floor destination?	☐ Yes	1/2 INCH MAX The state of th
22. Gap Between Elevator and Floor Is the open space between the outside floor surface (hoistway landing) and the elevator platform no greater than 1-1/4 inches?	☐ Yes	1-1/4 INCHES MAX FLOOR SURFACE SIDE VIEW
23. Protective Re-Opening Device Are the elevators equipped with reopening devices that automatically opens the car and hoistway doors when it becomes obstructed or contacted by an object or person?	□ Yes	ELEVATOR DOOR RE-OPENING DEVICE
 24. Car Controls and Position Indicators Are car controls, call buttons, and alarm buttons at least 3/4 inch in diameter with Braille and raised characters? Note: Raised characters and Braille must be placed to the immediate left of car control buttons. Are all controls or buttons on the inside of existing elevator control panel mounted no higher than 48 inches above the floor? Are emergency control buttons mounted at 35 inches minimum height above the floor? 	□ Yes□ No□ Yes□ No□ Yes□ No	INTERIOR VIEW OF ELEVATOR CAR CONTROLS ELEVATOR DOOR EMERGENCY CONTROLS IN MAX
Are visual and audible indicators provided in the interior of the car to indicate car position? (floor/level)	□ Yes	B 1 2 3 4 5 6
25. Emergency Communications Are emergency two-way communication systems provided between the inside of the elevator and a monitored point outside? Are emergency control buttons located no higher than 35 inches above the elevator floor and at the bottom of the elevator control panel? Are tactile symbols (raised characters) provided on or next to the device?	□ Yes□ No□ Yes□ No□ Yes□ No	EMERGENCY PHONE MODIL G-1990A PUSH FOR HELP MINISTED MINISTED

26. Drinking Fountains Where drinking fountains provided, are there two drinking Yes fountains: one wheelchair accessible and one for persons П No who are standing? Note: One drinking fountain should be designed for access from a seated position (person using a wheelchair). It should be mounted to provide a minimum knee clearance of 27 inches, minimum toe clearance of 9 inches and a minimum depth of 17 inches. The other drinking fountain 17 INCHES should be designed for a person who is standing. Note: For an existing installation, where only one drinking fountain is provided, a wheelchair accessible drinking fountain is allowed. **36 INCHES** MAX 27 INCHES Yes Does the wheelchair accessible drinking fountain provide a MIN minimum knee clearance of 27 inches? No Is there a 30 by 48 inch clear floor space positioned for a Yes forward approach to the wheelchair accessible fountain? No Yes Is the maximum height of the spout outlet for the lower drinking fountain at 36 inches or less above the floor surface? No Can the controls be reached, easily manipulated with one Yes hand and operated with 5 pounds or less of force? No 27. Automated Teller Machines (ATM) Where access ATMs are provided: Yes Is there sufficient clear floor space (30 by 48 inches minimum) adjacent to the ATM to allow for forward or parallel No approach by a wheelchair? Yes Is the maximum height of all operable parts (controls, buttons, deposit slots, etc.) 48 inches from ground surface? \Box No ☐ Yes Are operable parts usable with one hand and do not require tight grasping pinching or twisting of the wrist? No Yes Can each operable part be differentiated by sound or touch without activation? No ☐ Yes Are operating instructions, transaction prompts and information displayed on the screen of the ATM accessible to No persons with visual impairments - "speech-enabled"

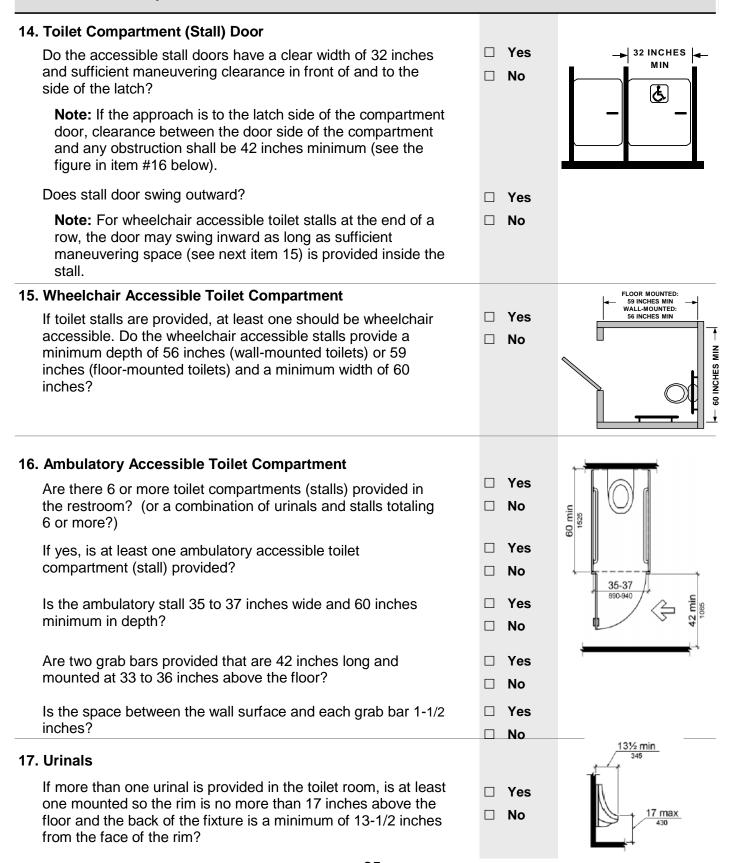
Does your facility offer toilet rooms (restrooms) for public use?					
☐ Yes ☐ No If "Yes", complete this section of the Checklist.					
Note: M = Men W = Women					
1. Restroom Identification					
Are all accessible toilet rooms clearly designated with a sign having the International Symbol of Accessibility and mounted on the latch side of the door so the bottom edge of the <i>highest</i> tactile characters are 60 inches maximum and the <i>lowest</i> tactile characters are 48 inches minimum from the floor surface?	□ Yes □ No	48 TO 60 INCHES			
Note: All toilet rooms must be designated with accessible signage and inaccessible toilet rooms must have directional signage indicating the location of the nearest accessible toilet room.					
2. Restroom Entrances		32 INCHES			
Do the doorways of accessible toilet rooms have a minimum clear width (unobstructed opening) of 32 inches and maneuvering clearance perpendicular and parallel to the doorway which conforms to the requirements of section titled "Accessible Approach and Entrances (Exterior Routes)", Item #9?	□ Yes □ No	MINIMUM CLEAR OPENING			
3. Turning Space		几么			
Is there adequate turning space for a wheelchair or other mobility devices inside the toilet room? Note: A turning space may be circular (60 inches minimum	□ Yes				
diameter) or a "T turning space". See Item #9 in the section on "Access to Goods and Services—Interior Routes and Spaces".		60 IN MIN			
4. Lavatory Counter Heights and Knee/Toe Clearances		_			
Is there at least one lavatory that provides a counter surface or rim of the lavatory which is no higher than 34 inches above the floor surface?	□ Yes □ No	× ·			
Is the knee clearance space under the lavatory at least 27 inches from the bottom of lavatory apron to the floor surface and 8 inches minimum from the front edge of the apron?	□ Yes	34 INCHES MAX STANDING STANDIN			
Are water supply, drain pipes and other objects installed under the lavatory so that there is at least 9 inches of toe clearance as measured from the floor surface?	□ Yes □ No	V ~ V V			

TOILLT ROOMS		
5. Protective Pipe Covering		
Is insulation or other protective covering used on exposed hot	□ Yes	
water supply and drain pipes under the lavatory or sink?	□ No	PROTECTIVE PIPE COVERING -
		(INSULATION)
6. Lavatory and Sink Clear Floor Space		
	□ Yes	_
Is there a minimum clear floor space (30 by 48 inches) provided in front of lavatories and sinks to allow for forward approach?	□ No	← 48 IN MIN →
		1
Note: Knee clearance shall extend a maximum of 25 inches		30 IN
(of the required minimum of 48 inches of clear floor space) under the lavatory or sink.		MIN I
and the lavatory of sink.		<u> </u>
		MIN
Does the depth of toe clearance provided at lavatories and sinks	□ Yes	DEPTH -
extend at least 17 inches underneath the element?	□ No	
7. Faucet Controls		
	□ Yes	LEVER HANDLES
At accessible lavatories and sinks, are the faucets controlled by a hand lever, push button, or electronic control that is easily	□ No	
operated with one hand and not requiring more than 5 lb of force		
or tight grasping, pinching, or twisting?		
If the faucet control is hand-operating and metering, does it	□ Yes	
remain open for a minimum of ten seconds?	□ No	
8. Lavatory and Countertop Mirrors		
Where mirrors are provided above lavatories or countertops, is	□ Yes	
the mirror mounted so that the bottom edge of the reflective	□ No	
surface is no more than 40 inches above the floor surface?		40 INCHES
		MAX
		 _
9. Dispensers in the Toilet Room		
Are the soap and towel dispensers, and other accessories,	□ Yes	
mounted at a height no greater then 48 inches to the highest control or operable part?	□ No	
control of operable part:		
		48 INCHES MAX
		+

TOTAL TRANSPORT		
10. Toilet Seat Height and Distance from Toilet to Wall		
Is the top of the toilet seat 17 inches minimum to 19 inches maximum measured from the surface of the floor?	Yes No	17 TO 19 INCHES
Is the centerline of the toilet (water closet) 16 inches minimum to 18 inches maximum from the side wall or partition?	Yes No	
Note: For ambulatory accessible toilet stalls (see item # 16), the centerline of the toilet (water closet) is 17 inches minimum to 19 inches maximum).	NO	16 TO 18 IN
11. Grab Bars		
Are two grab bars provided that include a 42 inch minimum length bar on the side wall and a 36 inch minimum length bar on the back wall (behind the toilet).	Yes No	INCHES WINN
Are grab bars mounted at a height of 33 inches minimum to 36 inches maximum from the floor surface to the top of the gripping surface?	Yes No	42 INCHES → MIN
Is the space between the walls and grab bars 1-1/2 inches?	Yes No	GRAB BAR
Is each grab bar mounted securely to the wall or partition?	Yes	33 TO 36 INCHES
Note: Grab bars must be able to support a minimum of 250 pounds.	No	+
12. Flush Controls		=O
Are hand-operated flush controls located on the open side of the toilet and mounted no higher than 48 inches above the floor?	Yes No	48 INCHES MAX
Are flush controls operable with one hand, not requiring tight grasping, or not more than 5 pounds of force?	Yes No	84
13. Dispensers in Toilet Stall		
If provided, are seat cover dispensers located no higher than 48 inches above the floor surface?	Yes No	
Do toilet paper dispensers provide a continuous flow of paper and are they installed at least 15 inches above the floor surface and at a distance between 7 and 9 inches from the front edge of the toilet to the center of the dispenser?	Yes No	7 TO 9 INCHES TOULET PAPER 15 INCHES MIN 48 INCHES MAX
If located above the grab bar, is the toilet paper dispenser mounted no higher than 48 inches above the floor surface and a minimum of 12 inches above the top surface of the grab bar?	Yes No	+ 1
If located below the grab bar, is the toilet paper dispenser mounted to provide at least 1-1/2 inches of space?	Yes No	

If you have single-user restrooms without a stall, skip to Item #18 for single-user restrooms.

If you have multiple- or single-user restrooms <u>with</u> stalls at least one must be accessible and meet the requirements in Items #14 to 16 below.



18. Single- Occupant ("Family" or "Unisex") Toilet Rooms

Note: After answering items #1 through # 13 in this section, the following information may help to identify additional barriers to accessibility in single-occupant toilet rooms.

Does the clearance (floor space) provided around the toilet (water closet) allow for side transfer from a wheelchair? See top figure at right and answer these two questions.

A. 60 inches minimum measured from the side wall?

B. 56 inches minimum measured from the back wall?

Examples of space use in single-occupant toilet rooms (see figures to the right and below):

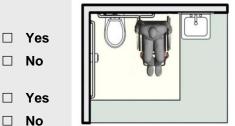
Top Figure. Space provided for side transfers and lavatories cannot overlap the toilet (water closet) clearance is indicated. Clearance around a toilet (water closet) must be 60 inches minimum measured perpendicularly from the side wall and 56 inches minimum measured perpendicular from the rear wall.

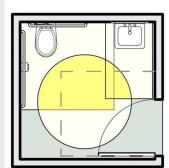
Middle Figure. Turning space can overlap fixture and door swing clearances. Shown is a 60 inch minimum diameter circular turning space which overlaps the clear floor space for the lavatory and the clearance for the water closet...

Bottom Figure. Door can swing into turning space as long as unobstructed clear floor space (30 by 48 inches minimum "wheelchair space") is provided beyond arc of door swing as shown.

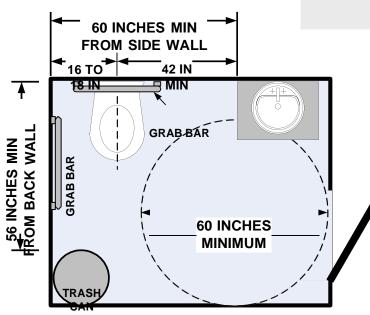


Allows space for side transfers









SINGLE-OCCUPANT

TOILET ROOM

RETAIL FACILITIES

1. Checkout Aisles

Are the proper number of accessible check-out aisles available and are they on an accessible route?

Total Number of Checkout Aisles	Minimum Number of Accessible Checkout Aisles
1 to 4	1
5 to 8	2
9 to 15	3
16 and over	3 plus 20% of additional aisles over 15

Are accessible checkout aisles identified by the International Symbol of Accessibility? (Not required if there is only one checkout aisle.)

Are the checkout aisles at least 36 inches wide?

Are the counters in the accessible checkout aisles no higher than 38 inches above the floor?

Are the tops of any raised edges of the checkout counters no higher than 40 inches above the floor?

☐ Yes☐ No



□ Yes

□ No

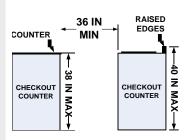
□ Yes

□ No

☐ Yes☐ No

□ Yes

□ No



RETAIL FACILITIES

2. Service Counters

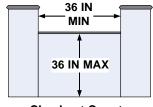
If sales and service counters or windows are provided, a portion of at least counter must be accessible. This includes order counters, pick-up counters, return counters, customer service counters, etc. Where counters are dispersed throughout the building, accessible counters must also be dispersed.

Are there accessible portions of service counters which allow for a parallel approach in a wheelchair? The accessible portion of the counter surface should be no less than 36 inches in length and have a maximum height of 36 inches above the floor?

Note: Counters may also be designed to allow for a forward approach in a wheelchair. In this case a portion of the counter must provide a surface which is at least 30 inches in length, no higher than 36 inches high, and adequate knee and toe clearance underneath.

Note: When it is not possible to provide an accessible service counter, is an auxiliary counter or table available in close proximity that meets the above requirements?

CHECKOUT COUNTER



Checkout Counter Parallel Approach

3. Shelves and Displays

Are self-service shelves and display units located on accessible routes (a minimum of 36 inches of unobstructed clear width, no protruding objects, etc.) and are products within reach?

Note: For accessible reach ranges, see item #8 in the section titled "Access to Goods and Service—Interior Routes and Spaces". For "Protruding Objects", see item #13 in the same section.

□ Yes

□ Yes

□ No

□ No

□ NAV



DINING AREAS and CAFETERIAS

1. Seating, Tables and Food Service Counters			
Where dining surfaces are provided for the consumption of food		Yes	
or drink, are there at least 5 percent of the seating spaces and		No	
standing spaces at the dining surfaces that comply with this			
item (#1) and/or item #3 on the next page?			36 IN
Do the routes around all table and seating areas, including		Yes	MIN
waiting lines, have a clear unobstructed opening of at least 36		No	30 IN III
inches?		140	TABLE TABLE
	_		CHAIR P P
Do seating spaces at tables allow for a forward approach in a		Yes	
wheelchair and provide a clear floor space of at least 30 by 48		No	
inches?			MINIMUM CLEAR FLOOR SPACE SEATING AND TABLES
		Yes	←48 IN MIN
Is the top surface of the dining tables 28 inches minimum to 34		No	A = 3
inches maximum height from floor surface?			30 IN
Do the spaces under tables or work surfaces provide clear			
space for knees and toes? Note: 27 inches minimum height		Yes	CHAIR TABLE
under table for knee clearance; 9 inches minimum in height		No	ų p
where toe clearance is required; and the clearance for toes shall extend 17 inches minimum under the table?			
shall extend 17 inches minimum under the table?		Yes	
Are wheelchair accessible seating spaces distributed		No	47.10
throughout the dining area?			17 IN MIN +
Note: This provides choice in seating location and type,			27 III 28 TO
reservation time or other services offered.			27 IN MIN 34 IN
See item 6 below for "fixed seating".			
		Yes	
		No	
2. Cafeteria / Buffet Lines			
Are food service lines accessible having an aisle with a		Yes	
minimum clear width (no obstructions) of 36 inches and also		No	36 IN
with adequate space for wheelchairs to turn at corners?		140	MIN
			HEIGHT OF
			TRAY SLIDE
Is the tray slide surface mounted at a maximum height of 34		Yes	34 ¹ IN MAX
inches or a minimum height of 28 inches above the floor?		No	
Are self-serve food selections placed within 24 inches for		Yes	
access via a side reach (measured from the front edge of the		No	
- tray slide)?	_		

DINING AREAS and CAFETERIAS

 3. Dining Counters and Bars Where food or drink is served at counters or bars exceeding 34 inches in height, is there a portion of the counter top surface that provides - A minimum of 30 inches wide, provides 1. A 30 by 48 inch minimum clear floor space for a forward approach, 2. Extends the entire depth of the counter top, 3. A maximum height of 34 inches or minimum height of 28 inches, and, 4. Knee and toe clearance (see item 1 in this section)? 	□ Yes	
 4. Self-Service Shelves (Utensils, Condiments) Are 50% or more (minimum of one) of self-service shelves designed so that a person in a wheelchair can approach the shelf, reach the products, and use the operable parts? Note: This will require a forward or parallel approach with minimum clear floor space (30 by 48 inches), adequate reach range and accessible operation of parts and controls (easily operated with one hand and not requiring more than 5 lb of force or tight grasping, pinching, or twisting). Note: For accessible reach ranges, see item #8 in the section titled "Access to Goods and Service—Interior Routes and Spaces". 	□ Yes	
5. Fixed Tables If only fixed (built-in) tables and seating are provided, are at least 5%, but not less than one fixed table, accessible?	□ Yes □ No	

SIGNAGE

Signs provide an important means of communication. Some of the general considerations and requirements for signage are listed here for your reference. As you survey your facility be aware of the need for signage that complies with these general requirements.

1. General Requirements		
Is adequate signage placed in standardized, appropriate locations throughout the building or facility? Note: Signs are used to identify permanent rooms or spaces, or provide direction to accessible features and information. Note: Accessible elements and spaces of a facility should be identified by the International Symbol of Accessibility and this requirement is addressed in various sections of this	□ Yes □ No	4
Checklist.		ROOM 320
Do the visual characters on all signs have sufficient size for the required viewing distance?	☐ Yes☐ No	
Do characters and background have a non-glare finish?	☐ Yes☐ No	RESTROOM
Do the characters contrast well with the background (either light on dark or dark on light)?	☐ Yes☐ No	_
Does the signage identifying permanent rooms or spaces provide both raised (tactile) characters and Braille?	□ Yes	
2. Interior Signage Adjacent to Doors	-	
Is every permanent room or space (such as restrooms, offices or classrooms, etc.) designated with a sign having good contrast between characters and background, adequate character size for viewing distance, raised (tactile) characters and Braille?	□ Yes □ No	AREA OF REFUGE
Are tactile signs mounted so the bottom edges of the <i>highest</i> tactile characters are 60 inches maximum and the <i>lowest</i> tactile characters are 48 inches minimum from the floor surface?	☐ Yes☐ No	48 min 1220 60 may
Are signs mounted on the latch side of doors?	□ Yes	
3. Directional Signage		
Is exterior signage available at non-accessible entrances and along walkways that provides directions to the accessible routes and entrances? is interior directional signage provided at inaccessible toilet rooms and elevators directing the person to nearest accessible toilet rooms and elevators?	□ Yes□ No□ Yes□ No	ENTRANCE
4. Building Directories and Temporary Signs		
These types of signage do not need to comply with the accessibility requirements for signage.		

BUILDING AND CONTACT INFORMATION

Name of Building or Facility:	
Address:	
City:	State: Zip:
Do you know what year this building was	constructed?
Name of persons performing survey with	email address and phone number:
	Signature:
	Signature:
Email:	Phone:
Date of completion:	
How long did it take to perform this acces	ssibility survey?
Do you have suggestions about the surv	ey design or the instructions?
Do you have comments about the access	sibility survey process?
Reviewed by:	Date:

Please	use	this	space	tor	notes and	sketches: