ACCESSIBILITY CHECKLIST

MARCH 2015 EDITION

BASED ON THE 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN

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ACCESSIBILITY CHECKLIST
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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 OR 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 not included in the 1991 Standards, they are not 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.

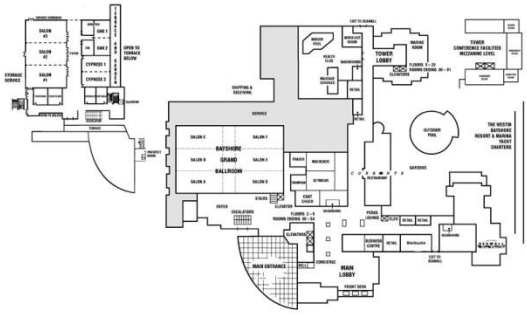
Alternate Formats - This Checklist will be provided in alternate formats upon request.

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.



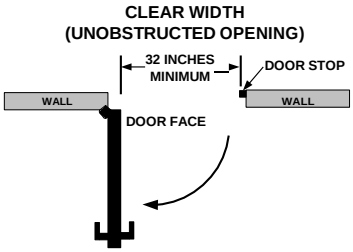
Using a Floor Plan: It is often helpful to have a floor plan, or a sketch of a floor plan, for note taking while conducting the survey. Specific elements in this checklist can be can be identified on the floor plan.

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.

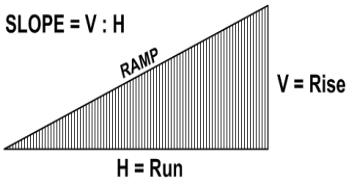
Conducting the Survey:

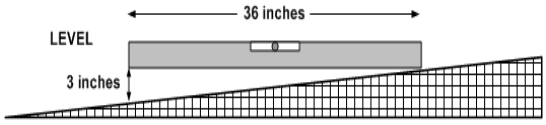
Measuring clear width (unobstructed opening) - To measure the clear width (unobstructed open space) at a door, measure the distance between the face of the door and the door stop, with door open at 90 degrees. Clear width measurements at other locations (ramps, accessible routes, etc.) are measured in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

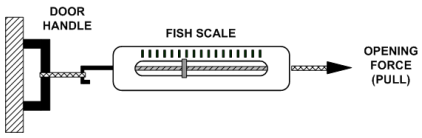
To measure the slope, lay one end of a carpenter's level on the uphill side of the ramp, lift the downhill end of the tool to bring it to level (bubble in the middle), and measure the distance between the downhill bottom edge of the level and the ramp surface. See the figure. In this case the slope is 3 inches rise over 36 inches horizontal distance or the ratio of 1:12.





MEASURING SLOPE OF A RAMP
3:36 = 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

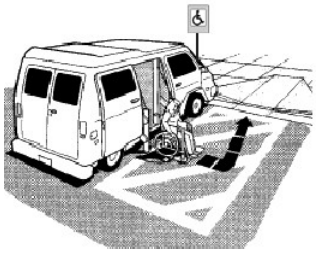
People with disabilities should be able to arrive at your business and easily locate & use accessible parking.

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**



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	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 plus 1 for each 100 over 1000

Note: At least one of every 6 accessible parking spaces must be designated "van accessible." For example, if the facility has only one accessible parking space, then that space must be van accessible. If you have 7 accessible parking spaces then 2 must be van accessible. See Item 5 on the next page.

☐ **Yes**
☐ **No**

** If no, how many accessible parking spaces are available?*

_____

** What is the total number of parking spaces available for the public?*

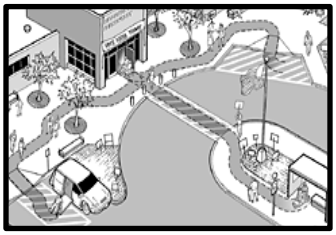
_____

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**

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**

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**

Are the vehicle parking spaces at accessible parking a minimum of 8 feet (108 inches) wide?

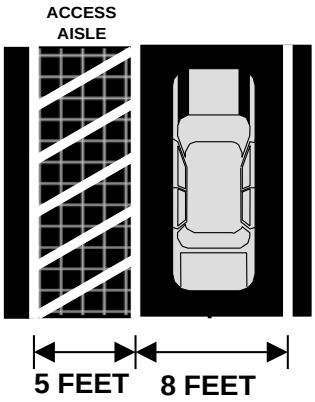
☐ **Yes**
☐ **No**

Does each accessible parking space have a marked access aisle? ***Note:*** *Two accessible parking spaces may share a common access aisle.*

☐ **Yes**
☐ **No**

Is each access aisle at least 5 feet (60 inches) wide?

☐ **Yes**
☐ **No**



5. Identification and Dimensions of Van Accessible Parking Spaces

Is there at least ONE van accessible space for every SIX accessible parking spaces?

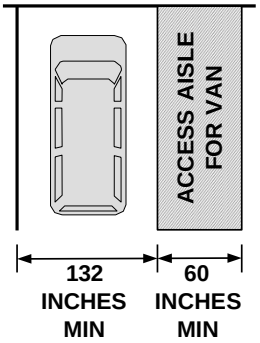
☐ **Yes**
☐ **No**

Are the van accessible parking spaces designated by an additional sign indicating “Van Accessible” (see figure)?

☐ **Yes**
☐ **No**

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)?

☐ **Yes**
☐ **No**

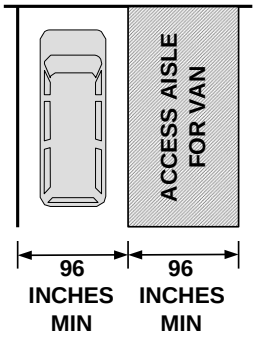


OR

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**

OR

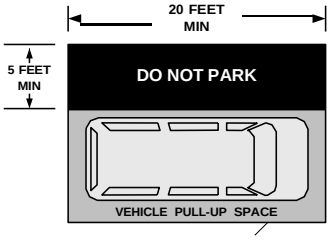


ACCESSIBLE PARKING

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 as the vehicle pull-up space?

☐ **Yes**
☐ **No**



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.

Is the access aisle at the same level as the vehicle pull-up space?

☐ **Yes**
☐ **No**

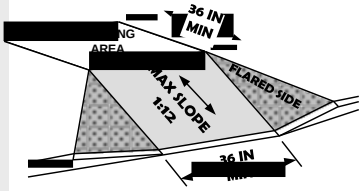
Is the access aisle marked to discourage parking in that space?

☐ **Yes**
☐ **No**

7. Curb Ramps

Are curb ramps provided where accessible routes cross over a curb (for example, where an access aisle connects to a sidewalk)?

☐ **Yes**
☐ **No**



Note: Curb ramps must not project into traffic lanes, parking spaces or access aisles.

Do curb ramps have a maximum running slope of 1:12?

☐ **Yes**
☐ **No**

Do curb ramps have a minimum clear width of 36 inches?

☐ **Yes**
☐ **No**

Are the transition areas where curb ramps join sidewalks, streets or gutters smooth?

☐ **Yes**
☐ **No**

Are there level landings at the top of the curb ramps which have a minimum length of 36 inches and the same width as the curb ramp?

☐ **Yes**
☐ **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.

ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

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 surfaces (slope no steeper than 5% = 1:20), doors, doorways, gates, ramps, curb ramps, elevators, and platform lifts.

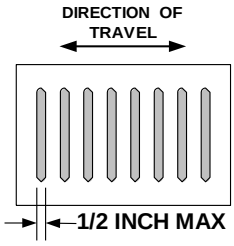
☐ **Yes**
☐ **No**

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**



2. Changes in Surface Level

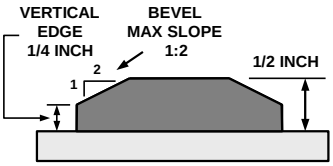
Are all ground and floor surfaces along accessible routes free of abrupt changes in surface level? Surface level changes cannot exceed 1/4 inch in height.

☐ **Yes**
☐ **No**

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.



Are accessible ramps provided for changes in surface level which exceed 1/2 inch in height?

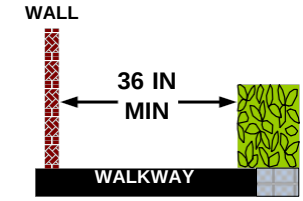
☐ **Yes**
☐ **No**

3. Clear Widths and Slopes for Walking Surfaces

Is there at least one accessible route from the accessible parking areas, passenger loading zones and other site entry points (bus stops) to the accessible building entrance(s)?

☐ **Yes**
☐ **No**

MEASURING CLEAR WIDTH OF AN ACCESSIBLE ROUTE IN PRESENCE OF OBSTRUCTIONS



unobstructed width of at least 36 inches?

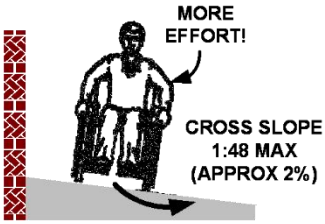
☐ **No**

Do longer routes have an occasional 5 x 5 feet area located at reasonable intervals not exceeding 200 feet which can be used for turning and passing?

☐ **Yes**
☐ **No**

Do all walkways along accessible routes have cross slopes that are 1:48 or less?

☐ **Yes**
☐ **No**



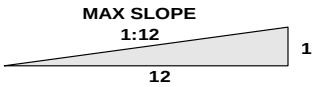
Note: When the running slope along the direction of travel on walking surface is greater than 1:20 (5%) the route is considered a "ramp". See Items 4-8 on the next two pages).

ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

IS THERE A RAMP LOCATED ON THE EXTERIOR OF YOUR SITE?	☐ **Yes** ☐ **No**	***IF NO, SKIP TO #9.***

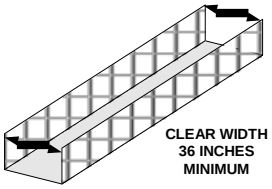
4. Ramp Slope and Clear Width

Is the maximum running slope of all ramps 1:12 (8.3%)? ☐ **Yes** ☐ **No**



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**

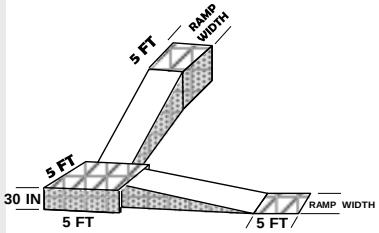


5. Landings

Do ramps have a 5 foot long level landing at the top and bottom of each run? ☐ **Yes** ☐ **No**

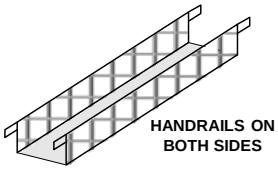
Do ramps have a 5 foot x 5 foot minimum turning space at level landings where the ramp changes direction? ☐ **Yes** ☐ **No**

Note: Landings are required where the maximum vertical rise for any length of run for a ramp is 30 inches.



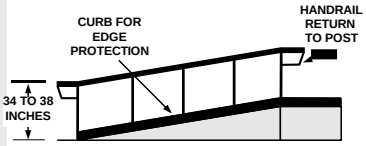
6. Ramp Handrails

If the ramp rises more than 6 inches vertically, does it have handrails on both sides? ☐ **Yes** ☐ **No**



7. Handrail Location

Are handrails mounted so that their top surface is between 34 and 38 inches above the ramp surface? ☐ **Yes** ☐ **No**

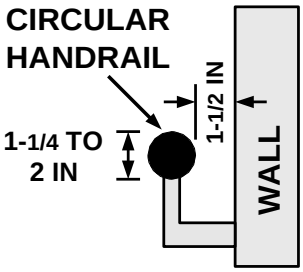


Do handrails continue to extend horizontally at least 12 inches at the top and bottom landings of the ramp and do these extensions return to the wall, floor or post? ☐ **Yes** ☐ **No**

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**

If the handrail gripping surface is circular in shape, is the diameter 1-1/4 inches minimum to 2 inches maximum? ☐ **Yes** ☐ **No**

If the shape is non-circular, is the perimeter dimension (distance around the gripping surface) 4 inches minimum to 6-1/4 inches maximum? ☐ **Yes** ☐ **No**



8. Edge Protection on Ramps

Do ramps and landings have edge protection?

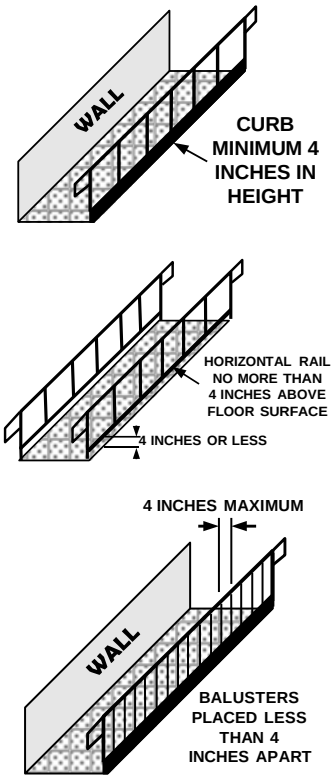
☐ **Yes**

☐ **No**

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.

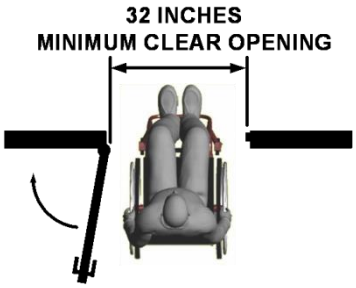


ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

9. Doorway Clear Width and Maneuvering Clearance

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

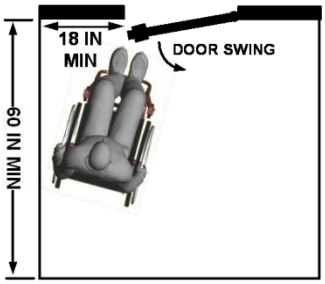
☐ Yes
☐ No



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.

☐ Yes
☐ No

MANEUVERING CLEARANCE AT DOOR FRONT APPROACH TO PULL FACE OF DOOR



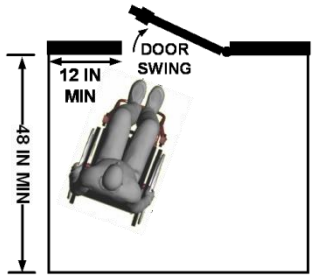
Note: If the person using a wheelchair can approach the door from the front, a minimum side distance of 18 inches and a minimum perpendicular distance of 60 inches will suffice if the door swings toward the customer (shown in top figure).

Note: A minimum of 12 inches side distance and a minimum perpendicular distance of 48 inches is required for a door that swings away 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.

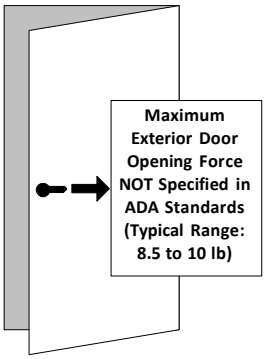
MANEUVERING CLEARANCE AT DOOR FRONT APPROACH TO PUSH FACE OF DOOR WITH A CLOSER AND LATCH



10. Exterior Door Opening Force

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

☐ Yes
☐ No



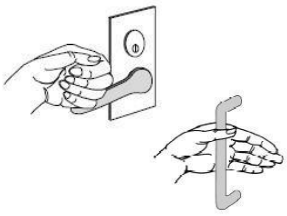
Note: Exterior door opening forces are not specified in the ADA Standards. Maximum opening force for an exterior door may be addressed in state or local building codes. For example, in Washington state the maximum force is 10 pounds (lb.); in Oregon 8.5 pounds is the maximum exterior door opening force.

ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

11. Door Hardware

Are handles, pulls, latches, locks, and other operating devices on accessible doors easily grasped with one hand, and require no tight grasping, pinching, or twisting of the wrist to operate?

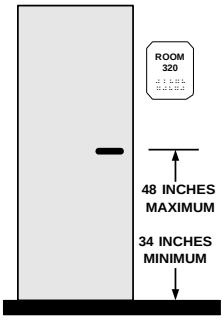
☐ **Yes**
☐ **No**



Note: Lever and loop handles serve this purpose well.

Are door handles mounted no higher than 48 inches and no lower than 34 inches from the floor surface?

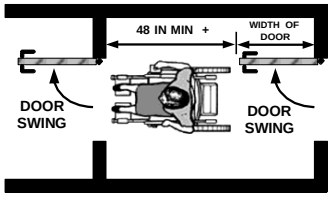
☐ **Yes**
☐ **No**



12. Doors in Series

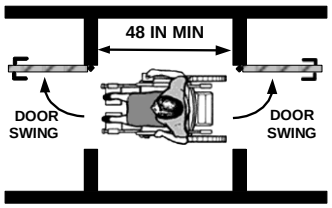
If two doors in a series (vestibule) swing in the same direction (see top figure), is the distance between the doors at least 48 inches plus the width of the in-swinging door?

☐ **Yes**
☐ **No**



If two doors in series (vestibule) swing out from the space between the doors (see bottom figure), is the distance between the doors at least 48 inches?

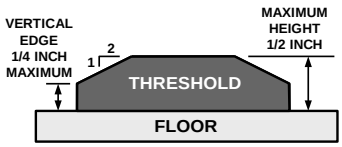
☐ **Yes**
☐ **No**



13. Thresholds at Doorways

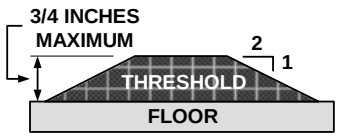
Are the heights of thresholds at doorways 1/2 inch or less?

☐ **Yes**
☐ **No**



Note: Raised thresholds and level changes at doorways 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.



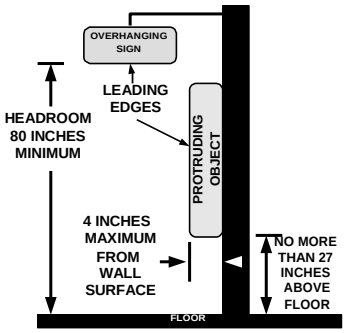
ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

14. 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?

☐ **Yes**
☐ **No**

Note: Examples of protruding objects include signs, telephones, water fountains, planters, lamps, fire extinguisher enclosures, etc.



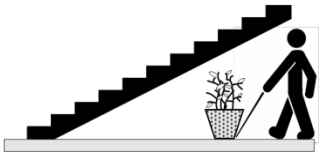
Do all exterior passage ways provide a minimum unobstructed head clearance (headroom) of 80 inches?

☐ **Yes**
☐ **No**

15. Suspended Stairs and Other Overhead Hazards

Are all suspended (open) stairs and other overhead hazards provided with sufficient warning devices, for example, guard rails, planters, etc., to alert people who are visually impaired?

☐ **Yes**
☐ **No**



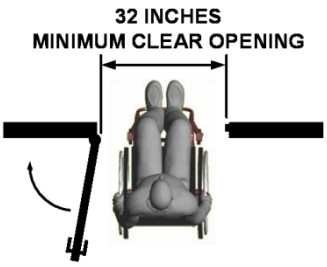
ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

1. Doorways

Do the interior doors in public spaces have at least a 32-inch clear, unobstructed opening?

Note: With double doors, at least one door must have a minimum clear opening of 32 inches.

☐ **Yes**
☐ **No**

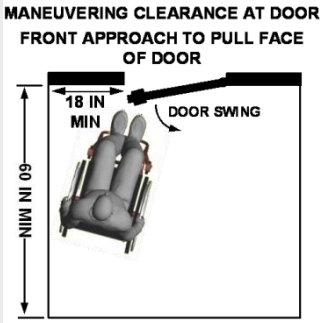


2. Maneuvering Clearance

Do the pull and push sides of doors have adequate maneuvering clearances in front of and to the sides of doorways so that a person using a wheelchair can position themselves to easily and safely open the door?

Note: See section of this Checklist titled "Accessible Approach and Entrance – Exterior Routes) for more information.

☐ **Yes**
☐ **No**



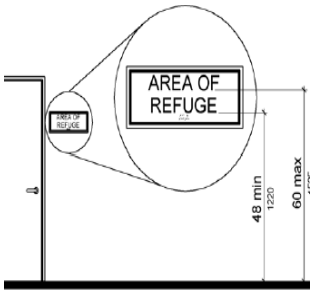
3. Signs for Permanent Rooms and Spaces

Is every permanent room or space (such as restrooms, offices or meeting rooms, 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**

Are tactile signs mounted so the bottom edges of the *highest* tactile characters are 60 inches maximum and the *lowest* tactile characters are 48 inches minimum from the floor surface?

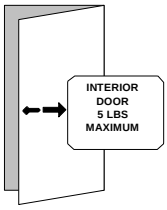
☐ **Yes**
☐ **No**



4. Opening Force for Interior Doors

Can interior doors be opened with 5 pounds or less force?

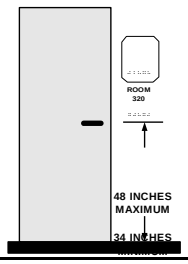
☐ **Yes**
☐ **No**



5. Door Handle Height

Are door handles mounted no higher than 48 inches and no lower than 34 inches measured from the floor surface?

☐ **Yes**
☐ **No**



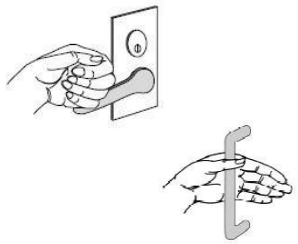
6. Door Hardware

Do all latch doors along an accessible route have a handle that does not require tight grasping, pinching, or twisting to operate?

☐ **Yes**
☐ **No**

If there is no latch, do the doors have pulls, loops or push plates?

☐ **Yes**
☐ **No**



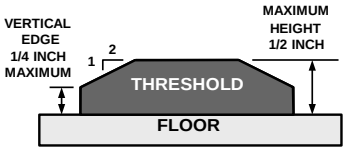
7. Thresholds at Doorways

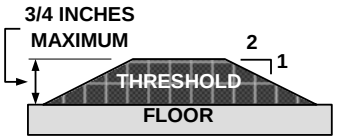
Are the heights of thresholds at doorways 1/2 inch or less?

☐ **Yes**
☐ **No**

Note: Raised thresholds and level changes at doorways 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.





8. Clear Width of Accessible Routes and Reach Distances

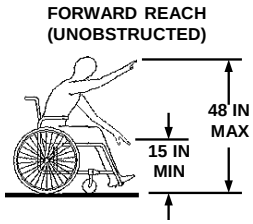
Do all interior accessible routes have a minimum clear, unobstructed width of 36 inches?

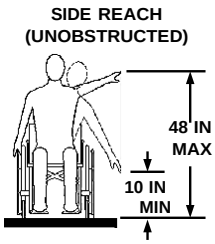
☐ **Yes**
☐ **No**

Are all objects meant for public use within reach?

☐ **Yes**
☐ **No**

Note: *For both forward and side reach, the maximum "high" reach height is 48 inches. The minimum "low" reach distance from the floor surface is 15 inches for forward reach and 10 inches for side reach.*





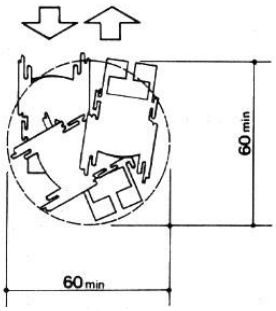
9. Turning Space

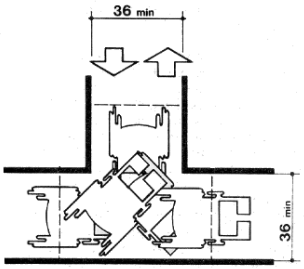
Is adequate space available where turning spaces are needed or required for a wheelchair or other mobility device?

☐ **Yes**
☐ **No**

Note: A turning space may be a:

1. **Circular space** having a minimum diameter of 5 feet (60 inches) as shown in top figure, or
2. **T-shaped space** which provides a 60 inch square minimum with arms and base having 36 inches of minimum width.





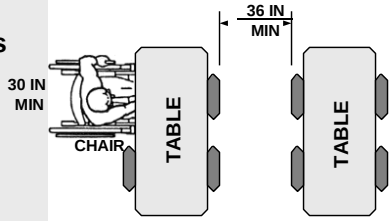
ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

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**



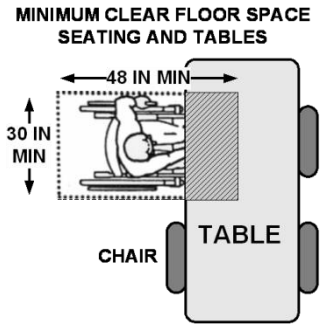
Do seating spaces at tables or work surfaces allow for a forward approach and provide a clear floor space of 30 by 48 inches? See lower figure at right.

☐ **Yes**
☐ **No**

Are accessible tables and accompanying seating spaces distributed throughout the room or space?

☐ **Yes**
☐ **No**

Note: People should be able to choose the locations and types of tables, seating and other furnishings.

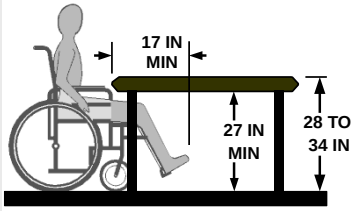


11. Table Height and Legroom

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**



Are top surfaces of the tables and work surfaces 28 inches minimum to 34 inches in maximum height above the floor?

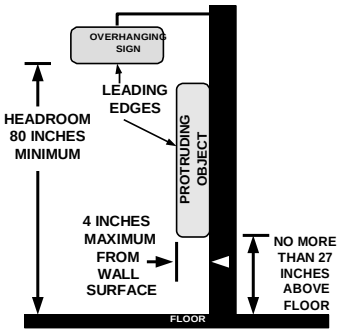
☐ **Yes**
☐ **No**

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**



Do all exterior passage ways provide a minimum unobstructed head clearance (headroom) of 80 inches?

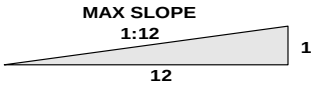
☐ **Yes**
☐ **No**

ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

IS THERE A RAMP LOCATED ON THE INTERIOR OF YOUR BUILDING?	☐ **Yes** ☐ **No**	***IF YES, COMPLETE ITEMS #13 TO #17. IF NO, SKIP TO #18.***

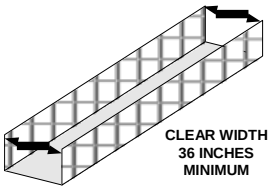
13. Ramp Slope and Clear Width

Is the maximum running slope of all ramps 1:12 (8.3%)? ☐ **Yes** ☐ **No**



Are cross slopes of all ramp surfaces 1:48 or less? ☐ **Yes** ☐ **No**

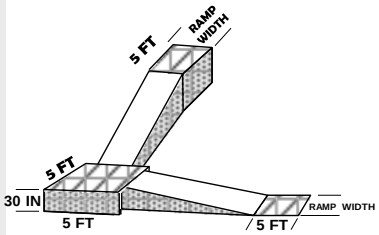
Do ramps have a clear unobstructed width of at least 36 inches? ☐ **Yes** ☐ **No**



14. Landings

Do ramps have a 5 foot long level landing at the top and bottom of each run? ☐ **Yes** ☐ **No**

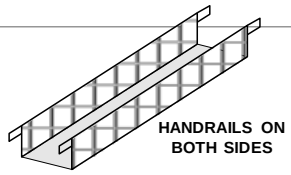
Do ramps have a 5 foot x 5 foot minimum turning space at level landings where the ramp changes direction? ☐ **Yes** ☐ **No**



Note: Landings are required where the maximum vertical rise for any length of run for a ramp is 30 inches.

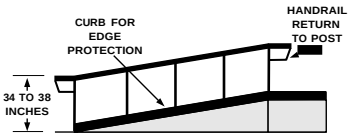
15. Ramp Handrails

If the ramp rises more than 6 inches vertically, does it have handrails on both sides? ☐ **Yes** ☐ **No**



16. Handrail Location

Are handrails mounted so that their top surface is between 34 and 38 inches above the ramp surface? ☐ **Yes** ☐ **No**

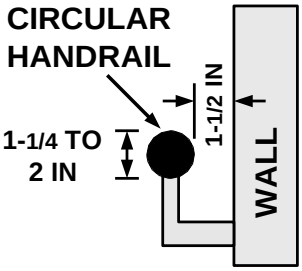


Do handrails continue to extend horizontally at least 12 inches at the top and bottom landings of the ramp and do these extensions return to the wall, floor or post? ☐ **Yes** ☐ **No**

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**

If the handrail gripping surface is circular in shape, is the diameter 1-1/4 inches minimum to 2 inches maximum? ☐ **Yes** ☐ **No**

If the shape is non-circular, is the perimeter dimension (distance around the gripping surface) 4 inches minimum to 6-1/4 inches maximum? ☐ **Yes** ☐ **No**



17. Edge Protection on Ramps

Do ramps and landings have edge protection?

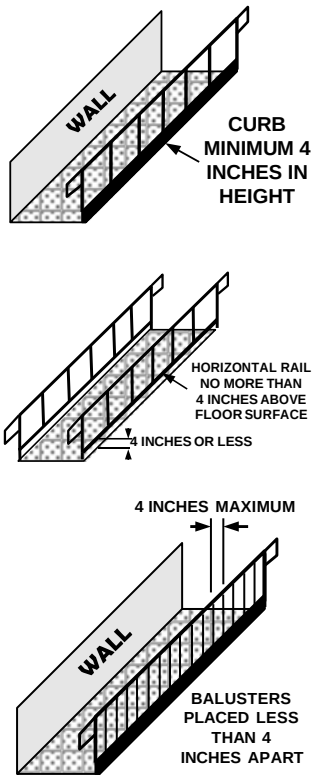
☐ **Yes**

☐ **No**

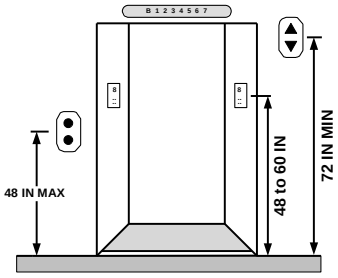
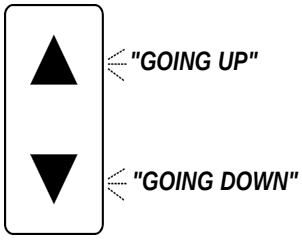
Note: Edge protection can be provided by:

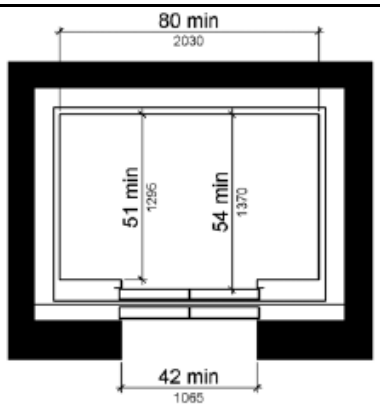
1. By extending the floor surface of a ramp or landing at least 12 inches beyond the railing, or,
2. A curb or barrier edge protection that prevents passage of a crutch tip, a wheel on a wheelchair or other mobility aid from slipping off the edge of the ramp or landing.

   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.

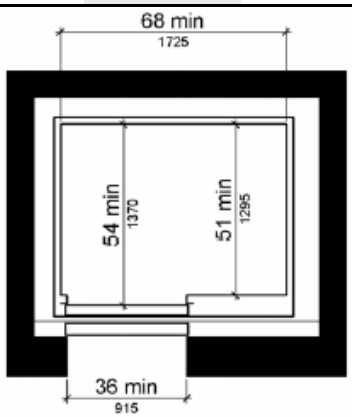


ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

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 Are call buttons and keypads at elevators mounted no higher than 48 inches when measured to centerline of highest operable part above the floor? 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** ☐ **Yes** ☐ **No**	
19. Signal Identification Are there both visible and audible signals to identify when an elevator car arrives and its direction of travel? Are visible signals mounted at 72 inches minimum above floor? Do the audible signals indicate direction of travel (up or down)? *For example, indicator sounds once for up and twice for down.*	☐ **Yes** ☐ **No** ☐ **Yes** ☐ **No**	
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? **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".	☐ **Yes** ☐ **No**	



(a)
centered door



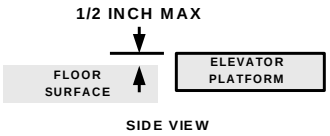
(b)
side (off-centered) door

ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

21. Leveling

Does the elevator car floor surface (platform) stop within 1/2 inch of the outside floor surface (landing) at each floor destination?

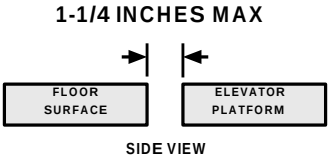
☐ Yes
☐ No



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?

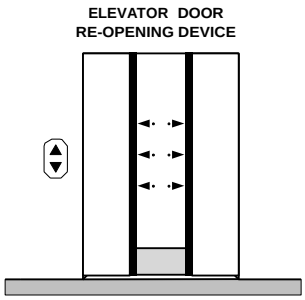
☐ Yes
☐ No



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
☐ No



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.

☐ Yes
☐ No

Are all controls or buttons on the inside of existing elevator control panel mounted no higher than 48 inches above the floor?

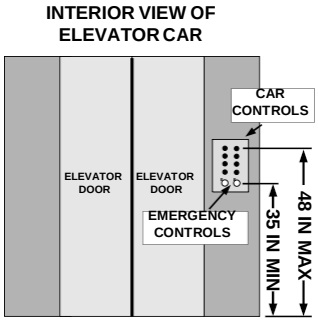
☐ Yes
☐ No

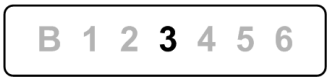
Are emergency control buttons mounted at 35 inches minimum height above the floor?

☐ Yes
☐ No

Are visual and audible indicators provided in the interior of the car to indicate car position? (floor/level)

☐ Yes
☐ No





25. Emergency Communications

Are emergency two-way communication systems provided between the inside of the elevator and a monitored point outside?

☐ Yes
☐ No

Are emergency control buttons located no higher than 35 inches above the elevator floor and at the bottom of the elevator control panel?

☐ Yes
☐ No

Are tactile symbols (raised characters) provided on or next to the device?

☐ Yes
☐ No

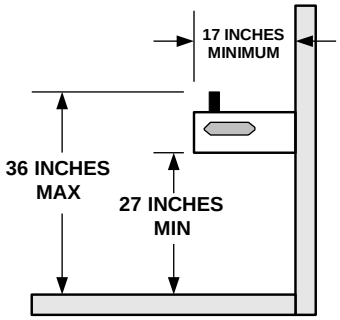
26. Drinking Fountains

Where drinking fountains provided, are there two drinking fountains: one wheelchair accessible and one for persons who are standing?

☐ **Yes**
☐ **No**

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 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.



Does the wheelchair accessible drinking fountain provide a minimum knee clearance of 27 inches?

☐ **Yes**
☐ **No**

Is there a 30 by 48 inch clear floor space positioned for a forward approach to the wheelchair accessible fountain?

☐ **Yes**
☐ **No**

Is the maximum height of the spout outlet for the lower drinking fountain at 36 inches or less above the floor surface?

☐ **Yes**
☐ **No**

Can the controls be reached, easily manipulated with one hand and operated with 5 pounds or less of force?

☐ **Yes**
☐ **No**

27. Automated Teller Machines (ATM)

Where access ATMs are provided:

Is there sufficient clear floor space (30 by 48 inches minimum) adjacent to the ATM to allow for forward or parallel approach by a wheelchair?

☐ **Yes**
☐ **No**

Is the maximum height of all operable parts (controls, buttons, deposit slots, etc.) 48 inches from ground surface?

☐ **Yes**
☐ **No**

Are operable parts usable with one hand and do not require tight grasping pinching or twisting of the wrist?

☐ **Yes**
☐ **No**

Can each operable part be differentiated by sound or touch without activation?

☐ **Yes**
☐ **No**

Are operating instructions, transaction prompts and information displayed on the screen of the ATM accessible to persons with visual impairments - “speech-enabled”

☐ **Yes**
☐ **No**

TOILET ROOMS

Does your facility offer toilet rooms (restrooms) for public use?

☐ **Yes** ☐ **No** ***If "Yes", complete this section of the Checklist.***

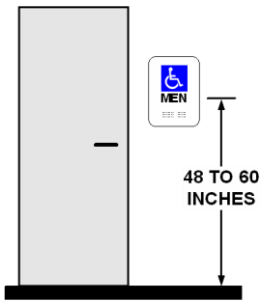
Note: M = Men W = Women

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 *highest* tactile characters are 60 inches maximum and the *lowest* tactile characters are 48 inches minimum from the floor surface?

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.

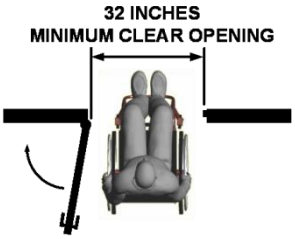
☐ **Yes**
☐ **No**



2. Restroom Entrances

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**



3. Turning Space

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 diameter) or a "T turning space". See Item #9 in the section on "Access to Goods and Services—Interior Routes and Spaces".

☐ **Yes**
☐ **No**

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?

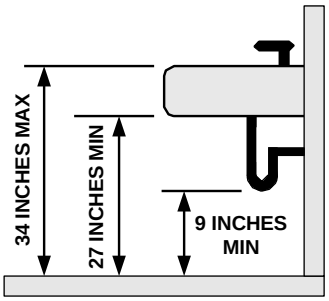
☐ **Yes**
☐ **No**

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**
☐ **No**

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**

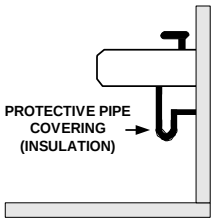


TOILET ROOMS

5. Protective Pipe Covering

Is insulation or other protective covering used on exposed hot water supply and drain pipes under the lavatory or sink?

☐ **Yes**
☐ **No**

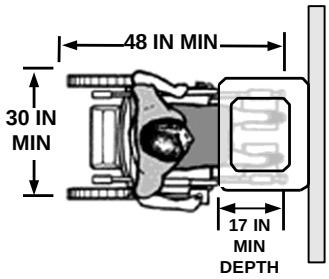


6. Lavatory and Sink Clear Floor Space

Is there a minimum clear floor space (30 by 48 inches) provided in front of lavatories and sinks to allow for forward approach?

☐ **Yes**
☐ **No**

Note: Knee clearance shall extend a maximum of 25 inches (of the required minimum of 48 inches of clear floor space) under the lavatory or sink.



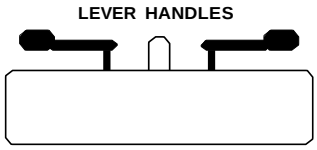
Does the depth of toe clearance provided at lavatories and sinks extend at least 17 inches underneath the element?

☐ **Yes**
☐ **No**

7. Faucet Controls

At accessible lavatories and sinks, are the faucets controlled by a hand lever, push button, or electronic control that is easily operated with one hand and not requiring more than 5 lb of force or tight grasping, pinching, or twisting?

☐ **Yes**
☐ **No**



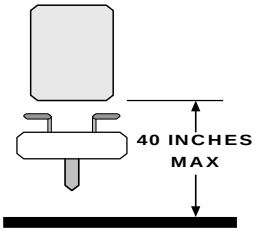
If the faucet control is hand-operating and metering, does it remain open for a minimum of ten seconds?

☐ **Yes**
☐ **No**

8. Lavatory and Countertop Mirrors

Where mirrors are provided above lavatories or countertops, is the mirror mounted so that the bottom edge of the reflective surface is no more than 40 inches above the floor surface?

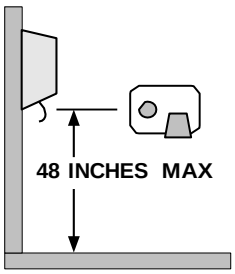
☐ **Yes**
☐ **No**



9. Dispensers in the Toilet Room

Are the soap and towel dispensers, and other accessories, mounted at a height no greater then 48 inches to the highest control or operable part?

☐ **Yes**
☐ **No**

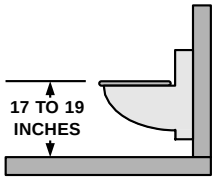


TOILET ROOMS

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?

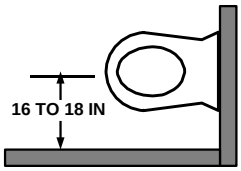
☐ Yes
☐ No



Is the centerline of the toilet (water closet) 16 inches minimum to 18 inches maximum from the side wall or partition?

☐ Yes
☐ No

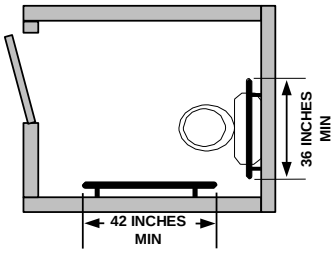
Note: For ambulatory accessible toilet stalls (see item # 16), the centerline of the toilet (water closet) is 17 inches minimum to 19 inches maximum).



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

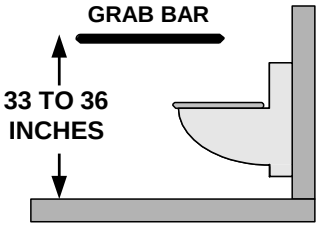


Are grab bars mounted at a height of 33 inches minimum to 36 inches maximum from the floor surface to the top of the gripping surface?

☐ Yes
☐ No

Is the space between the walls and grab bars 1-1/2 inches?

☐ Yes
☐ No



Is each grab bar mounted securely to the wall or partition?

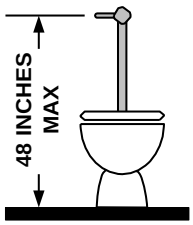
☐ Yes
☐ No

Note: Grab bars must be able to support a minimum of 250 pounds.

12. Flush Controls

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



Are flush controls operable with one hand, not requiring tight grasping, or not more than 5 pounds of force?

☐ Yes
☐ No

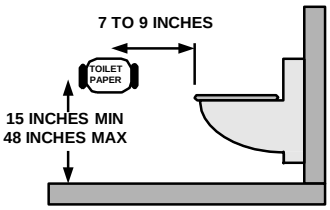
13. Dispensers in Toilet Stall

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



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

If located below the grab bar, is the toilet paper dispenser mounted to provide at least 1-1/2 inches of space?

☐ Yes
☐ No

TOILET ROOMS

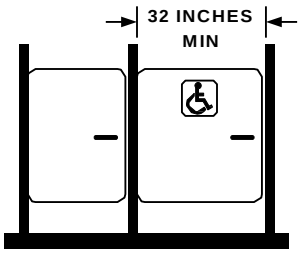
If you have single-user restrooms <u>without</u> a stall, skip to Item #18 for single-user restrooms.

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.

14. Toilet Compartment (Stall) Door

Do the accessible stall doors have a clear width of 32 inches and sufficient maneuvering clearance in front of and to the side of the latch?

☐ **Yes**
☐ **No**



Note: If the approach is to the latch side of the compartment door, clearance between the door side of the compartment and any obstruction shall be 42 inches minimum (see the figure in item #16 below).

Does stall door swing outward?

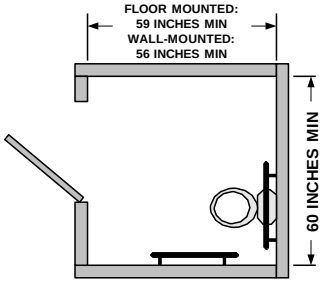
☐ **Yes**
☐ **No**

Note: For wheelchair accessible toilet stalls at the end of a row, the door may swing inward as long as sufficient maneuvering space (see next item 15) is provided inside the stall.

15. Wheelchair Accessible Toilet Compartment

If toilet stalls are provided, at least one should be wheelchair accessible. Do the wheelchair accessible stalls provide a minimum depth of 56 inches (wall-mounted toilets) or 59 inches (floor-mounted toilets) and a minimum width of 60 inches?

☐ **Yes**
☐ **No**



16. Ambulatory Accessible Toilet Compartment

Are there 6 or more toilet compartments (stalls) provided in the restroom? (or a combination of urinals and stalls totaling 6 or more?)

☐ **Yes**
☐ **No**

If yes, is at least one ambulatory accessible toilet compartment (stall) provided?

☐ **Yes**
☐ **No**

Is the ambulatory stall 35 to 37 inches wide and 60 inches minimum in depth?

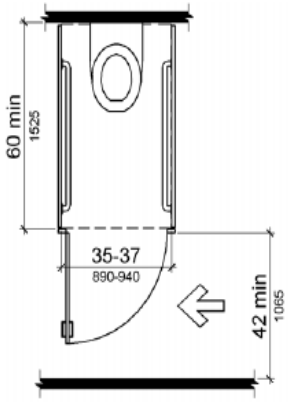
☐ **Yes**
☐ **No**

Are two grab bars provided that are 42 inches long and mounted at 33 to 36 inches above the floor?

☐ **Yes**
☐ **No**

Is the space between the wall surface and each grab bar 1-1/2 inches?

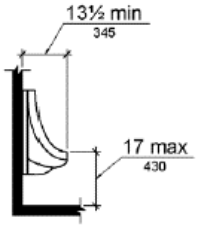
☐ **Yes**
☐ **No**



17. Urinals

If more than one urinal is provided in the toilet room, is at least one mounted so the rim is no more than 17 inches above the floor and the back of the fixture is a minimum of 13-1/2 inches from the face of the rim?

☐ **Yes**
☐ **No**



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

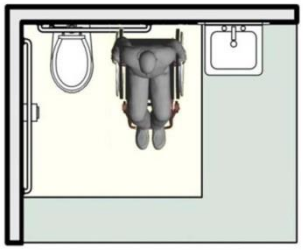
Note: After answering items #1 through # 13 in this section, the following information may help to identify additional barriers to accessibility in single-occupant toilet rooms.

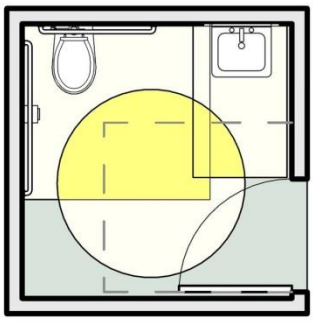
Does the clearance (floor space) provided around the toilet (water closet) allow for side transfer from a wheelchair? See top figure at right and answer these two questions.

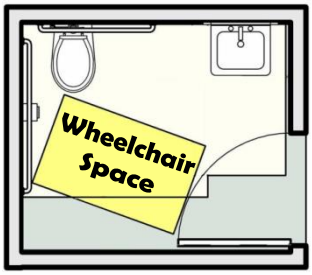
A. 60 inches minimum measured from the side wall? ☐ **Yes** ☐ **No**

B. 56 inches minimum measured from the back wall? ☐ **Yes** ☐ **No**

Allows space for side transfers





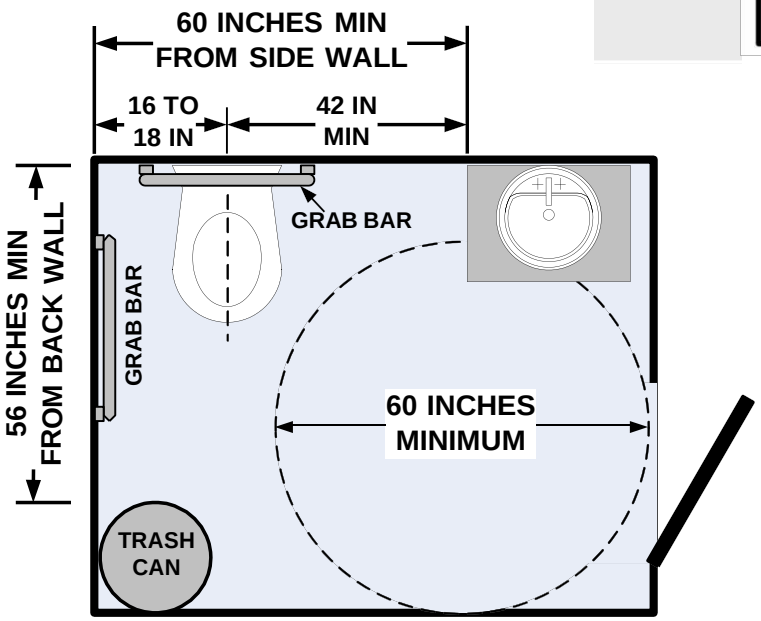


Examples of space use in single-occupant toilet rooms (see figures to the right and below):

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.



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?

☐ **Yes**
☐ **No**

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.)

☐ **Yes**
☐ **No**

Are the checkout aisles at least 36 inches wide?

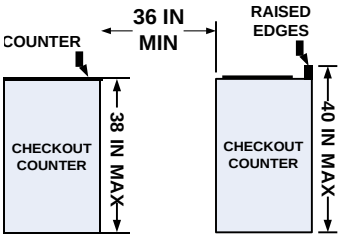
☐ **Yes**
☐ **No**

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

☐ **Yes**
☐ **No**

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

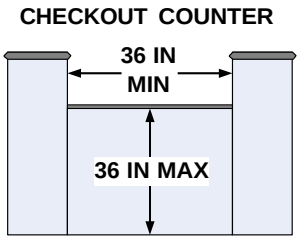
☐ **Yes**
☐ **No**



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.



Checkout Counter Parallel Approach

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?

☐ **Yes**
☐ **No**

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?

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?

☐ **Yes**
☐ **No**
☐ **NAV**

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.

DINING AREAS and CAFETERIAS

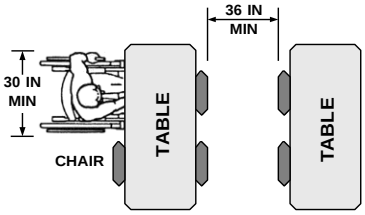
1. Seating, Tables and Food Service Counters

Where dining surfaces are provided for the consumption of food or drink, are there at least 5 percent of the seating spaces and standing spaces at the dining surfaces that comply with this item (#1) and/or item #3 on the next page?

☐ Yes
☐ No

Do the routes around all table and seating areas, including waiting lines, have a clear unobstructed opening of at least 36 inches?

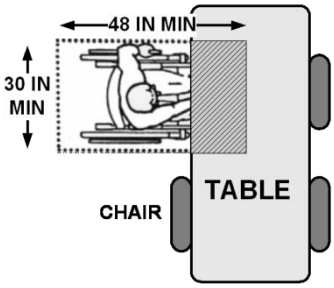
☐ Yes
☐ No



Do seating spaces at tables allow for a forward approach in a wheelchair and provide a clear floor space of at least 30 by 48 inches?

☐ Yes
☐ No

MINIMUM CLEAR FLOOR SPACE SEATING AND TABLES



Is the top surface of the dining tables 28 inches minimum to 34 inches maximum height from floor surface?

☐ Yes
☐ No

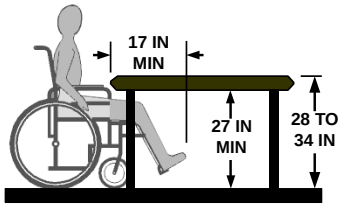
Do the spaces under tables or work surfaces provide clear space for knees and toes? Note: 27 inches minimum height under table for knee clearance; 9 inches minimum in height where toe clearance is required; and the clearance for toes shall extend 17 inches minimum under the table?

☐ Yes
☐ No

Are wheelchair accessible seating spaces distributed throughout the dining area?

Note: This provides choice in seating location and type, reservation time or other services offered.
See item 6 below for "fixed seating".

☐ Yes
☐ No

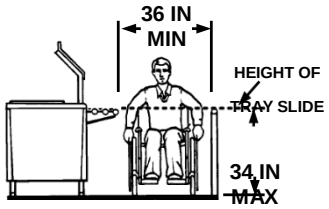


☐ Yes
☐ No

2. Cafeteria / Buffet Lines

Are food service lines accessible having an aisle with a minimum clear width (no obstructions) of 36 inches and also with adequate space for wheelchairs to turn at corners?

☐ Yes
☐ No



Is the tray slide surface mounted at a maximum height of 34 inches or a minimum height of 28 inches above the floor?

☐ Yes
☐ No

Are self-serve food selections placed within 24 inches for access via a side reach (measured from the front edge of the tray slide)?

☐ Yes
☐ No

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)?

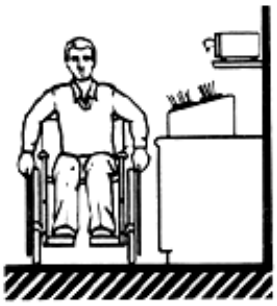
☐ **Yes**
☐ **No**

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**
☐ **No**



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?
- ☐ **Yes**
- ☐ **No**

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 Checklist.

Do the visual characters on all signs have sufficient size for the required viewing distance?
- ☐ **Yes**
- ☐ **No**

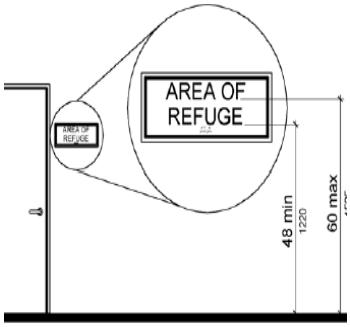
Do characters and background have a non-glare finish?
- ☐ **Yes**
- ☐ **No**

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**
- ☐ **No**

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**



Are tactile signs mounted so the bottom edges of the *highest* tactile characters are 60 inches maximum and the *lowest* tactile characters are 48 inches minimum from the floor surface?
- ☐ **Yes**
- ☐ **No**

Are signs mounted on the latch side of doors?
- ☐ **Yes**
- ☐ **No**

3. Directional Signage

Is exterior signage available at non-accessible entrances and along walkways that provides directions to the accessible routes and entrances?
- ☐ **Yes**
- ☐ **No**

is **i**nterior directional signage provided at inaccessible toilet rooms and elevators directing the person to nearest accessible toilet rooms and elevators?
- ☐ **Yes**
- ☐ **No**

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 accessibility survey? _____

Do you have suggestions about the survey design or the instructions?

_____

_____

_____

Do you have comments about the accessibility survey process?

_____

_____

_____

Reviewed by: Date:

_____ _____

Please use this space for notes and sketches: