CITY OF SAINT PAUL
GRIEVANCE PROCEDURE UNDER
THE AMERICANS WITH DISABILITIES ACT

The Most Livable City in America

This Grievance Procedure is established to meet the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, programs, or activities by the City of Saint Paul ("The City"). The City's Personnel Policy governs employment-related complaints of disability discrimination. A grievant also has the option to file directly with the Department of Justice or other appropriate federal agency within 180 days from the date of the incident.

An individual in need of access to services, programs, or activities should complete and submit a "Request for Access" form to: **Alyssa Wetzel-Moore, ADA Coordinator**
Fax: (651) 266-8962 **Mail: 240 City Hall**
15 West Kellogg Blvd.
Saint Paul, MN 55102

Alternatively, an individual may make an oral request by contacting the ADA Coordinator at **(651) 266-8965.** The Coordinator will put this request in writing to be signed by the requestor.

In the event that this request for access to services, programs, or activities cannot be resolved, an individual may file a grievance orally or in writing. A written grievance should be filed on the ADA Grievance Form. If it is not filed on the Grievance Form, it should be in writing and contain all of the following information:

- The name, address, and telephone number of the person filing the grievance.
- The name, address, and telephone number of the person alleging the ADA violation, if other than the person filing the grievance.
- A description of the alleged violation and the remedy sought.
- Information on whether a complaint has been filed with the Department of Justice or other federal or state civil rights agency or court.
- If a complaint has been filed, the name of the agency or court where the complaint was filed, the date the complaint was filed, and the name, address and telephone number of a contact person with the agency with which the complaint was filed.

An oral grievance can be filed by contacting the Coordinator at the address listed above or at (**651) 266-8965**. The ADA Coordinator, using the ADA Grievance Form, will put the oral grievance in writing to be signed by grievant. Alternative means of filing complaints will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or her/his designee as soon as possible but **no later than 60 calendar days after the alleged violation** to the address listed above. The grievance will be either responded to or acknowledged within 20 working days of receipt.

Within 60 calendar days of the receipt, the Coordinator will conduct the investigation necessary to determine the validity of the alleged violation. If appropriate, the Coordinator will arrange to meet with the grievant to discuss the matter and attempt to reach an informal resolution to the grievance. Any informal resolution of the grievance will be documented in the City's ADA Grievance File.

If an informal resolution of the grievance is not reached, the Coordinator shall issue a written determination of the validity of the complaint and a description of the resolution no later than 90 days from the date of the City's receipt of the grievance. A copy will be forwarded to the grievant.

The grievant may request reconsideration if he/she is dissatisfied with the written determinations. The request for reconsideration shall be in writing and filed with the Human Rights Deputy Director at the address listed above within 30 days after the Coordinator's determination has been mailed to the grievant. The Deputy Director shall review the request for reconsideration and make a finial determination within 90 days from the filing of the request. If the grievant is dissatisfied with City's handling of the grievance at any point, the grievant may file a complaint directly with the U.S. Department of Justice or other appropriate state or federal agency. Use of the City's grievance procedure is not a prerequisite to the pursuit of other remedies.

Because of the varying circumstances in any specific grievance, the City's resolution of a grievance does not create precedent that binds the City or upon which other complaining parties may rely.

Any written complaints received by Coordinator or her designee, appeals to the Human Rights Deputy Director, and their responses will be retained by Saint Paul for at least three years.

City of Saint Paul
Americans with Disabilities Act
Grievance Form

COMPLAINANT INFORMATION

Name: _____

Address: _____ **Apt. No.:** _____

City: _____ **State:** _____ **ZIP Code:** _____

Telephone: _____ **Other Phone:** _____

E-mail: _____

AGGRIEVED INDIVIDUAL (IF OTHER THAN COMPLAINANT)

Name: _____

Address: _____ **Apt. No.:** _____

City: _____ **State:** _____ **ZIP Code:** _____

Telephone: _____ **Other Phone:** _____

E-mail: _____

NATURE OF THE COMPLAINT

City Department Involved: _____

Date(s) of Occurrence: _____

Description of Violation:

Requested Action of City to Correct Alleged Violation:

HAS THE COMPLAINT BEEN FILED WITH ANOTHER BUREAU OF THE DEPARTMENT OF JUSTICE OR ANY OTHER FEDERAL, STATE, OR LOCAL CIVIL RIGHTS AGENCY OR COURT?

Yes ☐ **No** ☐

IF YES

Date Filed: _____ Agency or Court: _____

Contact Person: _____ **Telephone: _____**

Address: _____ Apt.: _____

City: _____ State: _____ Zip Code: _____

IF NO

Do you intend to file with another agency or court? Yes ☐ **No** ☐

If **Yes: Agency or Court**: _____

Contact Person: _____ **Telephone: _____**

Address: _____ Apt.: _____

City: _____ State: _____ Zip Code: _____

ADDITIONAL COMMENTS

Signature: _____ **Date: _____**

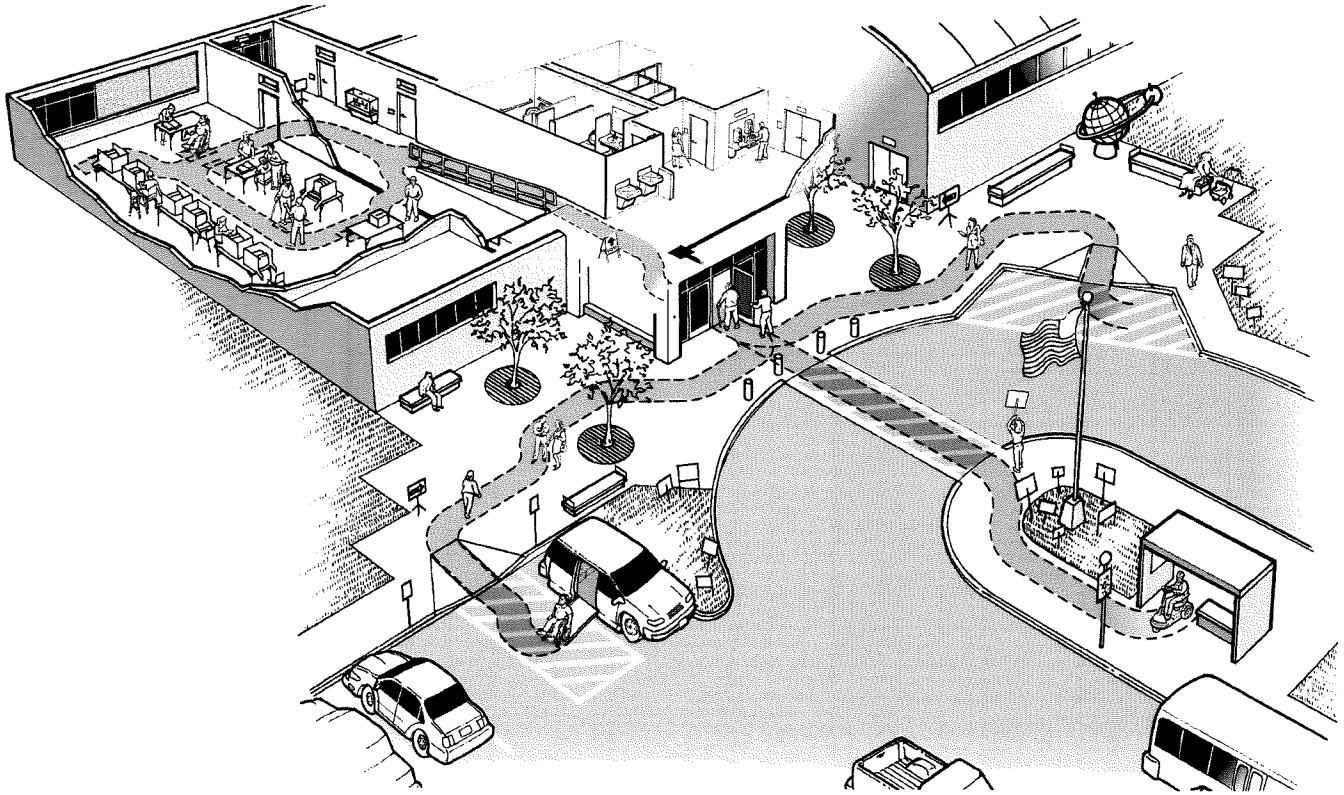
Return to: **Alyssa Wetzel-Moore, ADA Coordinator**
Department of Human Rights and Equal Economic Opportunity (HREEO)
240 City Hall
15 West Kellogg Boulevard
St. Paul, MN 55102
Telephone: **(651) 266-8965** **Fax**: **(651) 266-8962**
E-mail: ADACoordinator@stpaul.gov

Reset Form

U.S. Department of Justice
Civil Rights Division
Disability Rights Section

Americans with Disabilities Act

ADA Checklist for Polling Places



Battle Creek Rec Center
75 Winthrop St S
St Paul, MN 55119

Multi-Purpose Room

651/334-4073

P&R

Reproduction

Reproduction of this document is encouraged.

Additional copies of this publication may be obtained, viewed or downloaded from the Publications section of the ADA Website (www.ada.gov) or by calling the ADA Information Line at 800-514-0301 (voice), 800-514-0383 (TTY).

Disclaimer

The ADA authorizes the Department of Justice to provide technical assistance to individuals and entities that have rights or responsibilities under the Act. This document provides informal guidance to assist you in understanding the ADA and the Department's regulation. However, this technical assistance does not constitute a legal interpretation of the statute.

Table of Contents

Evaluating the Physical Accessibility of Polling Places

When choosing a new site for a polling place, elections officials should select a facility that is accessible to voters who use wheelchairs or scooters or who have difficulty walking. Planning for an upcoming election also gives elections officials the opportunity to improve existing polling places that are not accessible by using temporary elements, such as portable ramps, on election day or by working with building owners to make permanent alterations that improve the accessibility of the polling place.

The following checklist is designed to help voting officials determine whether a polling place has basic accessible features needed by most voters with disabilities. It may be used when evaluating the accessibility of potential new polling places and when identifying physical barriers in existing polling places before temporary or permanent modifications are made to improve accessibility for elections.

Individuals completing the checklist do not necessarily need to be experienced in evaluating buildings and facilities for accessibility. The checklist is designed to prompt the user to check key features by asking questions about sizes, sloped surfaces, and availability of accessible features, and in some areas it suggests alternatives if a physical barrier is identified. By following the directions provided for filling out the checklist, voting staff and volunteers can identify accessible polling places and develop information used for implementing temporary and permanent modifications.

A voter enters an accessible polling place.

Getting Started

An evaluation of polling place accessibility should focus on those areas of a facility that are important to voting. These often include parking for voters, a drop off or loading area, the entrance to the polling place, and the pedestrian routes (both exterior and interior) that voters use to get to the voter check-in and voting area.

Before a polling place is evaluated, it is useful for staff or volunteers to review the instructions for using the checklist and become familiar with the questions. It is also helpful to practice taking measurements and recording information before beginning the evaluation.

When staff arrive at a polling place, it is best to first determine the location of parking, including accessible parking (if any is provided), the entrance that will be used on election day, and the location of the voting area. If the survey is being done to determine the accessibility of a new location for a polling place, then the walk-through should look for areas that provide the best accessibility, where simple modifications may provide accessibility, or where it may be easiest to improve accessibility by adding temporary features.

Using the Polling Place Checklist

Tools and Documentation

A few simple tools may be used to measure the sizes and the slope of specific elements and spaces:

- A metal tape measure at least 15-feet long
- A level with a bubble measure or a digital measure at least twenty-four inches long for measuring slope, and
- A clipboard, copy of the checklist (one copy per polling place), and pens or pencils.

It is also a good idea to have a film or digital camera to document important areas that may need to be reviewed later. Any camera may be used to shoot photographs but one with a flash is most useful, particularly when indoor photos are needed.

Use the Checklist to Record Data

The checklist is designed to prompt the users on what to look at and where to measure. All answers and notes should be recorded on the checklist for use later in the planning process. When completed, the checklist should provide an indication of the level of accessibility at the polling place. If photographs are taken during the survey, it is helpful to note on the checklist that a photo was taken for later review of particular elements, spaces, or conditions.

Completing Measurements and Recording Information

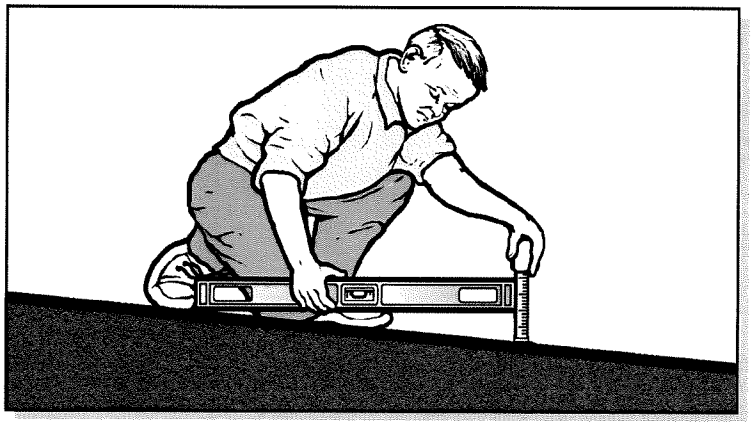
One person can complete a survey of a polling place but it is often quicker and easier for two people to work together. One can be responsible for taking the measurements and the other for recording the information and taking any photographs.

Taking Measurements

Sloped Surfaces

One way to measure slope is to use a 24-inch level with leveling bubble and a tape measure. Place the level on the incline in the direction you wish to measure. Rest one end of the level at the highest point of the sloped surface and lift the other end (as shown in the illustration) until the bubble is in the middle of the tube. This is the "level" position. While the level is in this position, measure the distance between the end of the level and the sloped surface below. If the distance is 2 inches or less, then the slope is 1:12 or less. When the distance is greater than 2 inches, record the distance on the checklist so the exact slope may be calculated later if needed.

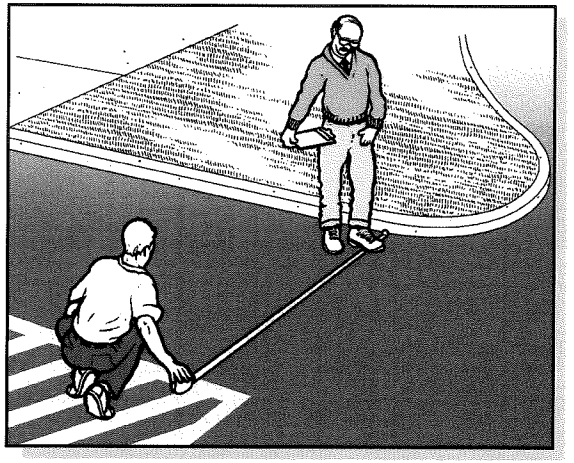
Slopes may also be measured using a digital level. The digital display replaces the bubble and typically gives a reading that may be shown as a digital bubble, degrees, or a percent. Before using a digital level make sure to familiarize yourself with the directions. Many digital levels need to be calibrated each time they are used. If you can set the digital display to percent or degrees, the maximum slope generally allowed is 8.33% or 4.76 degrees (for a 1:12 slope).



Measuring slope using a 24-inch level and tape measure

Using the Tape Measure

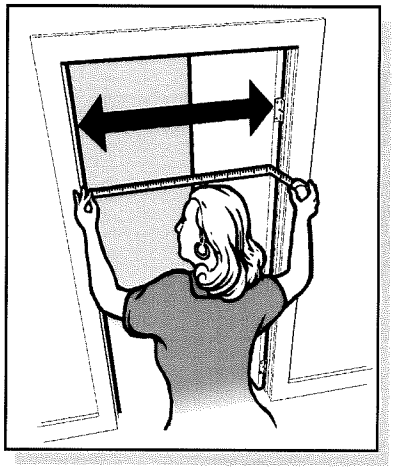
When measuring the width of a parking space or access aisle, the width of an accessible route or the height of an object above the floor, for example, try to keep the tape from sagging or bending. If the tape is not straight, try to support the tape in the middle or pull it tight and take the measurement again.



Using a tape measure to measure the width of a parking space

Measuring Door Openings

Measuring the clear opening of an accessible door requires special care. To measure the opening of a standard hinged door, open the door to 90 degrees. Place the end of the tape measure on the side of the door frame next to the clear opening (as shown in the drawing). Stretch the tape across the door opening to the face of the door. This measurement equals the clear open width of the door, which is typically less than the width of the door.



Measuring the clear opening from the face of the doorstop on the frame to the face of the open door

Completing the Checklist

For each checklist item, check either "yes" or "no." If the measurement or number falls short of that required for accessibility, write the measurement or number to the right of the question in the area under "Comments." Add notes or comments as needed. For some questions when "no" is the answer, the checklist will include a prompt to check for an alternate solution. Information on alternate access can be used later as voting officials decide how to provide accessible voting.

When completing the survey, it is important to try to answer every question in each section, unless, of course, the element is not present at the particular site under review. For example, if there is no parking provided on-site at the polling place, or only on-street parking is provided, there is no need to try to measure the size of the parking spaces or to count the number of parking spaces.

The checklist is based on requirements from the ADA Standards for Accessible Design (Standards). Each item includes a reference to the technical requirements in the Standards from 28 C.F.R. Part 36, Appendix A. This reference is provided to assist users in looking up the requirement or related requirements when necessary. An electronic copy of the Standards is available on the ADA Website at www.ada.gov. Printed copies are also available from the ADA Information Line at 800-514-0301 (voice) or 800-514-0383 (TTY).

After Completing the Survey

Completed polling place surveys will provide the information needed to determine which sites are accessible and which may become accessible with permanent or temporary modifications. Checklists where most answers are "yes" will usually indicate an accessible polling place. Others, where some answers are "no," may become accessible if permanent or temporary modifications are done to remove barriers. Polling places in older buildings may have few accessible features but some of these voting facilities may be able to be made accessible with temporary modifications, such as portable ramps at the entrance and accessible parking spaces marked off by traffic cones. There may also be some sites that cannot be made accessible so plans will be needed to offer accessible voting in some other way.

For more information about temporary modifications, see **Temporary Solutions for Election Day** at the end of each section of this document.

Alterations

When State and local governments make permanent modifications or alterations to facilities that serve as polling places these alterations must comply with the ADA Standards. For more information visit the **ADA Website** to view or download the ADA Standards, technical assistance materials, and general ADA information.

www.ada.gov

For specific questions about the ADA, call the Department of Justice **ADA Information Line**.

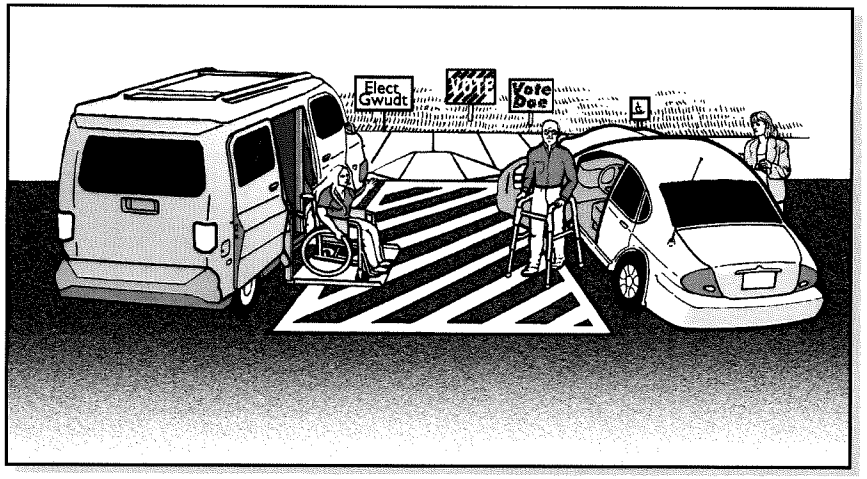
800-514-0301 (voice)
800-514-0383 (TTY)

Getting to the Polling Place

A. Parking

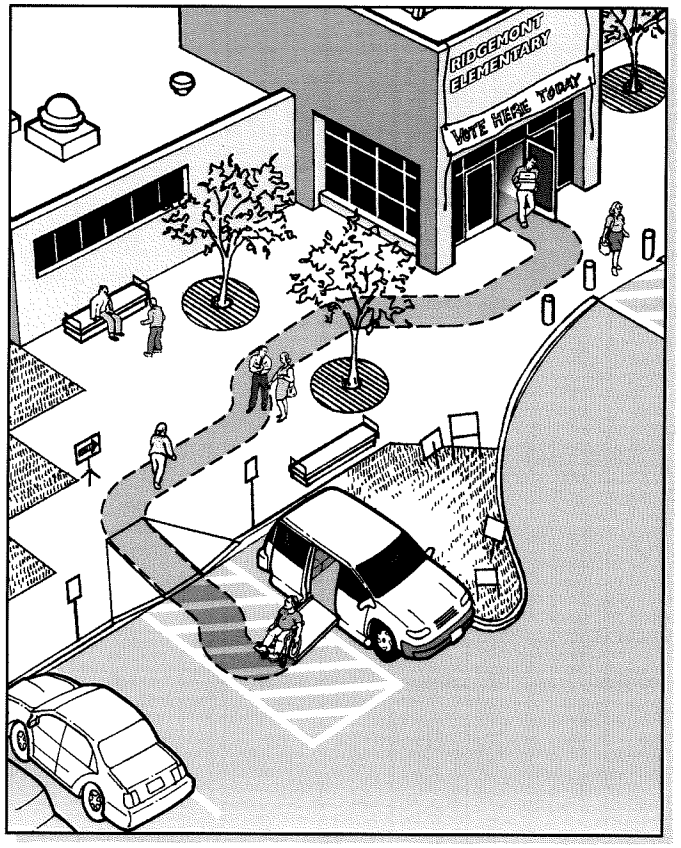
Typical Issues

When parking is provided for voters, staff and volunteers, accessible parking must be provided for people with disabilities. Voters with disabilities who arrive by car need a parking space close to an accessible entrance. The accessible parking space has an adjacent access aisle that provides needed room for a person to open the car door fully and then stand with the aid of a walker, to transfer to a wheelchair, or to lower a wheelchair lift. The access aisle connects directly to an accessible route that leads to an accessible building entrance. In order to be usable, the access aisle must be relatively level, clear of gravel or mud, and the surface must be in good condition without wide cracks or broken pavement.



Van-accessible parking spaces serve both cars and vans. A wide access aisle is needed so a wheelchair lift may be lowered from the van onto the level surface.

An accessible route connects the access aisle of each accessible parking space with the accessible entrance to the polling place. When an accessible route crosses a curb, a curb ramp must be provided. If the accessible route connects the access aisle to the accessible entrance using the parking lot surface, a marked crosswalk should be provided on the vehicular route.



Parking Spaces Checklist

A1. If parking is available, count the total number of parking spaces provided for the polling place. Are the minimum number of accessible parking spaces provided, based on the total number of available parking spaces (see table below)? Yes ✓ No ____

Total Spaces for Polling Place	Required Minimum Number of Accessible Spaces
1-25	1 van-accessible space w/ min. 96 inch wide access aisle
26-50	1 space w/ min. 60 inch wide access aisle + 1 van-accessible space
51-75	2 spaces w/ min. 60 inch wide access aisle + 1 van-accessible space

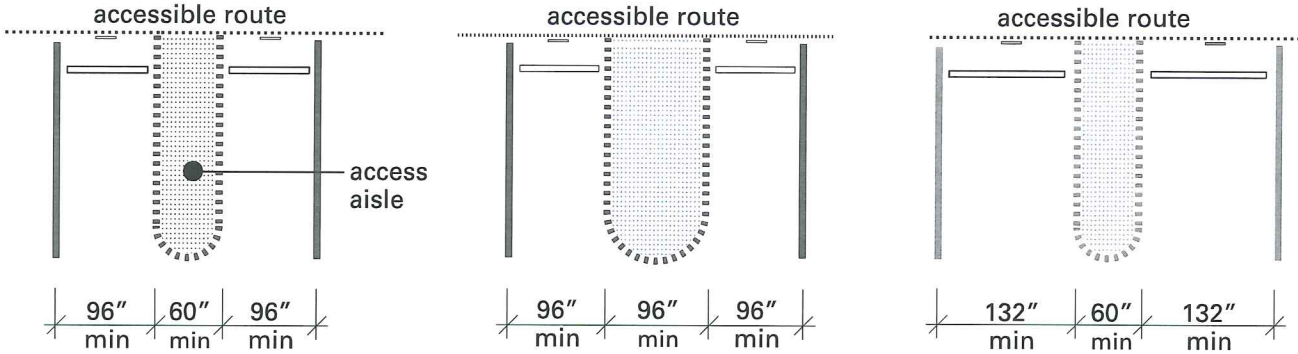
If more than 75, see the ADA Standards for Accessible Design, section 4.1.2, for the number of accessible parking spaces.

A2. Does each accessible parking space have its own, or share an adjacent access aisle that is least 60 inches (5 feet) wide? [ADA Stds 4.6.3] Yes ✓ No ____

A3. Is there at least one van-accessible parking space provided with an access aisle that is at least 96 inches (8 feet) wide or are universal parking spaces provided with a 132 inches (11feet) wide vehicle space and a 60 inch (5 feet) wide access aisle? [ADA Stds 4.1.2(5), A4.6] Yes ✓ No ____

A4. For van-accessible spaces, is there vertical clearance of at least 98 inches (8 feet - 2 inches) for the vehicle route to the parking space, the parking space, the access aisle and along the vehicle route to the exit? [ADA Stds 4.6.5] Yes ✓ No ____

If No: Can the route be cleared by removing or raising low objects or can each van-accessible parking space be relocated?



Plan Views of Accessible Parking Spaces Showing Minimum Width of Vehicle Space and Access Aisle.

Comments

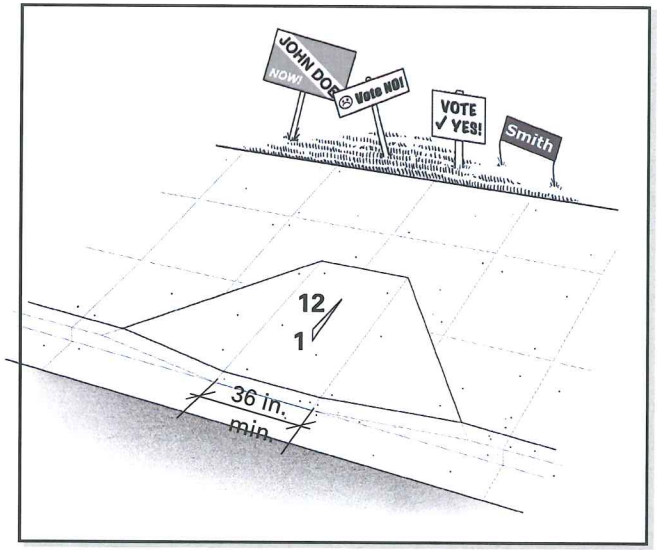
Comments

A5. Are all accessible parking spaces, including the access aisle, relatively level (1:50 or 2%) in all directions? [ADA Stds 4.6.3] Yes ✓ No ____

If No: Look for a nearby area that is relatively level which could serve as an accessible parking space with an accessible route to the accessible entrance to voting.

A6. Does each accessible parking space have a sign with the symbol of accessibility that is visible when a vehicle is parked in the space? [ADA Stds 4.6.4] Yes ✓ No ____

A7. If there is a curb between the access aisle and the accessible route to the building, is there a curb ramp that meets the following requirements: [ADA Stds 4.7] Yes ✓ No ____



Curb ramp showing minimum 36 inch width for ramp section and 1:12 slope on ramp section.

a. Is the ramp surface at least 36" wide, excluding flared sides? [ADA Stds 4.7.3] Yes ✓ No ____

b. Is the slope (up or down the ramp) no more than 1:12? [ADA Stds 4.7.2] Yes ✓ No ____

Note: 1:12 is one inch of vertical height for each 12 inches in length.

A8. Are the accessible parking spaces serving the voting area on the shortest accessible route to the accessible entrance? [ADA Stds 4.6.2] Yes ✓ No ____

A9. Does each access aisle connect to an accessible route from the parking area to the accessible building entrance? [ADA Stds 4.6.2] Yes ✓ No ____

Temporary Solutions for Election Day

Parking

Problem One:
Parking is available, but no accessible parking is provided or there are not enough accessible parking or van-accessible spaces.

Suggestion: Find a relatively level parking area near the accessible entrance and then designate the area for accessible parking spaces and adjacent access aisles. Use three parking spaces to make two accessible parking spaces with an access aisle. Traffic cones or other temporary elements may be used to mark the spaces and access aisles. Provide a sign designating each accessible parking space and make sure the access aisle of each space is connected to the accessible route to the accessible entrance.

Problem Two:
Accessible parking is provided, but it does not have a marked access aisle next to each accessible space.

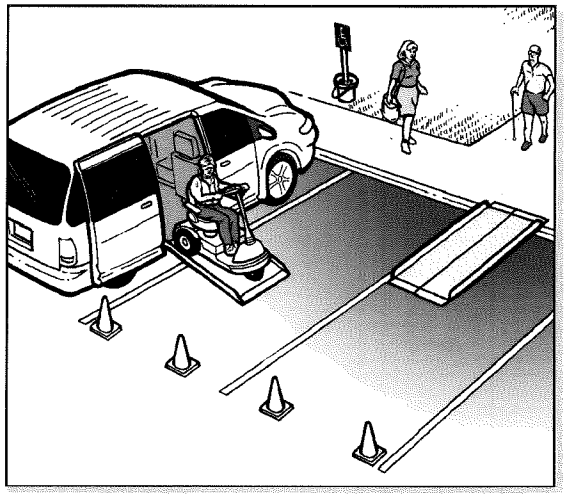
Suggestion: Restripe the accessible parking spaces to provide an access aisle. As a temporary solution for election day, use traffic cones to mark off the access aisle and curb ramp area. The first accessible parking space provided should be a van-accessible parking space with an access aisle that is at least 96 inches wide.

Problem Three:
Accessible parking spaces or access aisles are on a sloped surface.

Suggestion: Find a parking area that is close to the accessible entrance and more level. Provide accessible parking spaces and access aisles in that area. Make sure the accessible parking spaces connect to an accessible route to the entrance. Provide a sign designating each accessible parking space.

Problem Four:
No sign with the international symbol of accessibility is installed at each accessible parking space.

Suggestion: Provide a temporary sign in front of each accessible parking space.

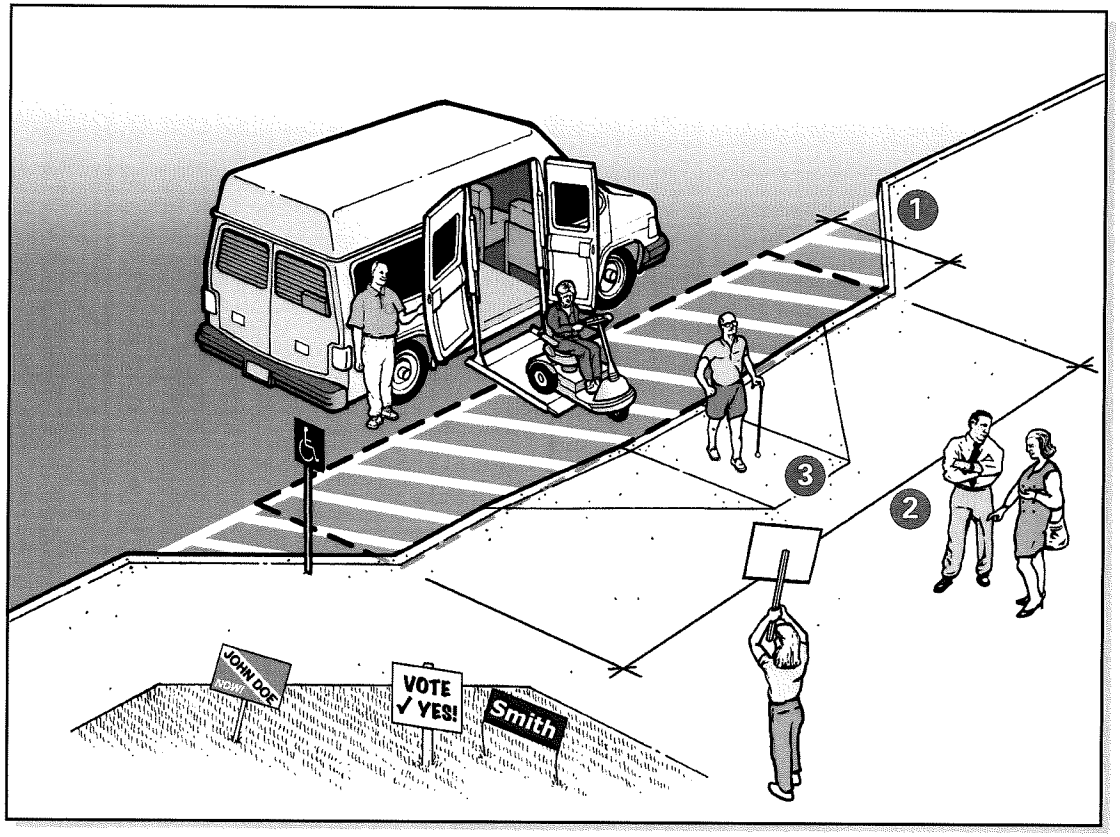


Three standard parking spaces are converted into an accessible parking space with an access aisle. Cones mark the access aisle and a temporary curb ramp with edge protection connects to an accessible route to the polling place.

B. Passenger Drop-Off Areas

Typical Issues

Some voters with disabilities will be driven to the polling place and dropped off near an entrance in a passenger drop-off area. If the polling place is served by passenger drop-off areas, then at least one drop-off area must be accessible. An accessible drop-off area, also known as an accessible passenger loading zone, must have a level access aisle, adjacent and parallel to the vehicle space. Where a curb separates the vehicle space from the access aisle or the access aisle from an accessible route, a curb ramp must be provided so people with disabilities can get to the accessible route leading to the accessible entrance.



Accessible Passenger Drop-off and Loading Area

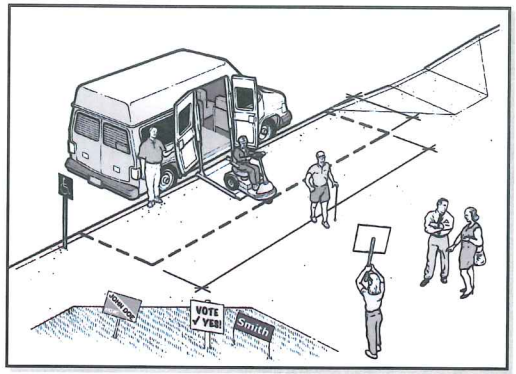
Notes:

1. Access aisle depth is at least 5 feet.
2. Access aisle length is at least 20 feet.
3. Curb ramp connects access aisle to the accessible route to the accessible entrance of the polling place.

The access aisle may be at the street level or at sidewalk level. If it is at the sidewalk level, a curb ramp is provided between the street and the sidewalk. If the access aisle is at the street level, the curb ramp is provided between the access aisle and the sidewalk (as shown).

Passenger Drop-Off Areas Checklist

If a passenger loading area is provided, you should answer the following questions.



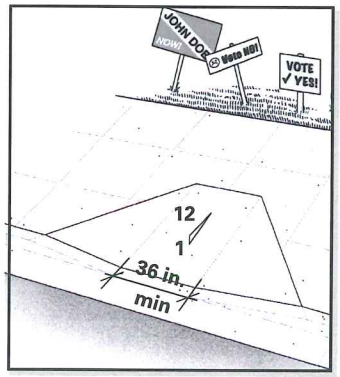
B1. Is a relatively level (1:50 or 2% maximum slope in all directions) access aisle provided adjacent and parallel to the side of the vehicle pull-up area? [ADA Stds 4.6.6]
If No, look for another relatively level location that is on an accessible route.
Yes ✓ No ____

B2. Is the vehicle space relatively level (2% maximum slope in all directions)?
Yes ✓ No ____

B3. Is the area for the access aisle at least 5-feet wide and 20-feet long? [ADA Stds 4.6.6]
Note: Unlike an accessible parking space, the surface for the access aisle does not have to be marked or striped.
Yes ✓ No ____

B4. Is the vertical height for the vehicle route to the loading zone, the drop off area, and the exit at least 114 inches (9 feet 6 inches) in height? [ADA Stds 4.6.5]
Yes ✓ No ____

B5. Is a curb ramp provided between the vehicle pull up area and the access aisle (see figure above) or the access aisle and the accessible route (see figure on page 9) to the accessible entrance? [ADA Stds 4.6.6]
If No, is there another area with a curb ramp connected to an accessible route that could serve as the drop-off area?
Yes ✓ No ____



B6. If a curb ramp is provided, is the slope of the ramp surface (not counting the side flares) no more than 1:12? [ADA Stds 4.7.2]
Yes ✓ No ____

B7. Is the width of the curb ramp surface at least 36 inches? [ADA Stds 4.7.3]
Yes ✓ No ____

B8. Does an accessible route connect the curb ramp to the accessible entrance? [ADA Stds 4.1.2(1)]
Yes ✓ No ____

Comments

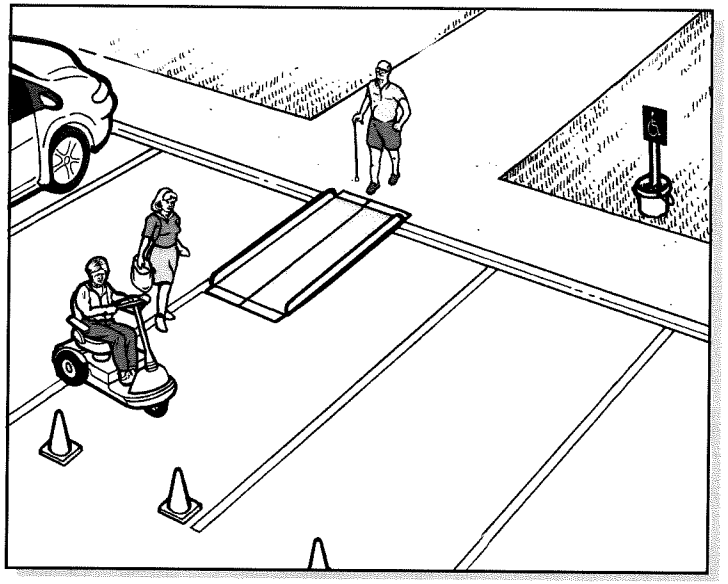
Temporary Solutions for Election Day

Passenger Drop-Off Areas

Problem:
A passenger drop-off and loading zone is provided but there is no curb ramp between the vehicle area and the sidewalk leading to the accessible polling place entrance.

Suggestion: Provide a portable ramp with edge protection in an area where the vehicle area and the sidewalk are relatively level. The curb ramp must connect to an accessible route to the accessible polling place entrance.

If the drop-off and loading zone is not relatively level, consider relocating the accessible drop-off area and using one parking space next to the area where accessible parking is located to provide an accessible drop-off and loading zone. Cones or another temporary barrier may be needed to keep the parking space clear.



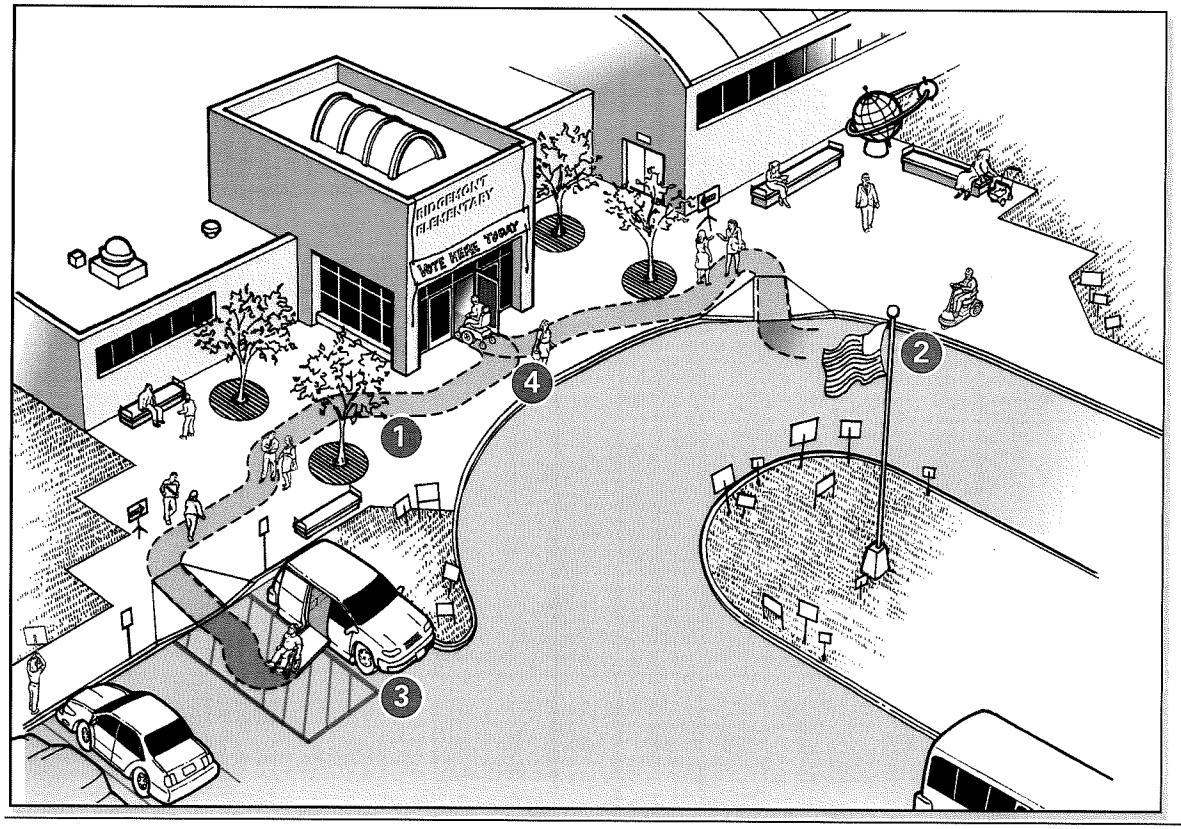
A portable ramp with edge protection is used to provide an accessible route from the drop-off and loading area to the accessible polling place entrance.

C. Sidewalks and Walkways

Part 1. Typical Issues for Voters Who Use Wheelchairs, Scooters or Other Mobility Aids

There must be at least one exterior accessible route that connects accessible passenger drop-off areas, accessible parking spaces, and other accessible elements, for example a route from a bus stop to an accessible building entrance. The accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility aids to get to the accessible entrance of the polling place.

An accessible route is at least 36 inches wide and may narrow briefly to 32 inches wide where utility poles, post-mounted signs, furniture, and doorways are located along an accessible route. Abrupt level changes, steps, or steeply sloped sidewalks cannot be part of an accessible route. Where ramps are used, they cannot be steeper than 1:12. Ramps with a vertical rise of more than 6 inches must have handrails on both sides. Ramps must also have edge protection to stop wheelchairs from falling off the sides, and level landings at the top and bottom of each segment and where a ramp changes direction.

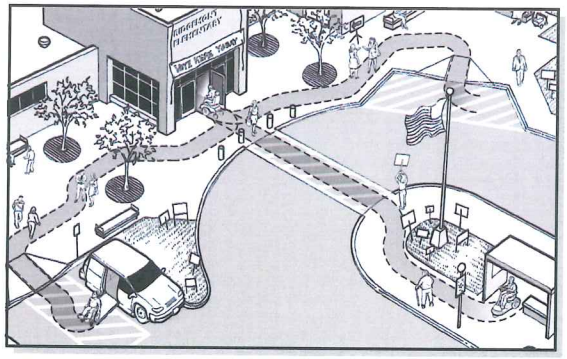


Notes:

1. Accessible route.
2. Accessible drop-off area.
3. Accessible parking with van-accessible parking space.
4. Accessible entrance to polling place.

An accessible entrance to a polling place with accessible parking and an accessible drop-off area.

Sidewalks and Walkways Checklist - Voters with Mobility Disabilities



C1-1. Is an accessible route provided from accessible parking spaces to the accessible entrance of the building? [ADA Stds 4.1.2(1), 4.3]
Note: If the accessible route crosses a vehicular route, a marked crosswalk should be used.
Yes ✓ No ____

C1-2. Is an accessible route provided from public sidewalks and public transportation stops on the polling site (if provided) to the accessible entrance of the building? [ADA Stds 4.1.2(1)]
Yes ✓ No ____

C1-3. Is the accessible route at least 36 inches wide?
If No, the accessible route may narrow to 32 inches wide for up to 2 feet in length.
Yes ✓ No ____

C1-4. Is the accessible route free of steps and abrupt level changes over 1/2 inch?
Note: Level changes between 1/4 inch and 1/2 inch should be beveled.
Yes ✓ No ____

C1-5. Where an accessible route crosses a curb is a curb ramp provided? If yes,
Yes ✓ No ____

5a. Is the ramp surface at least 36 inches wide, excluding flared sides? [ADA Stds 4.7.3]
Yes ✓ No ____

5b. Is the slope (up or down the ramp) no more than 1:12? [ADA Stds 4.7.2]
Note: 1:12 is one inch of vertical height for 12 inches of horizontal distance.
Yes ✓ No ____

C1-6. If the slope of part of the accessible route is greater than 1:20, does this part meet the following requirements for an accessible ramp?
Yes ✓ No ____

6a. Is the ramp slope no greater than 1:12? [ADA Stds 4.8.2]
Note: For existing ramps, the slope may be 1:10 for a 6 inch rise and 1:8 for a 3 inch rise in special circumstances (see ADA Stds 4.1.6(3)).
Yes ✓ No ____

6b. Is the ramp width, measured between handrails, at least 36 inches? [ADA Stds 4.8.3]
Yes ✓ No ____

Comments

6c. Does the ramp have a level landing at the top and bottom of each ramp section that is at least 60 inches long? [ADA Stds 4.8.4] Yes ✓ No ____

Note: The level landing may be part of the sidewalk or walking surface.

6d. If a ramp is more than 30 feet long, is a level landing at least 60 inches long provided every 30 feet of horizontal length? [ADA Stds 4.8.4] Yes ✓ No ____

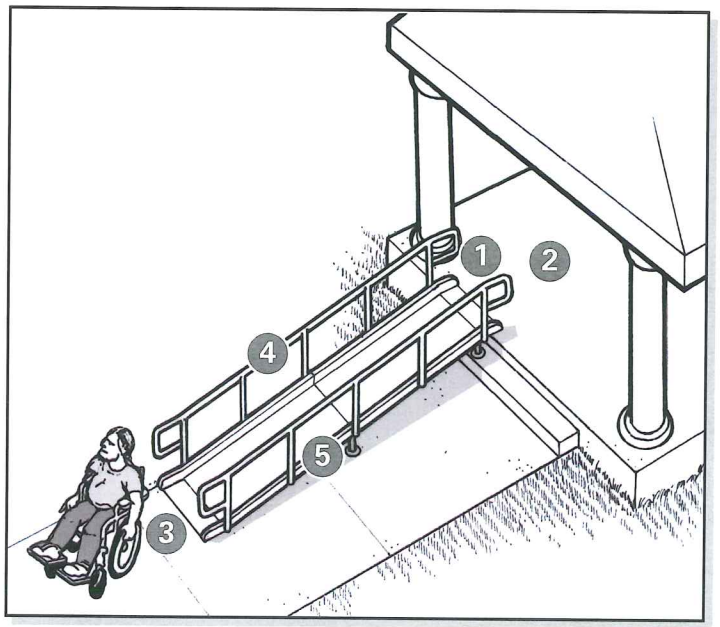
Note: When the running slope is less than 1:16 and more than 1:20, each ramp segment may be up to 40 feet long followed by a level landing.

6e. Is a level landing, at least 60 inches by 60 inches, provided where a ramp changes direction? [ADA Stds 4.8.4] Yes ✓ No ____

6f. Are the handrails mounted between 34 and 38 inches above the ramp surface? [ADA Stds 4.8.5] Yes ✓ No ____

6g. If the ramp or landing has a vertical drop-off on either side of the ramp, is edge protection provided? [ADA Stds 4.8.7] Yes ✓ No ____

Comments



Accessible Ramp Features

Notes:

1. At least 36 inches between handrails
2. Top landing part of walk
3. Bottom landing part of walk
4. Handrail height 34 to 38 inches
5. Edge protection

Temporary Solutions for Election Day

Sidewalks and Walkways - Voters with Mobility Disabilities

Problem One:
The sidewalk connecting parking to the polling place entrance is too steep to be accessible.

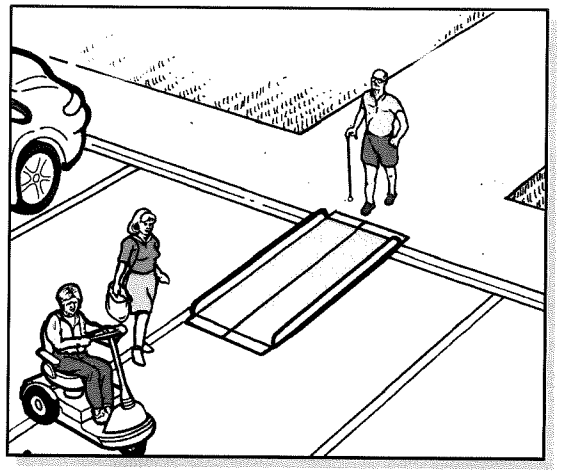
Suggestion: Check to see if there is another sidewalk that provides an accessible route to the accessible entrance. Sometimes there is a less direct route that can serve as the accessible route.

Problem Two:
The accessible route crosses a curb and no curb ramp is provided.

Suggestion: Install a portable ramp with edge protection.

Problem Three:
One or two steps are part of the walkway leading to the accessible entrance.

Suggestion: Install a portable ramp no steeper than 1:12 slope with edge protection and handrails.



A portable ramp with edge protection is installed over a curb to provide an accessible route.

C. Sidewalks and Walkways

Part 2. Typical Issues for Voters Who Are Blind or Have Low Vision

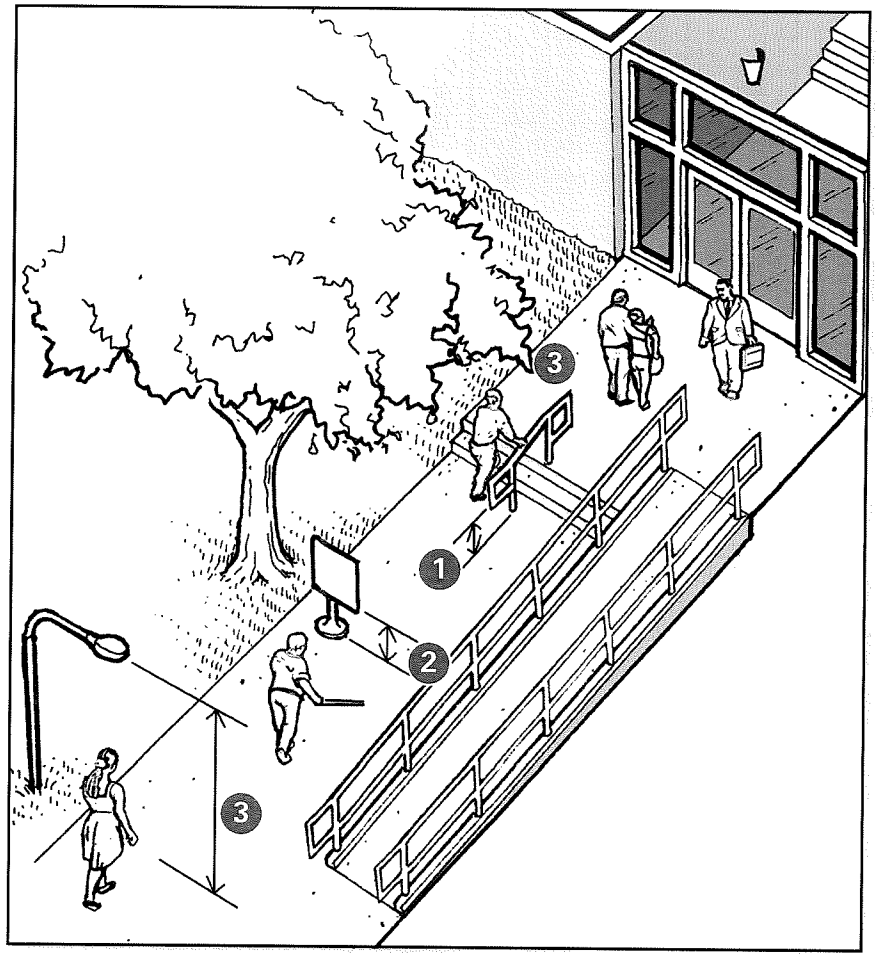
Objects that are wall-mounted, that project into a pedestrian route from the side, or that are overhead must be located so that people who are blind or who have low vision will either detect the objects before they run into them or safely pass under them. Examples include handrail extensions on stairs and ramps, post or wall-mounted signs, outdoor drinking fountains, and tree limbs that are lower than 80 inches above the walk. Pedestrian routes open to voters, such as sidewalks, courtyards, and plazas, must be free of overhanging objects that are less than 80 inches above the route. Objects more than 27 inches and less than 80 inches above the route that protrude from the side more than 4 inches are also a hazard. Because people can walk on any sidewalk, not just the accessible routes, all exterior pedestrian routes serving or leading to the voting area must be checked. The following checklist applies to sidewalks and walkways leading to the polling place and voting area.

Notes:

1. The bottom of the handrail extensions turn down so a person who is blind or has low vision can detect the hazard before running into it.

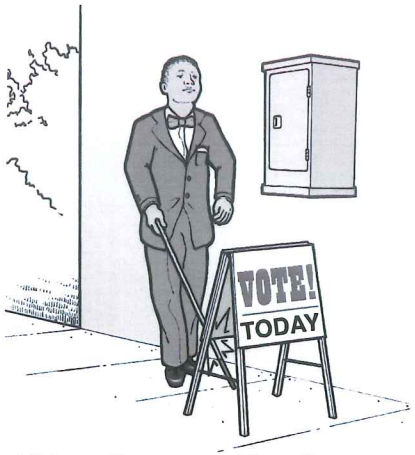
2. Signs or other objects in the pedestrian route can be a hazard if the bottom is more than 27 inches but less than 80 inches above the route.

3. Objects that overhang the pedestrian route must be at least 80 inches above the route.



Common objects along pedestrian routes to a polling place that can be hazards to people who are blind or have low vision.

Sidewalks and Walkways Checklist - Voters Who are Blind or Who Have Low Vision

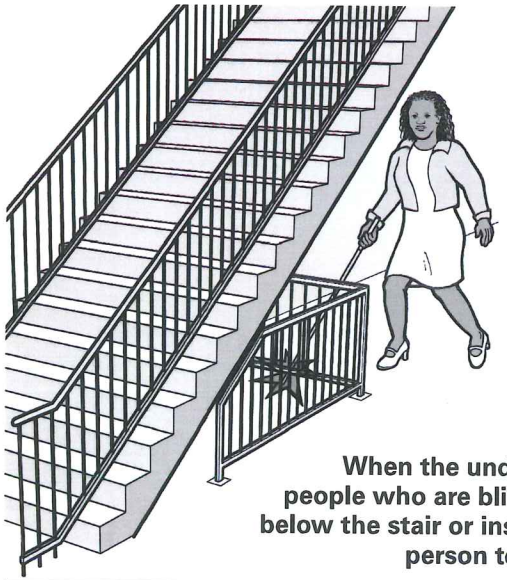


This wall-mounted box is mounted too high to be detectable by a person who is blind. Placing an object, like this sign, under the box provides a way to warn the person before they walk into the side of the box.

C2-1. Are all sidewalks and walkways to the voting area free of any objects (e.g., wall-mounted boxes, signs, handrail extensions, trees) with bottom edges that are higher than 27 inches but less than 80 inches above the walkway and that extend more than 4 inches into the sidewalk or walkway?
[ADA Stds 4.4, 4.2.1(3), 4.1.3(2)]

If No, can the object be lowered, removed, or modified or can the route be changed to avoid the object?

Yes ✓ No ____



C2-2. Are the undersides of exterior stairs enclosed or protected with a cane-detectable barrier so that people who are blind or have low vision will not hit their heads on the underside?
[ADA Stds 4.4.2]

If No, can a barrier or enclosure be added below the stair or can the route be relocated away from the stair?

Yes ✓ No ____

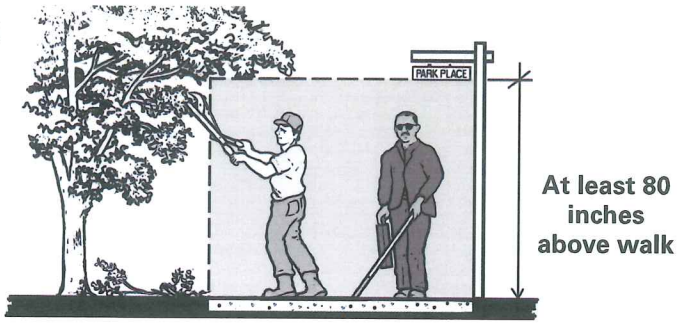
When the underside of a stair is open, it is a hazard to people who are blind or have low vision. Enclosing the area below the stair or installing a cane-detectable barrier helps the person to stop before hitting her head.

Comments

C2-3. Are all objects that hang over the pedestrian routes 80 inches or more above the route?

Yes ✓ No ____

If No, can the objects be removed or relocated, or can a detectable object be added below?



Comments

Temporary Solutions for Election Day

Sidewalks and Walkway Hazards

Problem One: Branches or other objects over a walkway or pedestrian route are lower than 80 inches above the walk.

Suggestion: Prune the branches or remove the items that are hanging below 80 inches.

Another approach is to install a detectable barrier under the item that is too low. The detectable barrier or object must be within the detectable range of 27 inches or less above the route.

Problem Two: One or more objects protrude too far from the side into the circulation path causing a hazard for people who are blind or who have low vision.

Suggestion: When people who are blind or who have low vision use a cane to detect hazards, objects located at 27 inches or lower are detectable. When an object is located more than 27 inches off the ground it is a hazard if the object protrudes more than 4 inches into the circulation path. To make a protruding object detectable:

Place an object or a barrier below the protruding object in the cane-detectable area not more than 27 inches above the floor.

If the protruding object can be moved, lower the object so its bottom is within the cane-detectable area (not more than 27 inches above the floor).

Prune or alter the protruding object so it does not protrude over the path.

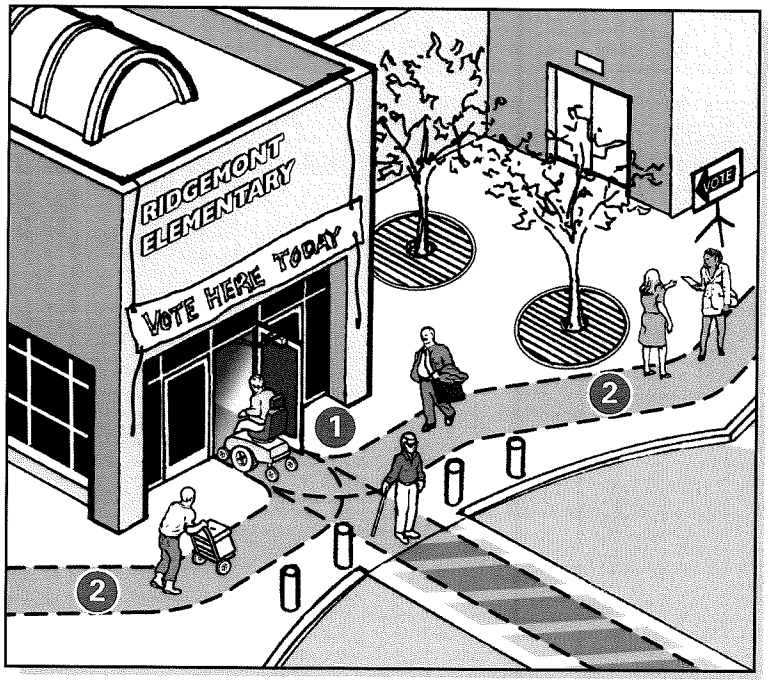
Entering the Polling Place

D. Building Entrance

Typical Issues

An accessible polling place must have at least one accessible entrance. The accessible entrance must be connected to an accessible route. An accessible entrance must provide at least one accessible door with maneuvering space, accessible door hardware, and enough clear width to allow people who use crutches, a cane, walker, scooter or wheelchair to use it.

If the accessible entrance is not the main entrance to the polling place, then signs must be located at inaccessible entrances to the polling place to direct voters to the accessible entrance. The accessible entrance must remain open when the polling place is open.



Notes:

1. Accessible entrance to the polling place.
2. Accessible route connecting accessible parking and drop-off area (if provided) to the accessible entrance.

Examples of signs for inaccessible polling place entrances directing a voter to the accessible entrance.

Building Entrance Checklist

D1. Is there at least one accessible entrance connected to an accessible route? [ADA Stds 4.1.3(1)] Yes ✓ No ____

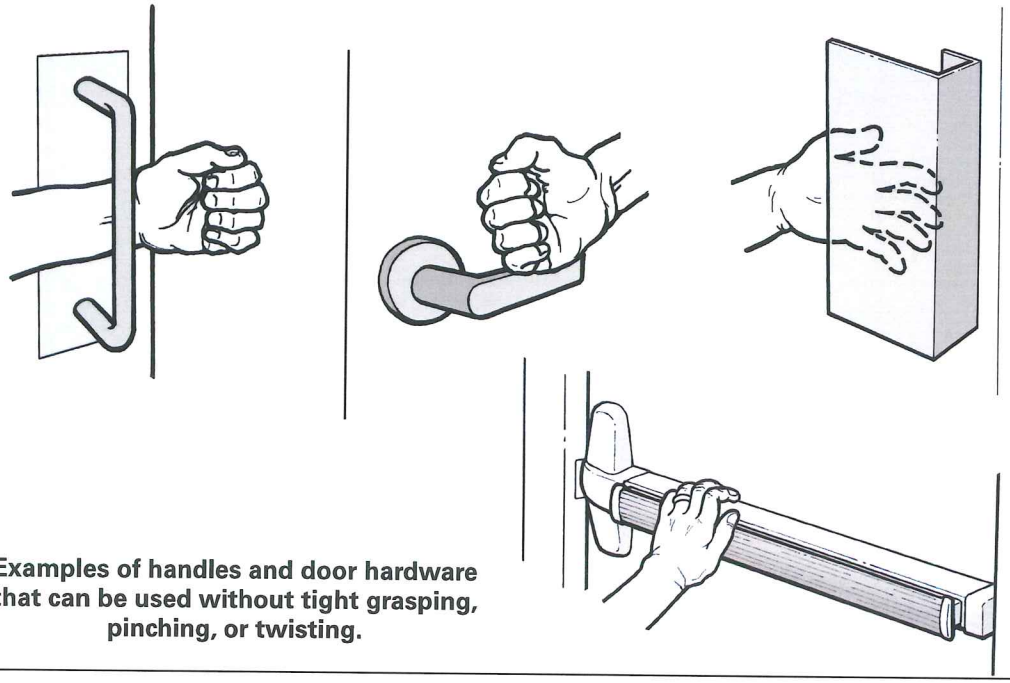
Notes: If this entrance is not the main entrance, it needs to be kept unlocked during voting hours.
If there are inaccessible entrances serving the polling place, signs will be needed at inaccessible entrance(s) to direct voters to the nearest accessible entrance.

D2. Does at least one door or one side of a double leaf door at the accessible entrance provide at least 32 inches clear passage width when the door is open 90 degrees? [See figure 24 in the appendix at the back of the checklist] Yes ✓ No ____

If No, does another entrance have an accessible door or can both doors be propped open during voting? Other possible solutions are to enlarge the door opening, use a swing clear hinge, or, if a double leaf door, use uneven width doors.

D3. Is the door hardware (e.g., lever, pull, panic bar) usable with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Stds 4.13.9] Yes ✓ No ____

If No, leave door propped open, add new accessible hardware, or adapt/replace hardware.



Examples of handles and door hardware that can be used without tight grasping, pinching, or twisting.

Comments

Comments

D4. On the pull side of the door, is there at least 18 inches clearance provided to the side of the latch if the door is not automatic or power-operated? [ADA Stds 4.13.6, figure 25] Yes ✓ No ____

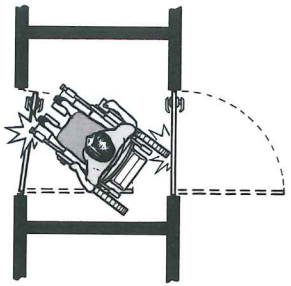
Note: The maximum threshold height is 1/2 inch for new construction.
If No, leave the door propped open, install a power operator, or look for another accessible entrance.

D5. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? [ADA Stds 4.1.6(3)(d)(ii), 4.13.8] Yes ✓ No ____

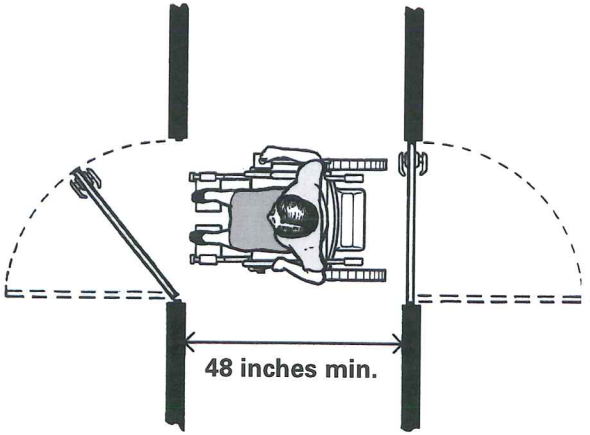
If No, replace threshold with one with beveled sides or add sloped insert to threshold.

D6. If an entry has a vestibule, is there a 30-inch by 48-inch clear floor space inside the vestibule where a wheelchair or scooter user can be outside the swing of a hinged door? [ADA Stds 4.13.7] Yes ✓ No ____

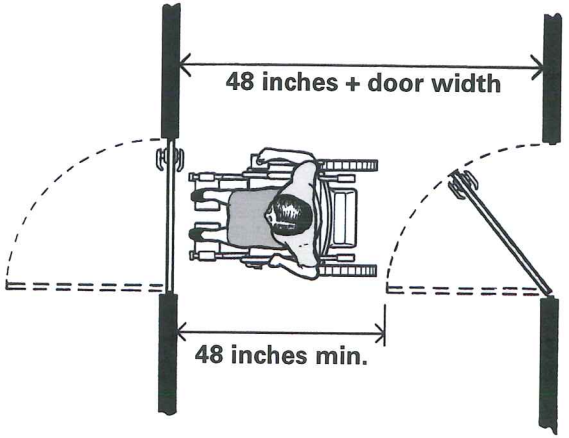
If No, leave the inner door open or remove inner door, add power operators to both doors so they open at the same time or, modify the vestibule.



Insufficient space between doors makes the alcove inaccessible.



Minimum alcove depth if both doors open out

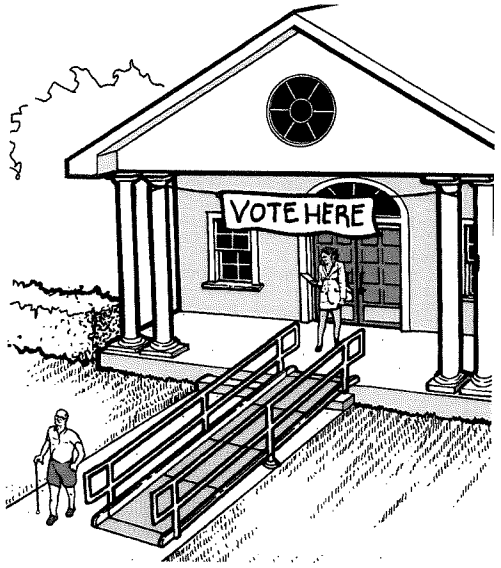


Minimum alcove depth when door swings into alcove

Comments

Temporary Solutions for Election Day

Accessible Entrance to Polling Place



Problem One:
One or two steps at the entrance prevent access.

Suggestion: If another entrance is accessible and on an accessible route from accessible parking, designate it as the accessible entrance and install a directional sign at the main entrance directing voters to the accessible entrance. Keep the accessible entrance unlocked during voting hours.

If another accessible entrance is not available, install a temporary ramp with edge protection and handrails.

Problem Two:
There is a small step at the entrance.

Suggestion: Install a short temporary ramp to provide a smooth transition.

Problem Three:
Entrance door threshold has an abrupt change in level of more than 1/4 inch and no beveled sides.

Suggestion: If the threshold is not more than 3/4 inches high, add beveled surfaces to both sides of the threshold or replace with a new threshold that is no more than 1/2 inch high and that has beveled sides.

Problem Four:
Entrance door to the building is heavy and difficult to open.

Suggestion: Keep the door propped open or station volunteers near the door to open it for voters.

Problem Five:
Door handle and/or latch at the entry door is not accessible.

Suggestion: These are three typical solutions: add an accessible pull or handle to the outside of the door and leave the door unlatched, or install an accessible door handle and hardware, or leave the door propped in an open position.

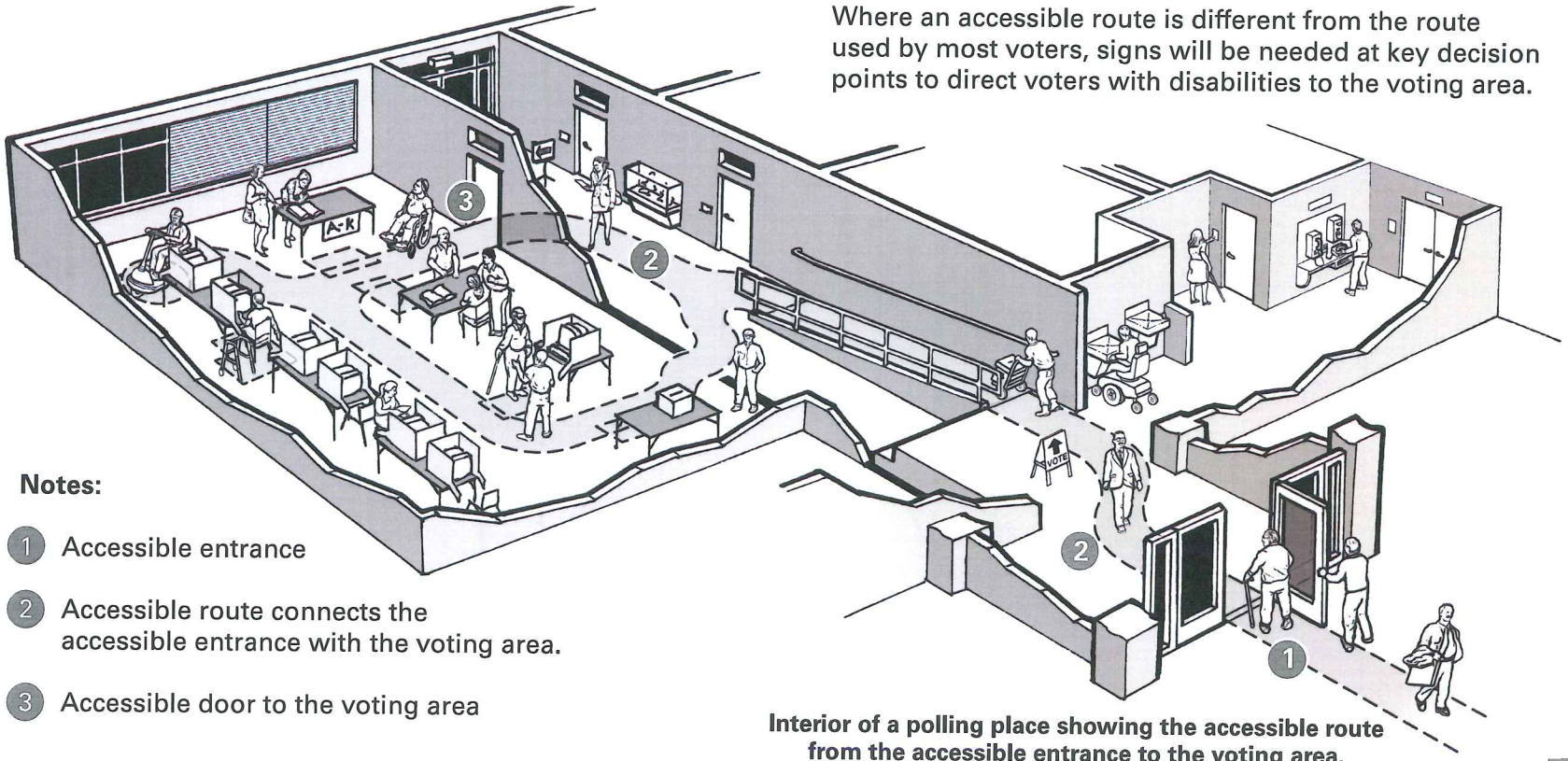
E. Hallways and Corridors

Part 1. Typical Issues for Voters Who Use Wheelchairs, Scooters, or Other Mobility Devices

The interior accessible route connects the accessible entrance with the voting area. Typically made up of hallways, corridors, and interior rooms and spaces, the accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility aids to get to the voting area.

An accessible route is at least 36 inches wide and may narrow briefly to 32 inches wide where the route passes through doors or next to furniture and building elements. High thresholds, abrupt level changes, steps, or steeply sloped hallways cannot be part of an accessible route. Where ramps are used, they cannot be steeper than 1:12. Ramps with a vertical rise of more than 6 inches must have handrails on both sides. Ramps must also have edge protection to stop wheelchairs from falling off the sides, and level landings at the top and bottom of each segment and where a ramp changes direction.

Where an accessible route is different from the route used by most voters, signs will be needed at key decision points to direct voters with disabilities to the voting area.



Notes:

1. Accessible entrance
2. Accessible route connects the accessible entrance with the voting area.
3. Accessible door to the voting area

Interior of a polling place showing the accessible route from the accessible entrance to the voting area.

Halls and Corridors Checklist - Voters with Mobility Disabilities

E1-1. Is there an accessible route, at least 36 inches wide that connects the accessible entrance to the voting area (the accessible route may narrow to 32 inches wide for up to 2 feet in length)? Yes ✓ No ____

E1-2. Is the accessible route free of steps and abrupt level changes over 1/2 inch (level changes between 1/4 inch and 1/2 inch should be beveled)? [ADA Stds 4.1.3(1), 4.3.8] Yes ✓ No ____

E1-3. Does the route from the accessible entrance to the voting area change levels using a ramp, lift or elevator? Yes ✓ No ____

If no, go to question E1-7.

3a. If yes, is a ramp or sloped hallway provided? Yes ✓ No ____

If yes, go to question E1-4.

Note: A ramp, lift, or elevator can be used to provide access to floor levels.

3b. Is an elevator provided or lift provided? Yes ✓ No ____

If an elevator is provided, go to question E1-5. If a lift is provided, go to question E1-6.

E1-4. Where the slope of the accessible route is greater than 1:20, does this part of the accessible route meet the following requirements for an accessible ramp? Yes ✓ No ____

4a. Is the slope no greater than 1:12? [ADA Stds 4.8.2] Yes ✓ No ____

Note: For existing ramps, the slope may be 1:10 for a 6 inch rise and 1:8 for a 3 inch rise in special circumstances, see ADA Standards 4.1.6(3).

4b. Is the ramp width, measured between handrails, at least 36 inches? [ADA Stds 4.8.3] Yes ✓ No ____

4c. Are the handrails mounted between 34 and 38 inches above the ramp surface? [ADA Stds 4.8.5] Yes ✓ No ____

4d. If a ramp is more than 30 feet long, is a level landing at least 60 inches long provided every 30 feet of horizontal length? [ADA Stds 4.8.4] Yes ✓ No ____

Note: When the running slope is less than 1:16 and more than 1:20, each ramp segment may be up to 40 feet long followed by a level landing.

Comments

Comments

Question E1-4 (continued)

4e. Does the ramp have a level landing at the top and bottom of each ramp section that is at least 60 inches long? [ADA Stds 4.8.4] Yes ✓ No ____

Note: The level landing may be part of the sidewalk or walking surface.

4f. Is a level landing, at least 60 inches by 60 inches, provided where a ramp changes direction? [ADA Stds 4.8.4] Yes ✓ No ____

4g. If the ramp or landing has a vertical drop-off on either side of the ramp, is edge protection provided? [ADA Stds 4.8.7] Yes ✓ No ____

E1-5. Is an elevator provided to access the voting area level? Yes ✓ No ____

5a. Are the elevator call buttons mounted in an accessible location with the centerlines at 42 inches above the floor? [ADA Stds 4.10.3] Yes ✓ No ____

5b. Does the floor area of the elevator car provide space for wheelchair users to enter, reach the controls, and exit the car? [ADA Stds 4.10.9] Yes ✓ No ____

Note: See Figure 22 for acceptable floor and opening dimensions. Floor dimensions of at least 48 inches by 48 inches may be allowed in existing facilities built before the ADA went into effect.

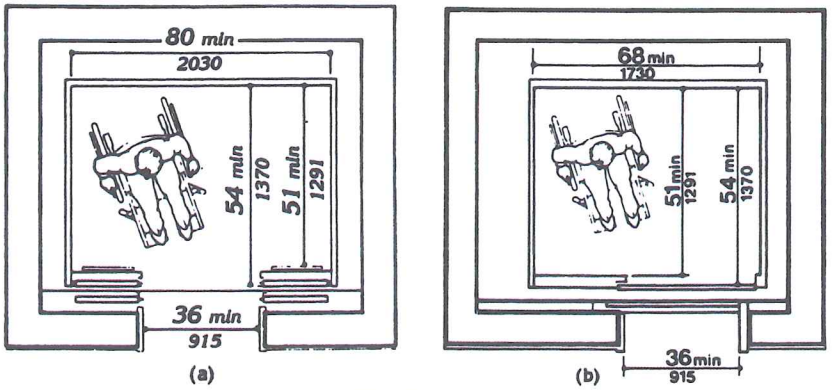


Fig. 22
Minimum Dimensions of Elevator Cars

Comments

Question E1-5 (continued)

5c. Are the highest floor control buttons in the elevator cab mounted no more than 54 inches above the floor for a side reach or 48 inches for forward reach? Yes ✓ No ____

5d. Are raised letters and Braille characters used to identify each floor button and each control? [ADA Stds 4.10.12] Yes ✓ No ____

5e. Are signs mounted on both sides of the elevator hoistway door opening that designate the floor with 2-inch minimum-height raised letters and Braille characters centered at 60 inches above the floor? [ADA Stds 4.10.5] Yes ✓ No ____

5f. Is the elevator equipped with audible tones or bells or verbal annunciators that announce each floor as it is passed? [ADA Stds 4.10.13] Yes ✓ No ____

E1-6. If a wheelchair lift is provided, does it meet the following requirements:

6a. Is the lift operational at the time of the survey? Yes ✓ No ____

6b. Is the change in level from the floor to the lift surface ramped or beveled? Yes ✓ No ____

6c. Is there at least a 30-inch by 48-inch clear floor space on the wheelchair lift? Yes ✓ No ____

6d. Does the lift allow a wheelchair user unassisted entry, operation, and exit? Yes ✓ No ____

6e. Are the controls and operating mechanisms mounted no more than 54 inches above the floor for a side reach or 48 inches for a forward reach? Yes ✓ No ____

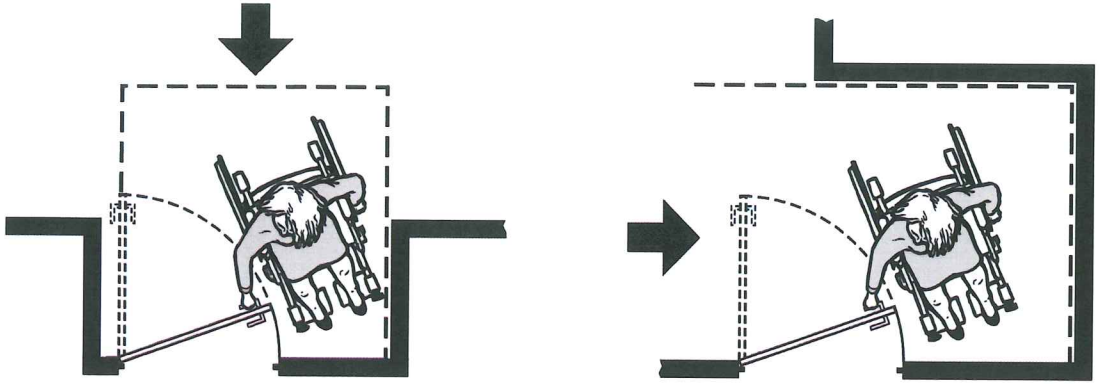
6f. Are the controls and operating mechanisms usable with one hand without tight grasping, pinching, or twisting? Yes ✓ No ____

Comments

E1-7. At each location on the way to the voting area where the accessible route passes through a door or doors, does at least one door meet the following requirements? Yes ✓ No ____

7a. Is the clear width for the door opening at least 32 inches measured when the door is open 90 degrees? [ADA Stds 4.1.3(7), 4.13.5] Yes ✓ No ____

7b. Is the door hardware (e.g., lever, pull, push, panic bar) usable with one hand, without tight grasping, pinching, or twisting of the wrist, to allow people who may not be able to easily use one or both hands to fully operate the hardware? [ADA Stds 4.13.9] Yes ✓ No ____



A clear floor space on the latch side of the door (pull side) allows a person using a wheelchair or scooter to pull the door open and then enter. The size of the clear floor space varies depending on the direction of approach (shown by the arrows) and the door swing.

7c. Is there clear maneuvering floor space in front of each accessible door (see Figure 25 in the appendix for measurements) and on the pull side, is there at least 18 inches clear floor space beyond the latch side of the door (see space configurations in Figure 25)? [ADA Stds 4.13.6] Yes ✓ No ____

7d. Is no more than 5 pounds force needed to push or pull open the accessible door? Yes ✓ No ____

Note: Fire doors are still considered to be accessible if they have the minimum opening force allowable by the appropriate administrative authority.

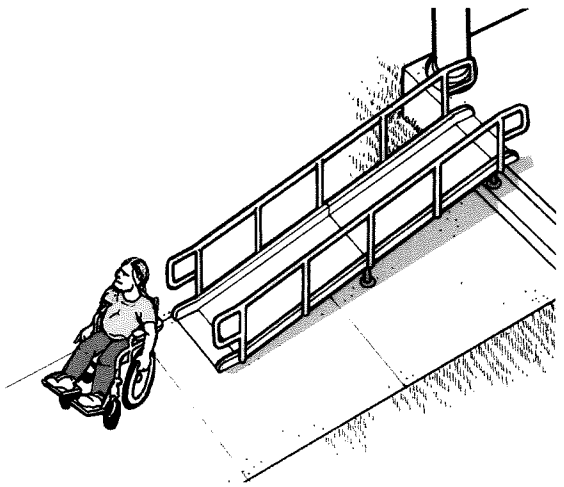
7e. If the answers to questions (b) thru (d) are no, can the door be propped open to provide an accessible route on election day? Yes ✓ No ____

Temporary Solutions for Election Day

Interior Hallways and Corridors to Voting Area

Problem 1:
One or more steps along hallway to voting area block access.

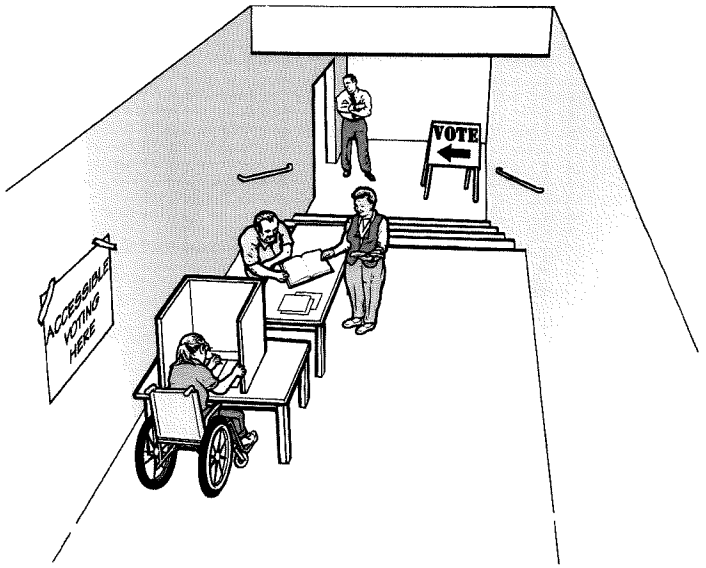
Suggestion: Install a portable ramp with edge protection and handrails as shown in the figure or relocate the accessible voting to another area that is on an accessible route.



A portable ramp with edge protection and handrails is placed over stairs to provide an accessible route on Election Day.

Problem 2:
Voting area is not on an accessible route and cannot be made accessible.

Suggestion: Look for another area where accessible voting may be provided. For example, if the living room of a private home used for voting is up several steps, perhaps the garage may be accessible when entered from the driveway. Or, if a church's basement is used as a polling place and it is not accessible, perhaps one of the ground floor rooms could be used as the accessible voting area.



An accessible voting station is provided on an accessible level in a facility where voting occurs downstairs.

E. Hallways and Corridors

Part 2. Typical Issues for Voters Who are Blind or Who Have Low Vision

People who are blind or have low vision may walk along any route to access the voting area, not just the accessible routes. That means pedestrian routes **open to voters** serving or leading to the voting area, such as hallways, corridors and the voting space, must be free of objects that cannot be detected by a person who is blind or visually impaired. Objects that are wall-mounted, that project into a pedestrian route from the side, or that are overhead must be located so that voters who are blind or who have a visual impairment will either detect the objects before they run into them or safely pass under them. These routes must be free of overhanging objects that are less than 80 inches above the floor and side objects that protrude into the route more than 4 inches when the bottom of the object is more than 27 inches above the floor. Items to watch for include wall-mounted fire extinguishers and wall-mounted display cases when the bottom is more than 27 inches above the floor, wall sconces and light fixtures that protrude more than 4 inches off the wall, and open staircases, exit signs, overhead signs, banners, and arched doorways that are lower than 80 inches above the floor.

The following checklist applies to pedestrian routes serving or leading to the voting area.

Overhead and wall-mounted objects that may be hazards along a pedestrian route.

Notes:

1. Wall-mounted drinking fountains are a hazard when the front projects more than 4 inches beyond the wall and the bottom is more than 27 inches above the floor.

2. Wall-mounted objects cannot project more than 4 inches beyond the wall if the bottom is not in the cane-detectable area below 27 inches off the floor.

3. Overhead objects must be at least 80 inches off the floor.

Halls and Corridors Checklist - Voters who are Blind or Who Have Low Vision

E2-1. Are pedestrian routes leading to or serving the voting area free of objects that protrude from the side more than 4 inches into the route with the bottom of the object more than 27 inches above the floor? [ADA Stds. 4.4] Yes ✓ No ____

Note: These objects may be wall mounted or free standing. Items to check include wall-mounted fire extinguishers, light fixtures, coat hooks, shelves, drinking fountains, and display cases.

If No, list the objects that are a hazard and their location. Placing a detectable object on the floor below each object may remove the hazard for election day.

If the bottom of an object is not more than 27 above the floor, it may extend an unlimited amount from the wall.

E2-2. Are pedestrian routes leading to or serving the voting area free of overhead objects with the bottom edge lower than 80 inches above the floor? Yes ✓ No ____

If No, list the objects that are a hazard and their location. Placing a detectable object on the floor below each object may remove the hazard for election day.

E2-3. If provided, are the interior stairs along these routes built so that people who are blind or visually impaired cannot hit their heads on the underside (i.e., protected with a cane-detectable warning or a barrier that prevents travel into the area with less than an 80-inch-high head clearance)? [ADA Stds 4.4.2] Yes ✓ No ____

Comments

Temporary Solutions for Election Day

Hallways and Corridors - Voters Who are Blind or Who Have Low Vision

Problem One:
Wall-mounted display case is a protruding object hazard because it is more than 4 inches from the wall and the bottom of the case is more than 27 inches above the floor.

Suggestion: Place a detectable object or skirting below the case. The bottom of the skirting or detectable object must be no higher than 27 inches above the floor.

Problem Two:
Ceiling or wall-mounted television monitor has less than 80 inches of clearance between the floor and the bottom of the unit.

Suggestion: Place a detectable object below the unit (no more than 27 inches above the floor) so a voter who is blind will not walk into the television.

Problem Three:
The bottom of a stair is open and voters who are blind or who have low vision can hit their heads on the underside of the stair.

Suggestion: Provide a detectable fence or other object so voters cannot walk under the stair.

A detectable fence placed under this stair keeps people from running into the bottom of the open stair.

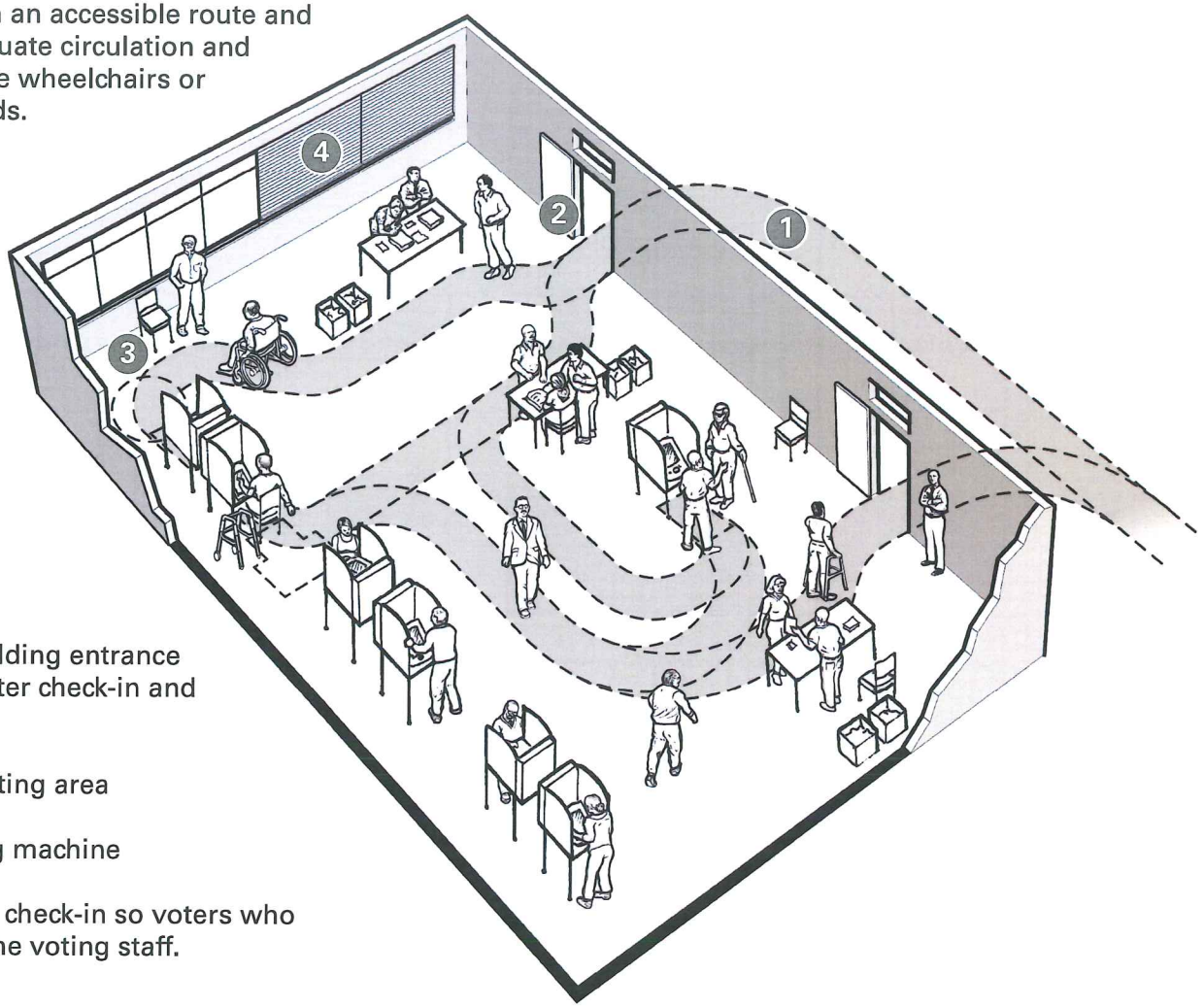
Using the Polling Place

F. Voting Area

Typical Issues

The accessible voting area must be on an accessible route and have an accessible entrance and adequate circulation and maneuvering space for voters who use wheelchairs or scooters or who walk with mobility aids.

An accessible route must connect the accessible building entrance to the accessible voting area, which includes voter check-in and the location of the accessible voting machines. The survey should also identify any protruding objects (wall-mounted or overhead) along the circulation route to voter check-in and the voting area.



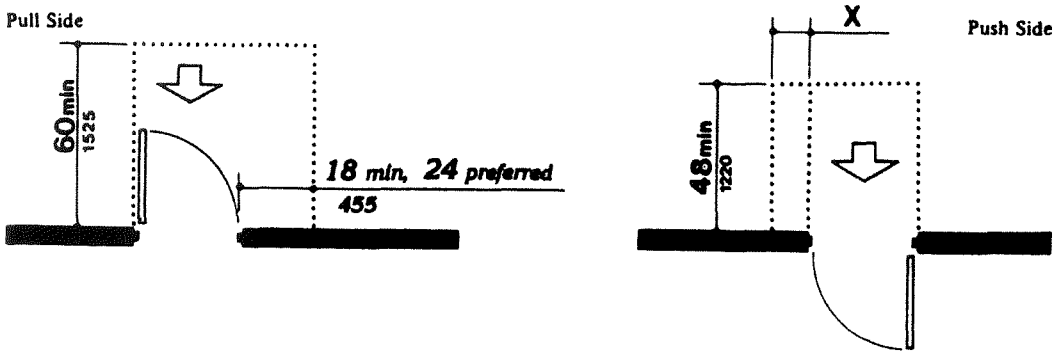
Notes:

1. Accessible route connects the building entrance with the voting area, including voter check-in and accessible voting machine.
2. Accessible door or doorway to voting area
3. Turning space at accessible voting machine
4. Blinds closed on windows behind check-in so voters who read lips can communicate with the voting staff.

Voting Area Checklist

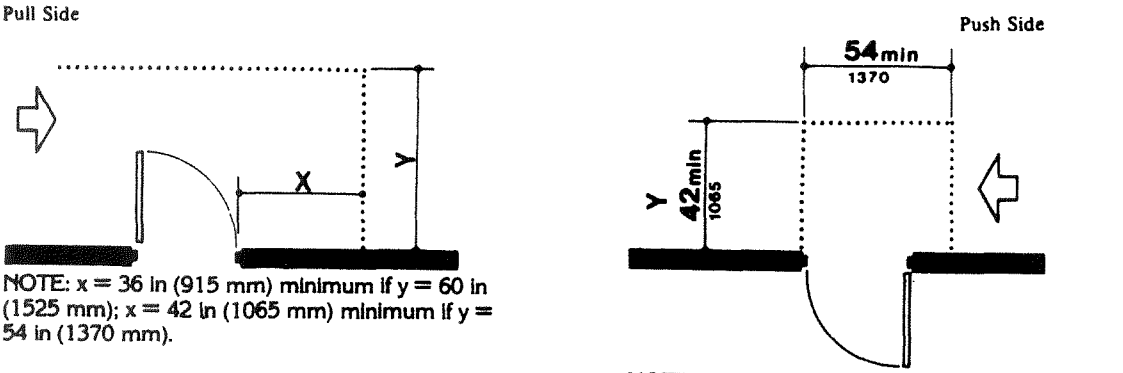
		Comments
1. Is there an accessible entrance to the voting area?	Yes ✓ No ____	
2. Within the voting area, is adequate space available on the accessible level for check-in tables, a voting demonstration area (if provided), and at least one accessible voting station?	Yes ✓ No ____	
3. Is the voting area free of objects that protrude from the side more than 4 inches into the route with the bottom of the object more than 27 inches above the floor? [ADA Stds. 4.4] *Note: These objects may be wall mounted or free standing. Items to check include wall-mounted fire extinguishers, light fixtures, coat hooks, shelves, and display cases.*	Yes ✓ No ____	
4 Is the voting area free of overhead objects that voters may pass under with the bottom edge lower than 80 inches above the floor?	Yes ✓ No ____	

Appendix



NOTE: x = 12 in (305 mm) if door has both a closer and latch.

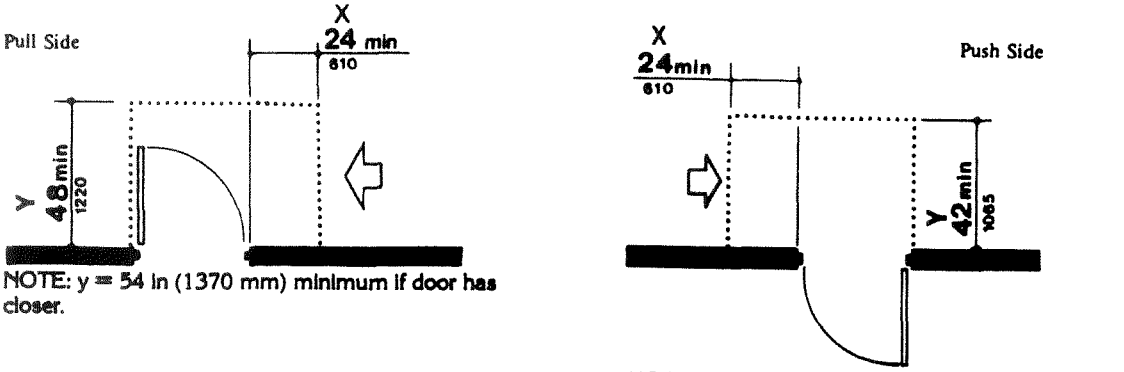
(a)
Front Approaches — Swinging Doors



NOTE: x = 36 in (915 mm) minimum if y = 60 in (1525 mm); x = 42 in (1065 mm) minimum if y = 54 in (1370 mm).

NOTE: y = 48 in (1220 mm) minimum if door has both a latch and closer.

(b)
Hinge Side Approaches — Swinging Doors



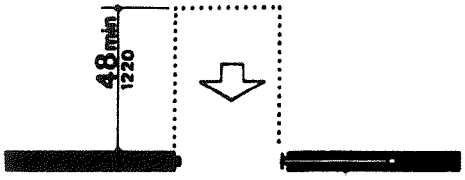
NOTE: y = 54 in (1370 mm) minimum if door has closer.

NOTE: y = 48 in (1220 mm) minimum if door has closer.

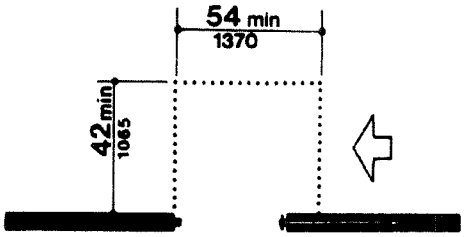
(c)
Latch Side Approaches — Swinging Doors

NOTE: All doors in alcoves shall comply with the clearances for front approaches.

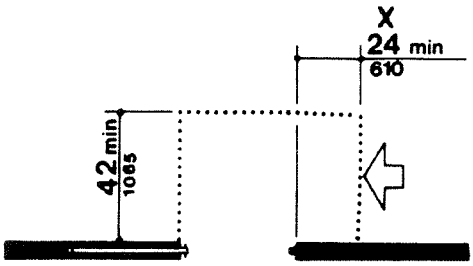
Fig. 25
Maneuvering Clearances at Doors



(d)
Front Approach — Sliding Doors *and Folding Doors*



(e)
Slide Side Approach — Sliding Doors *and Folding Doors*



(f)
Latch Side Approach — Sliding Doors *and Folding Doors*

NOTE: All doors in alcoves shall comply with the clearances for front approaches.

Fig. 25
Maneuvering Clearances at Doors *(Continued)*

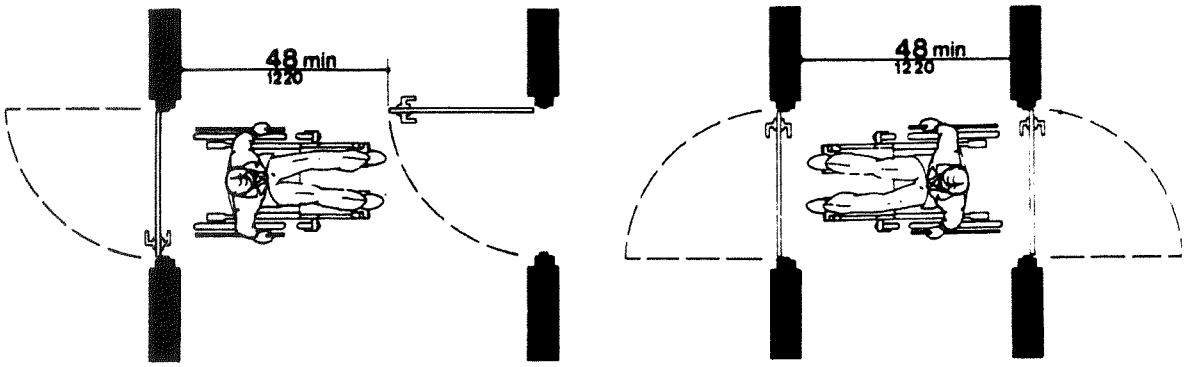


Fig. 26
Two Hinged Doors in Series

PLANNING ANALYSIS

What needs to be accessible at my facility? This section will help you analyze the four critical areas of your building/facility: Site, Building, Spaces, Elements, and possibly, Special Facilities.

Read the entire Planning section carefully to determine what portion of your facility must be accessible. At the same time, note (on the Planning Summary Sheet) what Survey Forms you will need for completing the field survey portion of the process. If you have more than one building at your facility, you will need to plan for each one individually.

SITE

Site accessibility involves arriving at the site, parking a vehicle or being dropped off, and getting to a building or outdoor recreation area. It also includes the ability to move from one building to another when there is more than one building at a facility.

People with mobility issues who arrive by vehicle need to be able to enter buildings on their own – independently – without assistance from others. Direct and safe walkways from these areas as well as from the street and transportation stops are essential for people with mobility and sight impairments.

There are six possible elements to site accessibility: PARKING, DROP-OFF ZONE, WALKWAY, RAMP, CURB RAMP, and STEPS. Determine which elements are present or should be provided at the facility being reviewed and enter the number of survey forms needed on the Planning Summary Sheet.

BUILDING

Once an accessible route has been provided to the building, an accessible entrance is essential to making a building usable by people with disabilities. As many entrances as possible should be accessible, especially the entrance used most often by the nondisabled public. Asking individuals with disabilities to use basement or back doors not used by others not only discriminates against them but also puts them at a disadvantage by depriving them of services provided in a front lobby: signage, reception, and waiting areas. It is important that once someone is inside the entrance that they be able to easily gain direct access to elevators and corridors that lead to other parts of the building.

Sixty percent of primary public entrances to a building are required to be accessible. As many employee and service entrances as possible should also be accessible. For example, in large buildings such as hospitals there may be an emergency entrance, a visitor entrance, and an entrance that staff use located close to where they park their cars. In this instance, all three entrances should be accessible. It is often the case that parking lots are located at the back of the buildings. If the main entrance is located on a public street but a long walk from the back of the building, both entrances should be made accessible.

Some criteria for determining which entrances should be accessible include:

- It is referred to as the "main entrance" to the building. (If you asked for directions to this building, you would be directed to this entrance.)
- It provides the most direct access to main corridors and elevators (if present) as well as major public function spaces at the entry level such as an auditorium or cafeteria.
- It is an entrance that people use when they enter the building from visitor or staff parking areas.

Accessible routes within and throughout the building or facility are the next area which need to be considered in order to provide access for persons with disabilities. Changes in elevation can be accomplished by ramp, elevator or lift.

People often think that getting around within a building is only a problem for someone using a wheelchair. Individuals with limited or no vision find it difficult to use buildings with poor signage, obstructions in the hallways, and elevators without audible signals. People with leg braces or prosthesis find poorly designed stairs difficult, if not impossible, to use. It is important to remember that even in elevator buildings some stairways are major connections between floors and therefore should be accessible.

There are six key components to entering and/or getting around within the building: STAIR**,** LIFTS, ELEVATORS, RAMP, DOORWAY, CORRIDORS. You may find that some elements are repeated or duplicated, i.e. there may be several sets of elevators in a building but they are all identical, you would only need to survey one of the elevators in this case. Determine which elements are present or should be provided at the facility being reviewed and enter the number of survey forms needed on the Planning Summary Sheet.

SPACES

Once you have made it possible for people to move about the facility easily, you need to determine what spaces should be made accessible. Even if there are only a few people with disabilities currently using a building, there will eventually be more. Remember that individuals with disabilities are not only visitors and clients, but they are also employees and management personnel.

Rooms like toilet rooms will be found in all buildings. Other spaces are more specialized and occur less frequently but must be accessible because of their public use. Examples of special spaces include break rooms, auditoriums, and conference rooms. Survey forms are provided for the TOILET ROOM, SHOWER, BREAK ROOM, AUDITORIUM, CONFERENCE ROOM, DRESSING & FITTING ROOM. Determine which elements are present or should be provided at the facility being reviewed and enter the number of survey forms needed on the Planning Summary Sheet.

ELEMENTS

Elements such as telephones, drinking fountains, ATM machines, and service counters are sometimes provided in the building or facility. These elements must also meet accessibility requirements. There are survey forms to be completed for each of these elements and if, for example, there is a bank of public telephones in the lobby and also a bank of telephones adjacent to a conference area, both banks must be surveyed. Determine which elements are present or should be provided at the facility being reviewed and enter the number of survey forms needed on the Planning Summary Sheet.

SPECIAL FACILITIES

Some buildings are designed for special use and purposes. There are specific accessibility requirements developed for certain types of facilities. The accessibility requirements for these facilities are in addition to the requirements for other buildings. Use the survey forms provided in the previous sections for the “generic” areas in special use facilities. The survey forms provided in this section present accessibility requirements that go beyond the general requirements and are specific to a particular type of facility.

Special Facilities include: LIBRARY, RESTAURANT & CAFETERIA, and CHILDREN’S ENVIRONMENTS.

SURVEY FORMS

BUILDING ACCESS SURVEY – COVER SHEET

FILL OUT FOR EACH BUILDING

BUILDING:

DATE OF SURVEY:

STREET ADDRESS:

CITY/STATE:

BUILDING CONTACT NAME:

BUILDING CONTACT INFORMATION:

SURVEYOR'S NAME:

SURVEYOR'S CONTACT INFORMATION:

SURVEYOR'S POSITION OR TITLE:

PLANNING SUMMARY SHEET

Facility: **Completed by:**

Total number of buildings: **Completion date:**

This form is used to identify the specific number of Survey Forms you will need to package for each building at your facility. Fill it out as you become acquainted with the layout of each building being surveyed. After it is completed, **photocopy the total number of each Survey Forms that you will need in the field and then collate the forms on a building-by-building basis. (If more than one building, make copies and use additional Planning Summary Sheets.)**

LIST THE NUMBER OF SURVEY FORMS NEEDED AND ANY COMMENTS, BELOW

BUILDING 1

Parking	Comments	Stairs	Comments
Drop-Off Zone	Comments	Lift	Comments
Walkway	Comments	Elevator	Comments
Ramp	Comments	Doorway	Comments
Curb Ramp	Comments	Corridor	Comments
Steps	Comments		

Toilet Room Male	Toilet Room Female	Toilet Room Unisex	Comments
Bathtub Male	Bathtub Female	Bathtub Unisex	Comments
Shower Male	Shower Female	Shower Unisex	Comments
Dressing Room Male	Dressing Room Female	Dressing Room Unisex	Comments

(Cont. from page 10)

Break Room	Comments
Auditorium	Comments
Conference Room	Comments

Telephone	Comments	Drinking Fountain	Comments
Kiosk	Comments	ATM	Comments
Sales & Service Counter	Comments		

Restaurant	Comments	Cafeteria	Comments
Library	Comments	Medical Facility	Comments
Transient Lodging	Comments	Children’s Environment	Comments

SITES

PARKING SPACE REQUIREMENTS

- For 1 to 25 parking spaces, 1 Accessible Spaces Required, 1 of which must be Van Accessible
- For 26 to 50 parking spaces, 2 Accessible Spaces Required, 1 of which must be Van Accessible
- For 51 to 75 parking spaces, 3 Accessible Spaces Required, 1 of which must be Van Accessible
- For 76 to 100 parking spaces, 4 Accessible Spaces Required, 1 of which must be Van Accessible
- For 101 to 150 parking spaces, 5 Accessible Spaces Required, 1 of which must be Van Accessible
- For 151 to 200 parking spaces, 6 Accessible Spaces Required, 1 of which must be Van Accessible
- For 201 to 300 parking spaces, 7 Accessible Spaces Required, 2 of which must be Van Accessible
- For 301 to 400 parking spaces, 8 Accessible Spaces Required, 2 of which must be Van Accessible
- For 401 to 500 parking spaces, 9 Accessible Spaces Required, 2 of which must be Van Accessible
- For 501 to 1000 parking spaces, 2% of Total Accessible Spaces Required, of which 1 in every 6, or fraction thereof, must be Van Accessible
- For 1000+ parking spaces, 20 plus 1 for each additional 100 Accessible Spaces Required, of which 1 of 6, or fraction thereof, must be Van Accessible

***NOTE: "van accessible" spaces are included in the number of "accessible spaces required."**

One in every six accessible spaces must be van accessible, having a minimum vertical clearance of 98 inches.

PARKING SURVEY FORM

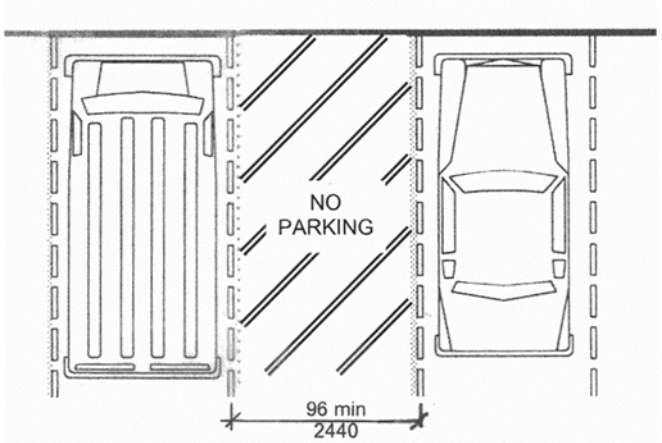
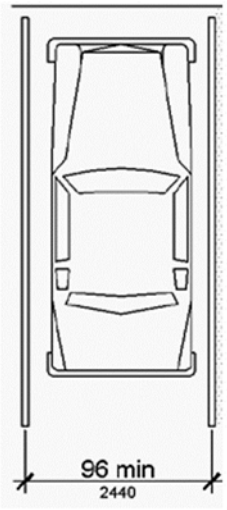


Fig. 502.4
Parking Space Access Aisle



1. Are there accessible spaces provided per Parking Spaces Requirements? ☐ Yes ☐ No ☐ N/A
2. Are parking spaces 8 feet wide with an adjacent 8 foot wide access aisle? (Parking spaces can share an access aisle.) ☐ Yes ☐ No ☐ N/A
3. Are access aisles identified with a sign stating “no parking” centered at the head end of the space no more than 8 feet from the space? ☐ Yes ☐ No ☐ N/A

   OR

   Only where the sign would obstruct the pedestrian route, is the access aisle marked with “no parking” on the surface of the access aisle? ☐ Yes ☐ No ☐ N/A
4. Where the access aisle is marked with a sign, is the bottom edge of the sign between 60 inches and 66 inches above the surface of the access aisle? ☐ Yes ☐ No ☐ N/A
5. Does the van accessible space have a minimum clear height of 98 inches at the space and along the vehicular route leading to the space? ☐ Yes ☐ No ☐ N/A
6. If all spaces do not have a clear height of 98 inches, do the van spaces have a sign indicating “van accessible”?

☐ Yes ☐ No ☐ N/A

7. Are the access aisles connected directly to the accessible route leading to the building entrance?

☐ Yes ☐ No ☐ N/A

8. Are curb ramps provided along the accessible route where necessary? (e.g., connecting the access aisle to sidewalk)

☐ Yes ☐ No ☐ N/A

9. Is each accessible space identified with a sign displaying the international wheelchair symbol, indicate that a permit is required, and that there is a maximum $200 fine for violation? ☐ Yes ☐ No ☐ N/A

10. Is the lettering and international wheelchair symbol on the sign white with a blue background?

☐ Yes ☐ No ☐ N/A

11. Is the sign centered at the head end of the space no more than 8 feet from the space? ☐ Yes ☐ No ☐ N/A

    OR

    If parallel parking, is the sign located on the side of the space at the head end? ☐ Yes ☐ No ☐ N/A

12. Is the bottom edge of the sign between 60 inches and 66 inches above the surface of the parking lot?

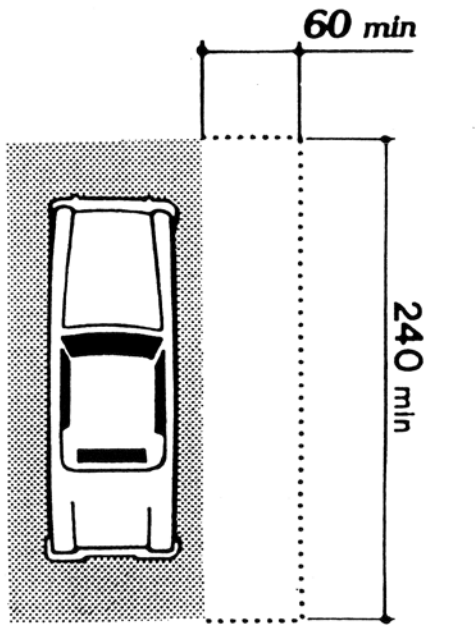
☐ Yes ☐ No ☐ N/A

13. Are the designated spaces located as close as possible to an accessible entrance? ☐ Yes ☐ No ☐ N/A

14. For facilities with more than one accessible entrance, are the designated parking spaces dispersed among the various accessible entrances? ☐ Yes ☐ No ☐ N/A

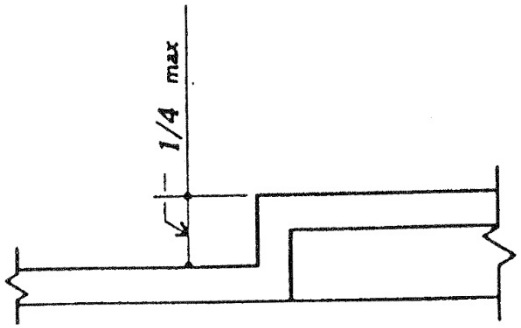
15. Is the parking area and access aisle a firm, stable, slip-resistant surface with a slope of no more than 1:48 (2%) in all directions? ☐ Yes ☐ No ☐ N/A

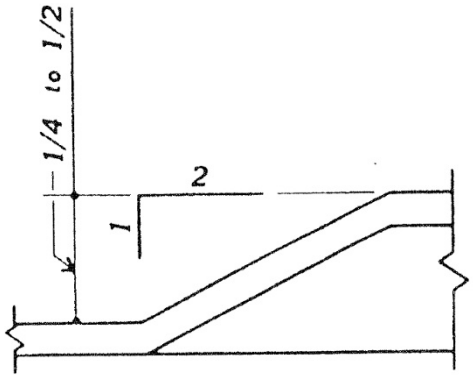
DROP-OFF ZONE

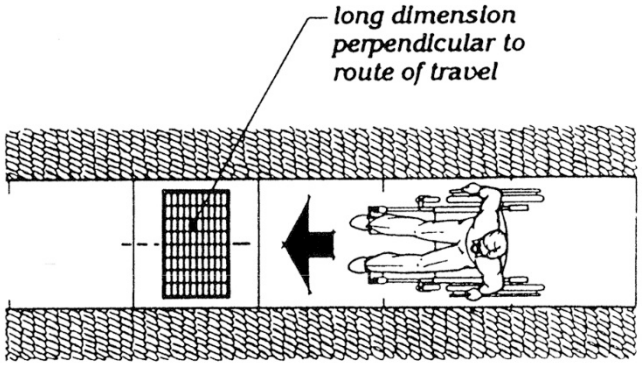


1. Does the drop-off area provide an access aisle 5 feet wide by 20 feet long adjacent and parallel to the vehicle pull-up space? ☐ Yes ☐ No ☐ N/A
2. Does the drop-off area provide a minimum clear height of at least 114 inches at the space and along the vehicular route leading to the space? ☐ Yes ☐ No ☐ N/A
3. Is the parking area and access aisle a firm, stable, slip-resistant surface with a slope of no more than 1:48 (2%) in all directions? ☐ Yes ☐ No ☐ N/A
4. Is the access aisle connected directly to the accessible route leading to the building entrance? ☐ Yes ☐ No ☐ N/A
5. Are curb ramps provided along the accessible route where necessary (i.e. along the accessible route from parking, drop-off, or sidewalk)? ☐ Yes ☐ No ☐ N/A
6. Is the drop-off area located as close as possible to an accessible entrance? ☐ Yes ☐ No ☐ N/A

WALKWAYS





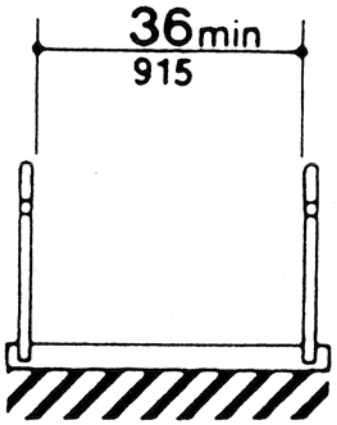


(This section only applies to exterior walkways connecting accessible parking spaces and accessible drop-off areas to accessible building entrances and to exterior walkways connecting buildings that are on the same site.)

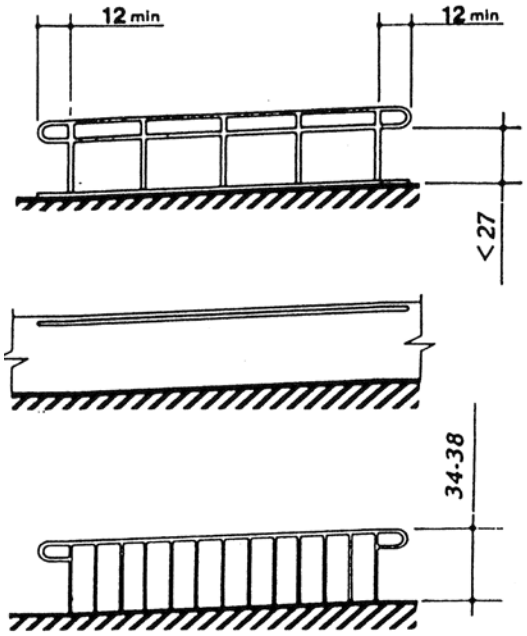
1. Is the walkway at least 4 feet wide? ☐ Yes ☐ No ☐ N/A
2. Is the walkway sloped a maximum of 1:20 (5%) in the direction of travel? ☐ Yes ☐ No ☐ N/A
3. Is the cross slope a maximum of 1:48 (2%)? ☐ Yes ☐ No ☐ N/A
4. Does the walkway have a firm, stable, slip-resistant surface? ☐ Yes ☐ No ☐ N/A
5. Do all changes in level between ¼ inch and ½ inch have beveled edges (Changes greater than ½ inch are not allowed.) ☐ Yes ☐ No ☐ N/A
6. If gratings are located within the walkway, do they have spaces no greater than ½ inch wide with the long dimension perpendicular to the direction of travel? ☐ Yes ☐ No ☐ N/A
7. Are curb ramps provided along the accessible route where necessary (i.e. along the accessible route from parking, drop-off, or sidewalk)? ☐ Yes ☐ No ☐ N/A

RAMP

(This section does not apply to exterior walkways connecting accessible parking spaces and accessible drop-off areas to accessible building entrances or to exterior walkways connecting buildings that are on the same site. Use the **SITE: WALKWAYS** section for those routes.)



1. Is the ramp a minimum of 36 inches wide? ☐ Yes ☐ No ☐ N/A
2. Is the maximum slope no greater than 1:12 (8.3%)? ☐ Yes ☐ No ☐ N/A
3. Is the cross slope no greater than 1:48 (2%)? ☐ Yes ☐ No ☐ N/A
4. Is the surface of the ramp firm, stable, and slip-resistant? ☐ Yes ☐ No ☐ N/A
5. Is there a 5-foot landing, measured in the direction of the ramp, at top and bottom of the ramp? ☐ Yes ☐ No ☐ N/A
6. If the total rise exceeds 30 inches, are there intermediate landings at least 5 feet in length, located so that no ramp segment has a rise greater than 30 inches? ☐ Yes ☐ No ☐ N/A
7. If the ramp changes direction at the landing, is a turning space provided on the landing (generally a 5-foot diameter circle)? ☐ Yes ☐ No ☐ N/A
8. If the total rise exceeds 6 inches, are there handrails provided on both sides of the ramp? ☐ Yes ☐ No ☐ N/A

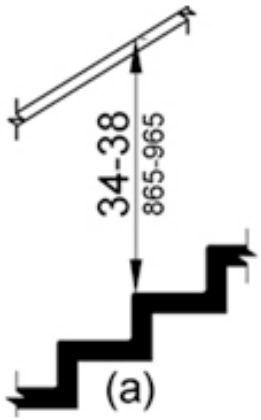


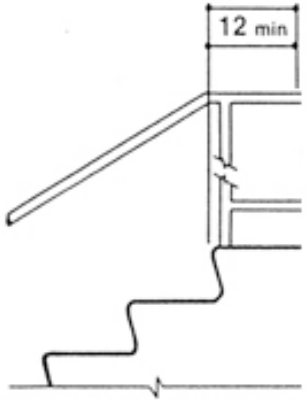
1. Are the handrails mounted between 34 inches and 38 inches above the ramp surface? ☐ Yes ☐ No ☐ N/A
2. Do handrails extend horizontally 12 inches beyond the top and bottom of the ramp? ☐ Yes ☐ No ☐ N/A
3. Is the space between the handrail and the wall a minimum of 1 ½ inches? ☐ Yes ☐ No ☐ N/A
4. Are the ends of handrails looped or returned to wall, floor, or post? ☐ Yes ☐ No ☐ N/A
5. Do ramps and landings with drop-offs have curbs, walls, or railings which prevent a wheelchair from going over the edge? (Curbs must be at least 2 inches high.) ☐ Yes ☐ No ☐ N/A

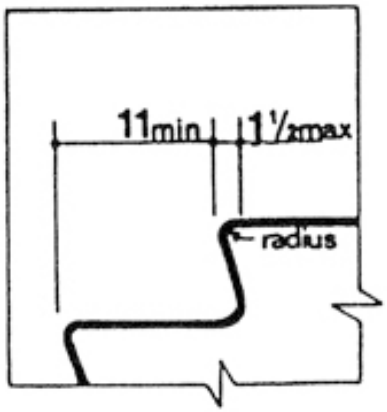
CURB RAMP

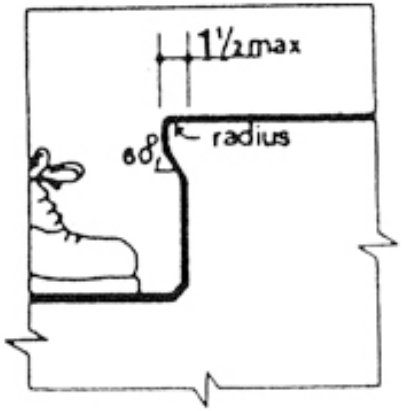
1. Is the slope of the curb ramp a maximum of 1:12 (8.3%) measured in the direction of travel? ☐ Yes ☐ No ☐ N/A
2. Is the curb ramp a minimum of 36 inches wide, exclusive of the flared edges? ☐ Yes ☐ No ☐ N/A
3. Is the transition from the curb ramp to the adjoining surface flush and free of abrupt changes? ☐ Yes ☐ No ☐ N/A
4. Is the slope of the surface immediately adjoining the curb ramp a maximum of 1:20 (5%)? ☐ Yes ☐ No ☐ N/A
5. Is there a landing at the top of the curb ramp at least 3 feet measured in the direction of travel? ☐ Yes ☐ No ☐ N/A

STEPS (It is suggested that all stairs meet this criteria.)









1. Are riser heights uniform throughout the entire stair run? ☐ Yes ☐ No ☐ N/A
2. Are tread depths uniform throughout the entire stair run? ☐ Yes ☐ No ☐ N/A
3. Is the tread at least 11 inches in depth? ☐ Yes ☐ No ☐ N/A
4. Are risers closed with a maximum nosing of 1 ½ inch? ☐ Yes ☐ No ☐ N/A
5. Are undersides of nosings curved so that there are no abrupt edges or lips? ☐ Yes ☐ No ☐ N/A
6. Are handrails provided on both sides of the stairway? (On switchback steps, inside handrail shall be continuous.) ☐ Yes ☐ No ☐ N/A
7. Is the space between the inside edge of the railing and the wall a minimum of 1½ in? ☐ Yes ☐ No ☐ N/A
8. Are handrails mounted between 34 inches and 38 inches above the stair nosing? ☐ Yes ☐ No ☐ N/A
9. Do handrails extend horizontally 12 inches beyond the top riser? ☐ Yes ☐ No ☐ N/A
10. Do bottom handrails continue to slope a distance equal to the depth of one tread past bottom riser? ☐ Yes ☐ No ☐ N/A
11. Are the ends of handrails looped or returned to wall, floor, or post? ☐ Yes ☐ No ☐ N/A

LIFT

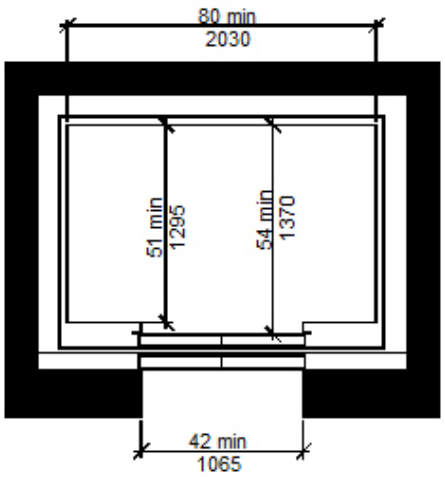
1. Does the lift have a maximum vertical travel of 14 feet? ☐ Yes ☐ No ☐ N/A
2. Does the lift provide independent entry, operation, and exit such that a person can operate the lift without assistance? ☐ Yes ☐ No ☐ N/A
3. If a single door or doors on opposite ends, is the size of the platform at least 32 inches wide by 48 inches long? ☐ Yes ☐ No ☐ N/A
4. If a single door or doors on opposite ends, is the size of the platform at least 32 inches wide by 48 inches long? ☐ Yes ☐ No ☐ N/A

   OR

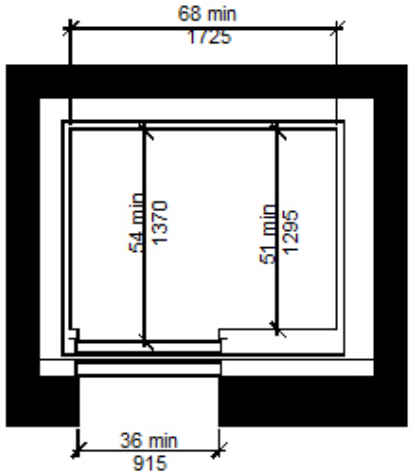
   If doors on adjacent sides, is the size of the platform at least 42 inches wide and a total area of 18 square feet? ☐ Yes ☐ No ☐ N/A
5. Do operating controls require no more than 5 lbs. of force to activate? ☐ Yes ☐ No ☐ N/A

ELEVATOR

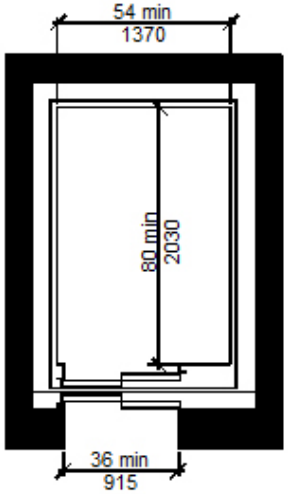
1. Are the hall call buttons a maximum of 48 inches above the floor? ☐ Yes ☐ No ☐ N/A
2. Are visual and audible signals provided to indicate when the elevator has arrived? ☐ Yes ☐ No ☐ N/A
3. Does the audible signal sound once for the up direction and twice for the down direction? ☐ Yes ☐ No ☐ N/A
4. Are the car control buttons a maximum of 48 inches above the floor, or 54 inches in elevators installed prior to 2007 or elevators with more than 16 stops? ☐ Yes ☐ No ☐ N/A
5. Are hall call buttons a minimum of ¾ inch in diameter? ☐ Yes ☐ No ☐ N/A
6. Are control buttons a minimum of ¾ inch in diameter? ☐ Yes ☐ No ☐ N/A
7. Are there raised and Braille numbers and/or characters to the left of each control button? ☐ Yes ☐ No ☐ N/A
8. Do the hoistway entrances have raised and Braille numbers on both jambs? ☐ Yes ☐ No ☐ N/A
9. Do the minimum inside car dimensions comply with the diagrams below? ☐ Yes ☐ No ☐ N/A
10. Does the emergency communication device provide both audible and visual communication? ☐ Yes ☐ No ☐ N/A



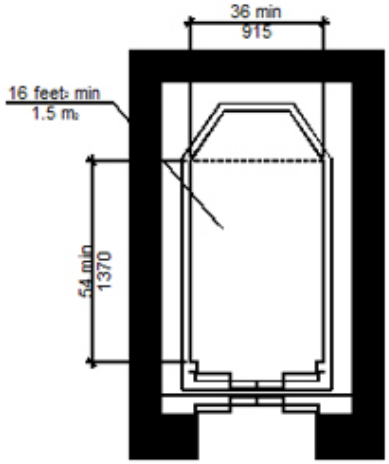
(a) Centered Door Location



(b) Side (Off-Centered Door) Location

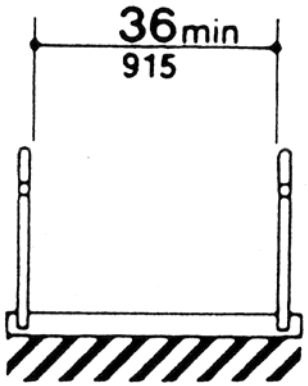


(c) Any Door Location

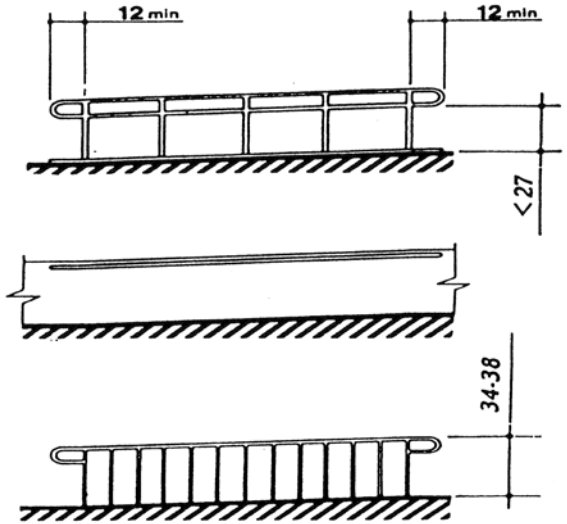


(e) Existing Car Configurations

RAMP

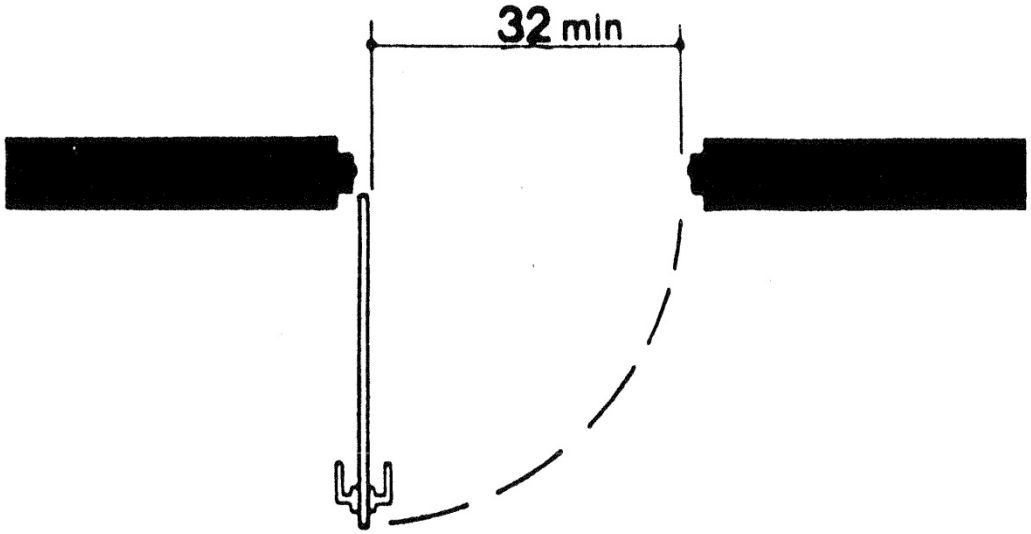


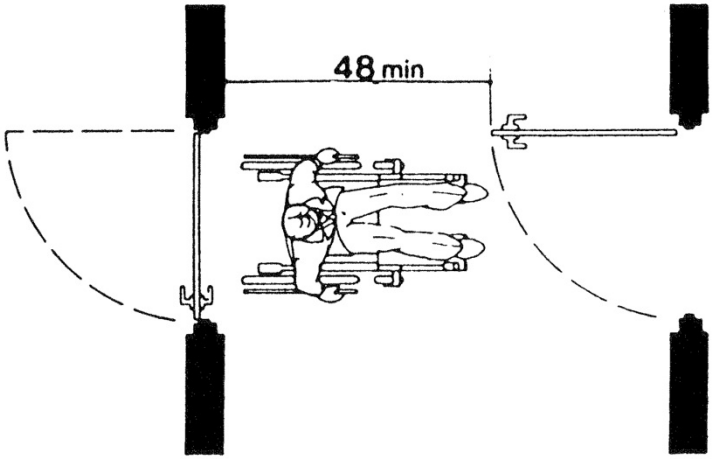
1. Is the ramp a minimum of 36 inches wide (measured between handrails)? ☐ Yes ☐ No ☐ N/A
2. Is the maximum slope no greater than 1:12 (8.3%)? ☐ Yes ☐ No ☐ N/A
3. Is the cross slope no greater than 1:48 (2%)? ☐ Yes ☐ No ☐ N/A
4. Is the surface of the ramp firm, stable, and slip-resistant? ☐ Yes ☐ No ☐ N/A
5. Is there a 5-foot landing, measured in the direction of the ramp, at the top and bottom of the ramp? ☐ Yes ☐ No ☐ N/A
6. If the total rise exceeds 30 inches, is there a 5 foot intermediate landing located no more than 30 inches above the bottom of the ramp? ☐ Yes ☐ No ☐ N/A
7. If the ramp changes direction at the landing, is a turning space provided on the landing (generally a 5 foot diameter circle)? ☐ Yes ☐ No ☐ N/A
8. If the total rise exceeds 6 inches, are there handrails provided on both sides of the ramp? ☐ Yes ☐ No ☐ N/A



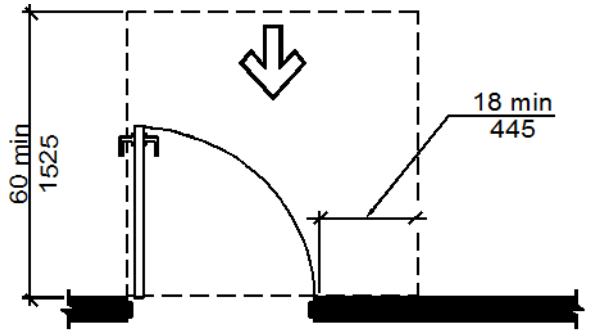
1. Are the handrails mounted between 34 inches and 38 inches above the ramp surface? ☐ Yes ☐ No ☐ N/A
2. Do handrails extend horizontally 12 inches beyond the top and bottom of the ramp? ☐ Yes ☐ No ☐ N/A
3. Is the space between the handrail and the wall a minimum of 1 ½ inches? ☐ Yes ☐ No ☐ N/A
4. Are the ends of handrails looped or returned to wall, floor, or post? ☐ Yes ☐ No ☐ N/A
5. Do ramps and landings with drop-offs have curbs, walls, or railing which prevent a wheelchair from going over the edge? (Curbs must be at least 4 inches high.) ☐ Yes ☐ No ☐ N/A

DOORWAY



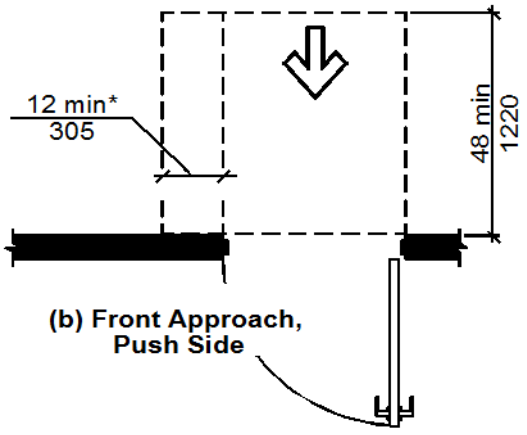


1. With the door in a 90 degree open position, is there a minimum of 32 inches of clear space from the face of the door to the latch side doorstop? (Exception: doors not requiring passage, such as shallow closets, may have clear openings of 20 inches minimum.) ☐ Yes ☐ No ☐ N/A
2. If a doorway has two independently operated door leaves, does at least one leaf provide the 32 inch clear space? ☐ Yes ☐ No ☐ N/A
3. If there are two sets of doors in a series, as in a vestibule, is there a minimum distance between the doors of 4 feet plus the width of the in-swinging door? ☐ Yes ☐ No ☐ N/A
4. If there are two sets of doors in a series, as in a vestibule, is there a turning space between the doors? (Generally a 5 foot diameter circle.) ☐ Yes ☐ No ☐ N/A
5. Is the threshold no more than ½ inch in height? ☐ Yes ☐ No ☐ N/A
6. Is the door hardware operable by a single effort with one hand not requiring tight grasping, pinching or twisting of the wrist? (such as a lever or loop style?) ☐ Yes ☐ No ☐ N/A
7. Is the threshold no more than ½ inch in height? ☐ Yes ☐ No ☐ N/A
8. Is the door hardware mounted no more than 48 inches above the floor? ☐ Yes ☐ No ☐ N/A
9. For interior doors, is the force required to open the door no more than 5 lbs.? (Does not apply to “fire” doors.) ☐ Yes ☐ No ☐ N/A
10. Is there a minimum of 18 inches of clear space on the latch side from the pull side of the door? (Not required for doors with automatic opener.) ☐ Yes ☐ No ☐ N/A
11. If the door has both a closer and a latch, is there a minimum of 12 inches of clear space on the latch side from the push side of the door? (Exceptions: doors with automatic opener.) ☐ Yes ☐ No ☐ N/A



(a) Front Approach, Pull Side

*If both closer and latch are provided



(b) Front Approach, Push Side

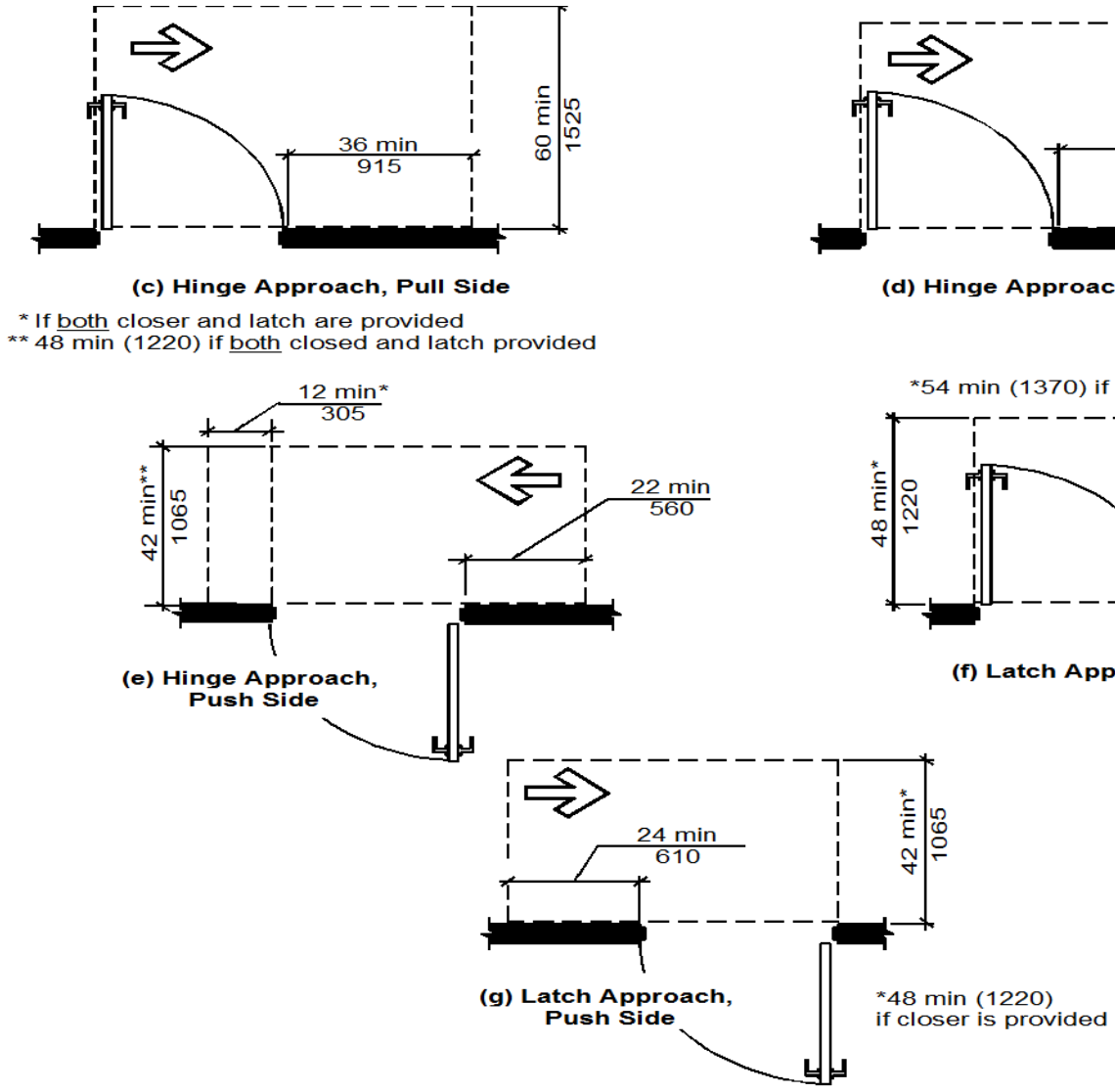
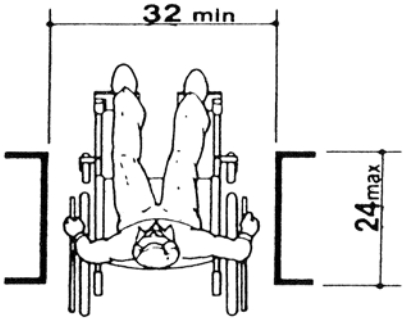


Fig. 404.2.3.1
Maneuvering Clearance at Manual Swinging Doors

1. Do other doors have clearances as required in diagrams above? (not required for doors with automatic opener.)
   ☐ Yes ☐ No ☐ N/A
2. If the door has an automatic push button control, is the push button control mounted no more than 48 inches above the floor? (prefer 30 to 36 inches above the floor)
   ☐ Yes ☐ No ☐ N/A

CORRIDOR

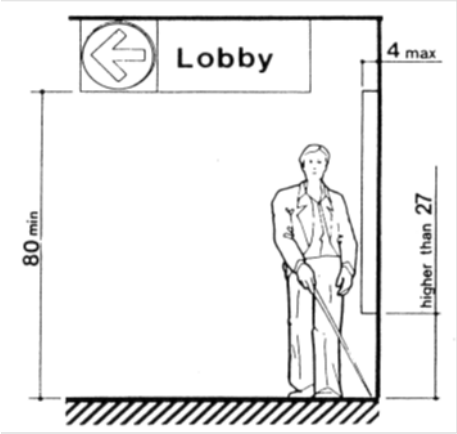
1. Are all corridors a minimum of 36 inches wide? ☐ Yes ☐ No ☐ N/A
2. If there are portions of the corridor less than 36 inches wide, are they a minimum of 32 inches wide with a maximum distance of 24 inches? ☐ Yes ☐ No ☐ N/A



3. If the corridor is less than 5 feet wide, are there passing spaces at least 5 feet by 5 feet located at intervals not exceeding 200 feet? ☐ Yes ☐ No ☐ N/A
4. If there are level changes of the floor between ¼ inch and ½ inch in height, are they beveled? (Changes up to ¼ inch do not require a beveled edge.) ☐ Yes ☐ No ☐ N/A
5. Are all levels of the floor which are more than ½ inch above the main floor accessible by ramp, lift, or elevator? ☐ Yes ☐ No ☐ N/A
6. If informational signage is provided, is it mounted on the wall on the latch side of the door between 40 inches and 70 inches above the floor? ☐ Yes ☐ No ☐ N/A
7. If signs have Braille, are Braille cells mounted between 48 inches and 60 inches above the floor? ☐ Yes ☐ No ☐ N/A
8. Do signs indicating restrooms, room numbers and names, and exit stairways have both raised characters and Braille? ☐ Yes ☐ No ☐ N/A
9. Are characters, symbols, and background of signs eggshell, matte, or other non-glare finish? ☐ Yes ☐ No ☐ N/A
10. Do characters and symbols contrast significantly in color with their backgrounds? ☐ Yes ☐ No ☐ N/A

11. Do public use counters have a section of the counter that is at least 36 inches wide and no more than 36 inches above the floor? ☐ Yes ☐ No ☐ N/A

12. Do objects protruding from walls between 27 inches and 80 inches above the floor project no more than 4 inches from the wall? ☐ Yes ☐ No ☐ N/A



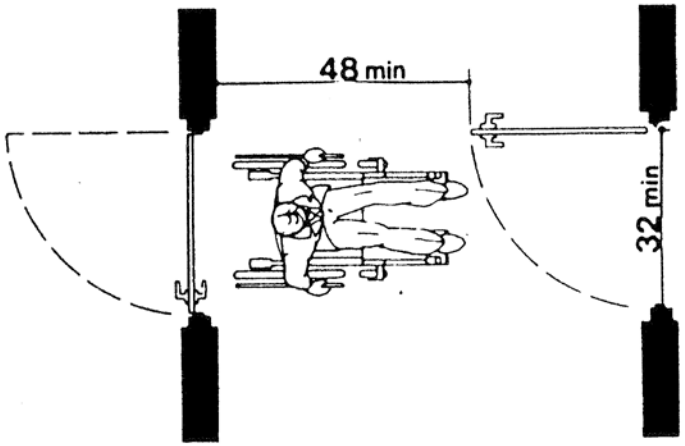
13. If provided, do alarms have both audible and visual signals? ☐ Yes ☐ No ☐ N/A

SPACES

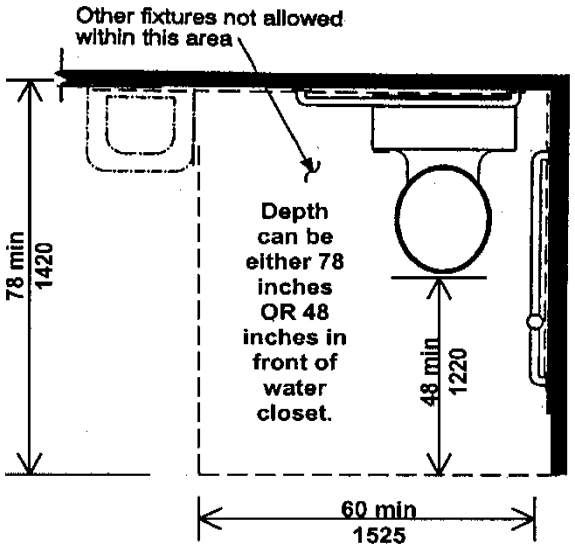
TOILET ROOM

(please fill out one assessment sheet for each Toilet Room unless they are identical to each other)

Male ☐ Female ☐ Unisex ☐ Floor or Building



1. With entry door in a 90 degree open position, is there a minimum of 32 inches of clear space from the face of the door to the latch side door stop? ☐ Yes ☐ No ☐ N/A
2. If there are two sets of doors in a series, as in a vestibule, is there a minimum distance between the doors of 4 feet plus the width of the in-swinging door? ☐ Yes ☐ No ☐ N/A
3. If there are two sets of doors in a series, as in a vestibule, is there a turning space between the doors (generally a 5 foot diameter circle)? ☐ Yes ☐ No ☐ N/A
4. Is the toilet bowl centered between 16 inches and 18 inches from a side wall? ☐ Yes ☐ No ☐ N/A
5. Is the toilet area, measured from the wall next to the toilet, a minimum of 60 inches wide? ☐ Yes ☐ No ☐ N/A

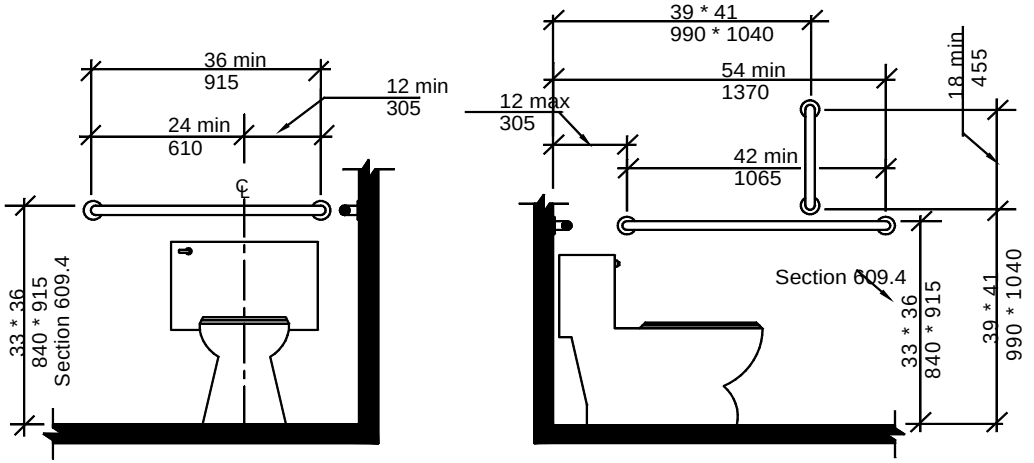


6. Does the toilet area have a minimum of 48 inches of clear floor space from the front of the toilet bowl to the compartment/room wall? ☐ Yes ☐ No ☐ N/A

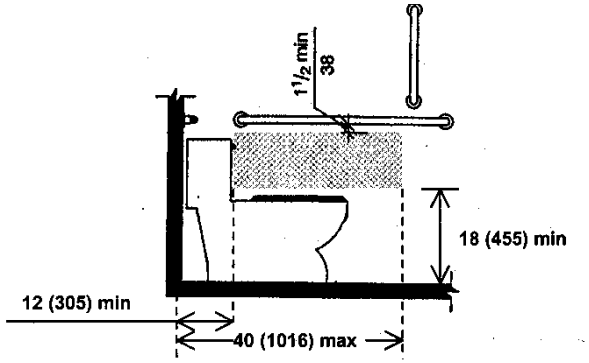
   OR

   Is the depth of the space at least 78 inches measured from the wall behind the toilet? ☐ Yes ☐ No ☐ N/A

7. Is the flush valve located on the wide side of the toilet area mounted no more than 48 inches above the floor? (If mounted above the grab bar, the flush valve must be at least 12 inches above the grab bar but no more than 48 inches above the floor.) ☐ Yes ☐ No ☐ N/A
8. Is the height of the toilet seat between 17 inches and 19 inches above the floor? ☐ Yes ☐ No ☐ N/A
9. Does the compartment door have a minimum clear opening of 32 inches? ☐ Yes ☐ No ☐ N/A
10. Is the compartment or room, door-locking hardware easy to operate without requiring tight grabbing, pinching or twisting? ☐ Yes ☐ No ☐ N/A
11. Are both horizontal and vertical grab bars provided as shown in diagrams on the next page? ☐ Yes ☐ No ☐ N/A



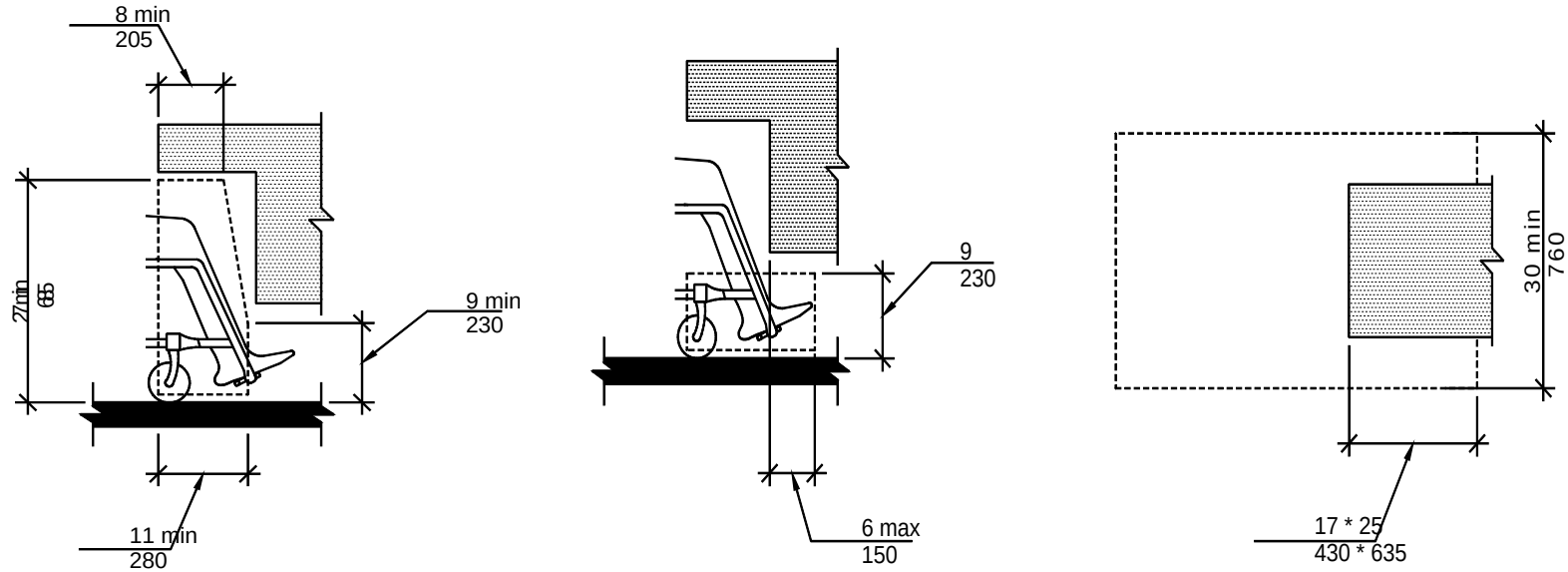
12. Is the toilet paper dispenser mounted below the horizontal grab bar as shown in diagram? ☐ Yes ☐ No ☐ N/A



13. If there are 2 or more toilet compartments in a room, is there an ambulatory accessible compartment measuring 36 inches wide provided in addition to the wheelchair accessible compartment? ☐ Yes ☐ No ☐ N/A

14. If there are two or more urinals, is at least one urinal mounted with the rim no more than 17 inches above the floor? ☐ Yes ☐ No ☐ N/A

15. Is the rim of the sink a maximum height of 34 inches above the floor? ☐ Yes ☐ No ☐ N/A



16. Is there a minimum of 27 inches of knee clearance from the floor to the bottom of the apron or counter?
☐ Yes ☐ No ☐ N/A

17. Does the knee clearance extend at least 8 inches back from the front edge? ☐ Yes ☐ No ☐ N/A

18. Is there a toe clearance that extends at least 17 inches back from the front edge at a height of 9 inches above the floor? ☐ Yes ☐ No ☐ N/A

19. Are the knee and toe clearances at least 30 inches in width? ☐ Yes ☐ No ☐ N/A

20. Do the faucets have lever handles or are they electronically controlled (operable with one hand and not requiring tight grasping, pinching, or twisting of the wrist)? Self-closing faucets that require both reaching forward and pushing down to activate are not recommended. ☐ Yes ☐ No ☐ N/A

21. If a self-closing faucet is in use, does the water flow for a minimum of 10 seconds? ☐ Yes ☐ No ☐ N/A

22. Is the plumbing insulated or otherwise covered so that there are no sharp or abrasive edges exposed?
☐ Yes ☐ No ☐ N/A

23. Is there a clear floor space 30 inches wide by 48 inches long in front of the sink for a forward approach? ☐ Yes ☐ No ☐ N/A

24. Is the mirror mounted no higher than 40 inches to the bottom reflective edge? ☐ Yes ☐ No ☐ N/A

25. Is there at least one of each type of accessory (soap dispenser, towel dispenser, etc.) mounted such that the operating mechanism is no more than 48 inches above the floor? ☐ Yes ☐ No ☐ N/A

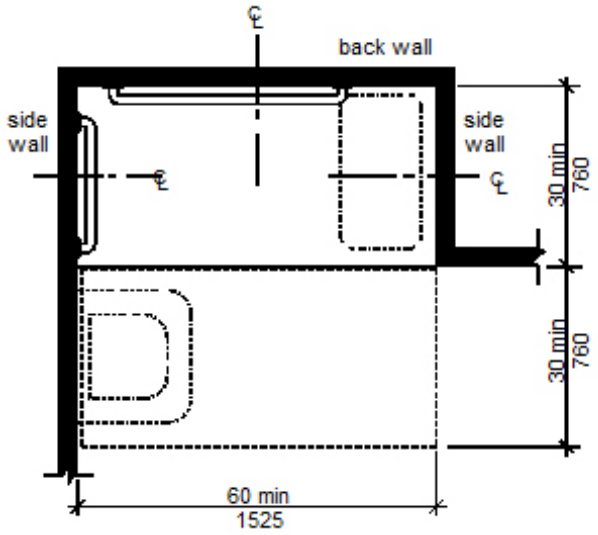
26. Does each accessible fixture and accessory have a clear floor space 30 inches wide by 48 inches long in front of or adjacent to the fixture or accessory? ☐ Yes ☐ No ☐ N/A

27. Does the toilet room have adequate space to allow a 5 foot diameter circle (to allow a wheelchair to turn 180 degrees)? ☐ Yes ☐ No ☐ N/A

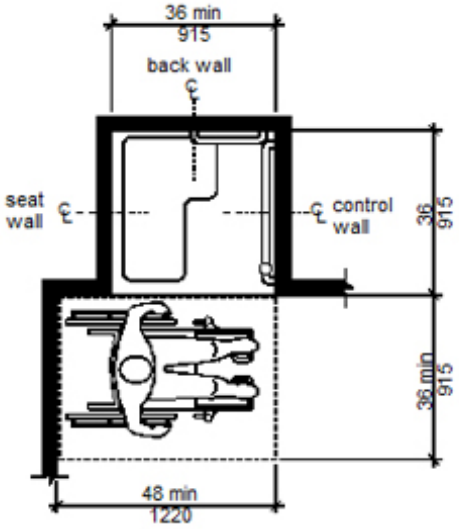
28. Diaper changing tables are not allowed in the wheelchair accessible toilet compartment. ☐ Yes ☐ No ☐ N/A

SHOWER

Male ☐ Female ☐ Unisex ☐ Floor or Building



Note: inside finished dimensions measured at the center points of opposing sides



Note: inside finished dimensions measured at the center points of opposing sides

1. Does the transfer shower measure 36 inches by 36 inches? ☐ Yes ☐ No ☐ N/A

   OR

   Does the roll-in shower measure at least 30 inches by 60 inches? ☐ Yes ☐ No ☐ N/A

2. If the shower is 36 inches by 36 inches, is there a clear floor space of 36 inches by 48 inches provided next to the shower? (The excess floor space must extend beyond the seat as in the figure above.) ☐ Yes ☐ No ☐ N/A

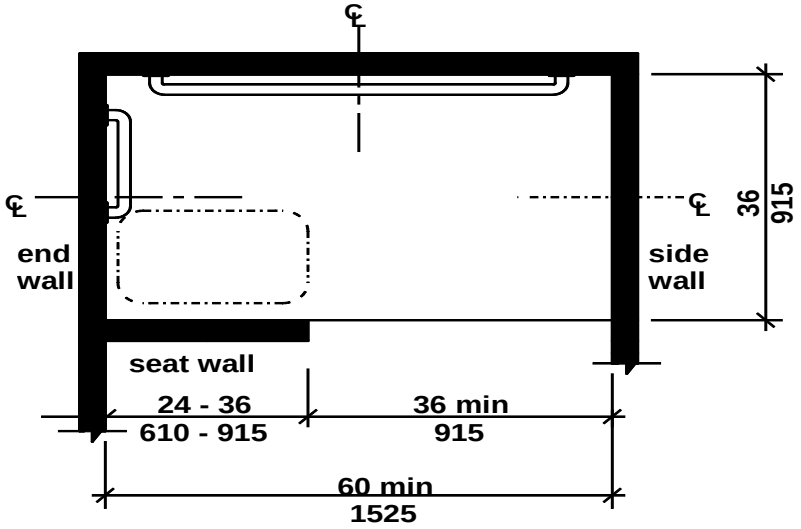
   OR

   If the shower is 30 inches by 60 inches, is there a clear floor space of 30 inches by 60 inches provided next to the shower? (An accessible lavatory is permitted opposite the seat.) ☐ Yes ☐ No ☐ N/A

3. If the alternate roll-in shower design is used (preferred option) are the inside dimensions 36 inches by 60 inches, per diagram above? ☐ Yes ☐ No ☐ N/A

4. Is a seat provided mounted between 17 inches and 19 inches above the bathroom floor? ☐ Yes ☐ No ☐ N/A

5. Is the seat a folding type in the 30 inch minimum by 60 inch minimum shower? ☐ Yes ☐ No ☐ N/A



Note: inside finished dimensions measured at the center points of opposing sides

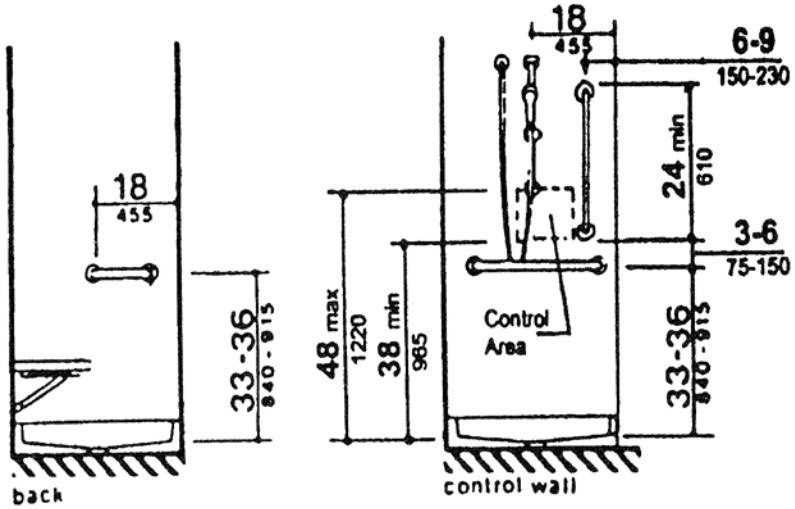
Fig. 608.2.3
Alternate Roll-in-Type Shower Compartment Size and Clearance

6. Is the threshold at the shower no more than ½ inch in height? ☐ Yes ☐ No ☐ N/A

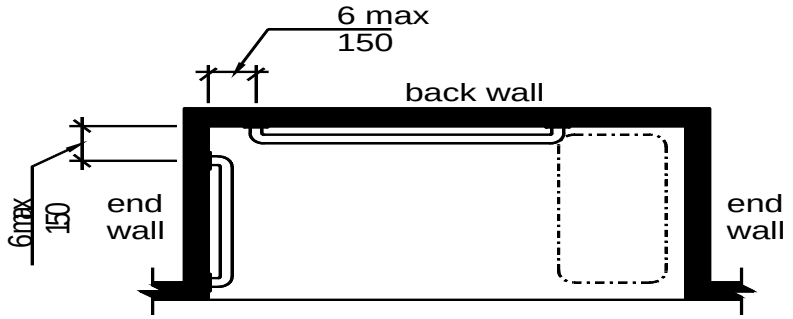
7. Are grab bars provided as shown in diagrams above? ☐ Yes ☐ No ☐ N/A

8. Is the faucet control reachable from the seat and operable with one hand without requiring tight grasping, pinching, or twisting of the wrist? ☐ Yes ☐ No ☐ N/A

9. Does the spray unit operate both as a fixed showerhead and a handheld showerhead with a hose a minimum of 59 inches in length? ☐ Yes ☐ No ☐ N/A

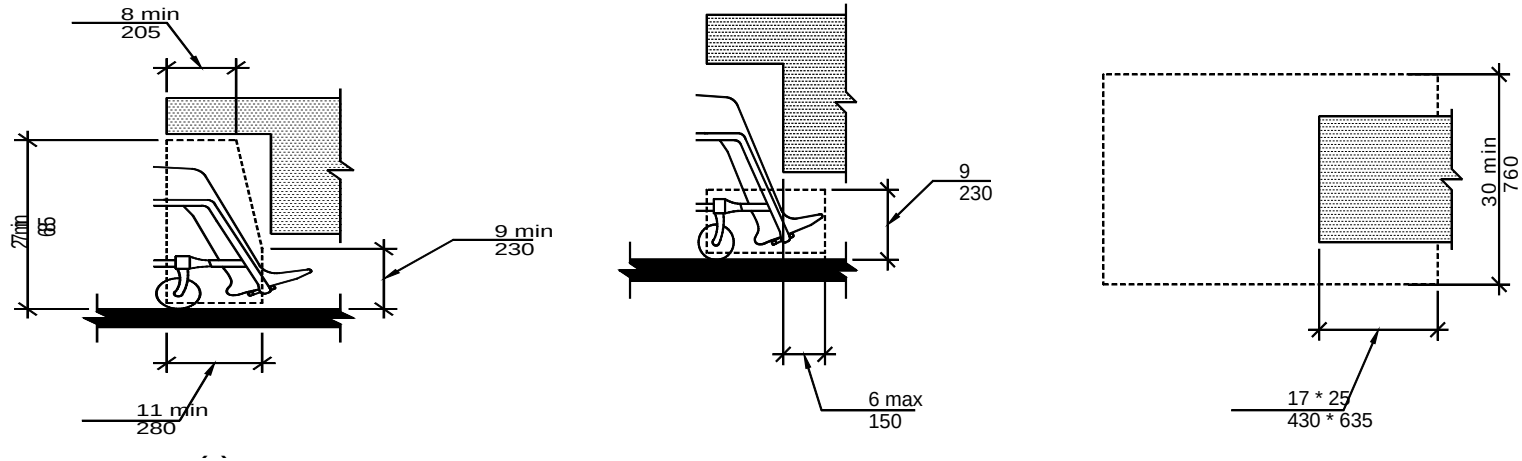


36·in by 36·in (915·mm by 915·mm) Stall



BREAK ROOM

1. Is the rim of the sink a maximum height of 34 inches above the floor? ☐ Yes ☐ No ☐ N/A
2. Is there a clear floor space at the sink positioned for a parallel approach? ☐ Yes ☐ No ☐ N/A
3. Do the faucets have lever handles or are they electronically controlled (operable with one hand and not requiring tight grasping, pinching, or twisting of the wrist)? ☐ Yes ☐ No ☐ N/A
4. Are the vending machine controls located no more than 48 inches above the floor? ☐ Yes ☐ No ☐ N/A
5. Are the vending machine controls easy to operate, requiring no tight grasping, pinching, or twisting at the wrist? ☐ Yes ☐ No ☐ N/A
6. Are at least 5% of the table top heights (but not less than 1) between 28 inches and 34 inches above the floor? (A 30-inch maximum is preferred.) ☐ Yes ☐ No ☐ N/A
7. Do the accessible tables have a minimum knee clearance of 27 inches above the floor that extends at least 8 inches back from the front edge? (A 29-inch height preferred; extending at least 11 inches back preferred.) ☐ Yes ☐ No ☐ N/A



8. Do the accessible tables have a minimum toe clearance that extends at least 17 inches beneath the table at a height of 9 inches above the floor? (24-inch minimum depth preferred.) ☐ Yes ☐ No ☐ N/A
9. Are the knee and toe clearances at least 30 inches in width? ☐ Yes ☐ No ☐ N/A

AUDITORIUM

1. Are wheelchair spaces provided in accordance with Table A below? ☐ Yes ☐ No ☐ N/A

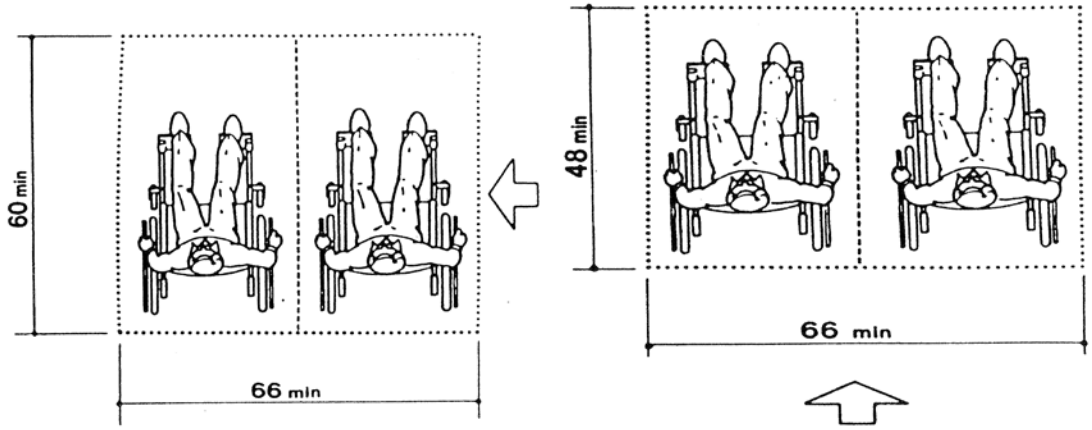
Table A: Auditorium

Auditorium Description	Auditorium Capacity	Wheelchair Accessible Spaces Description	# of Required Wheelchair Accessible Spaces
If Auditorium seating capacity is	4 to 25	The number of required wheelchair accessible spaces is	1
If Auditorium seating capacity is	26 to 50	The number of required wheelchair accessible spaces is	2
If Auditorium seating capacity is	51 to 100	The number of required wheelchair accessible spaces is	4
If Auditorium seating capacity is	101 to 300	The number of required wheelchair accessible spaces is	5
If Auditorium seating capacity is	301 to 500	The number of required wheelchair accessible spaces is	6

2. Do the wheelchair seating spaces provided measure a minimum of 33 inches wide by 48 inches deep for a forward approach or 30 inches wide by 60 inches deep for a side approach? ☐ Yes ☐ No ☐ N/A
3. Is the slope of the wheelchair spaces no greater than 1:48 (2%)? ☐ Yes ☐ No ☐ N/A
4. Are the wheelchair seating areas designed so that companion seating is available next to the wheelchair seating? ☐ Yes ☐ No ☐ N/A
5. Are wheelchair spaces integrated and dispersed throughout the auditorium? ☐ Yes ☐ No ☐ N/A
6. Is the slope of accessible routes no greater than 1:12 (8.33%)? ☐ Yes ☐ No ☐ N/A
7. Is there an assistive listening system provided? ☐ Yes ☐ No ☐ N/A

8. Is there signage notifying the public of the availability of the assistive listening system located at the entrance to the auditorium, ticket office, and similar locations? ☐ Yes ☐ No ☐ N/A

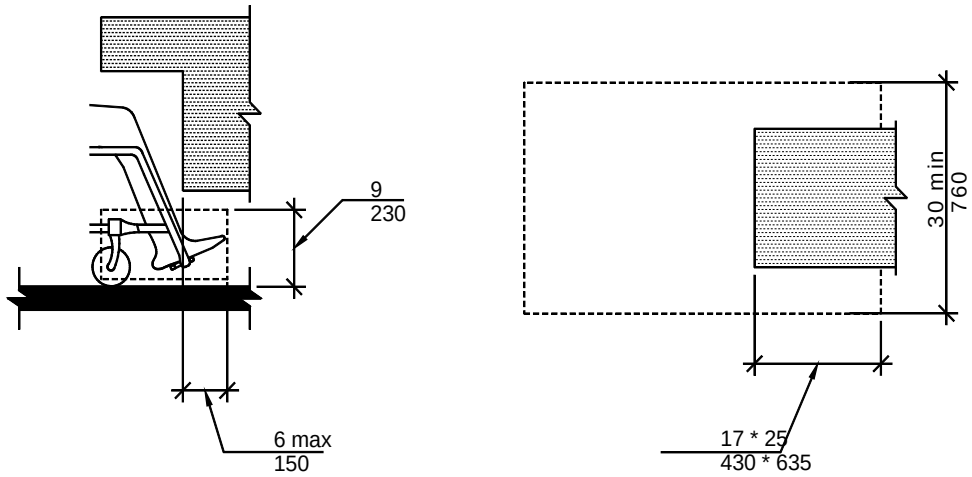
9. If there are raised or lowered areas such as stages, dressing rooms, locker rooms, etc., are they accessible by a ramp or lift? ☐ Yes ☐ No ☐ N/A

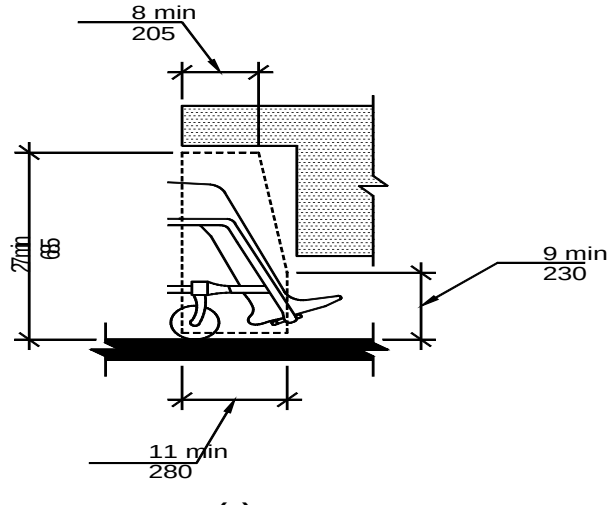


CONFERENCE/MEETING ROOM

1. Is the table top between 28 inches and 34 inches above the floor? ☐ Yes ☐ No ☐ N/A

2. Does the table have a minimum knee clearance of 27 inches above the floor that extends at least 8 inches back from the front edge? (29-inch height preferred; extending at least 11 inches back preferred.) ☐ Yes ☐ No ☐ N/A





3. Does the table have a minimum toe clearance that extends at least 17 inches beneath the table at a height of 9 inches above the floor? (24-inch minimum depth preferred.) ☐ Yes ☐ No ☐ N/A
4. Are the knee and toe clearances at least 30 inches in width? ☐ Yes ☐ No ☐ N/A
5. Is there an access aisle of at least 36 inches wide provided? ☐ Yes ☐ No ☐ N/A
6. Is there an assistive listening system provided? ☐ Yes ☐ No ☐ N/A
7. Is there a mix of chairs having arm rests and casters (suggested)? ☐ Yes ☐ No ☐ N/A

DRESSING/LOCKER ROOM

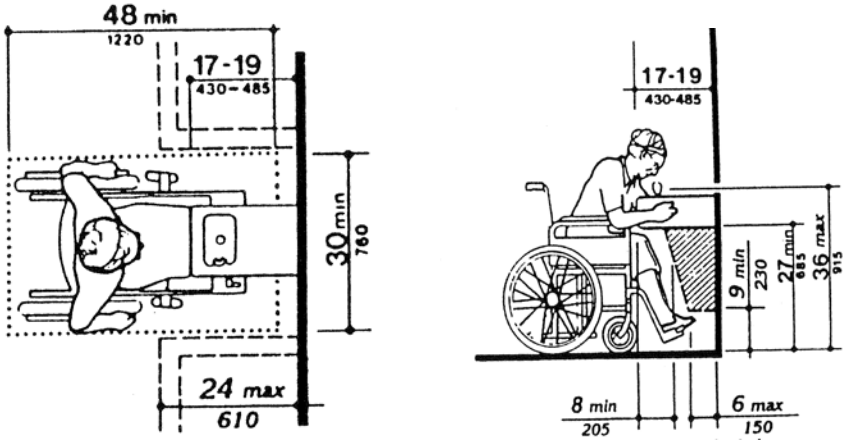
1. Is there adequate clear floor space provided within the room to allow a person using a wheelchair to make a 180-degree turn (generally a 5-foot diameter circle)? ☐ Yes ☐ No ☐ N/A
2. With the entry door in a 90-degree open position, is there a minimum of 32 inches of clear space from the face of the door to the latch side door stop? ☐ Yes ☐ No ☐ N/A
3. Is the door hardware operable by a single effort with one hand not requiring tight grasping, pinching, or twisting of the wrist? ☐ Yes ☐ No ☐ N/A
4. Does the room provide a fixed bench 17 inches to 19 inches above the floor that is between 20 inches to 24 inches deep and 42 inches minimum in length? ☐ Yes ☐ No ☐ N/A
5. Does the bench have a back rest (a wall can serve as a back rest)? ☐ Yes ☐ No ☐ N/A
6. Do 5% - but not less than one – of the dressing rooms for each type of use in each cluster of dressing rooms comply with the requirements in this section? ☐ Yes ☐ No ☐ N/A

ELEMENTS

TELEPHONE

1. Are all public telephones equipped with volume control? ☐ Yes ☐ No ☐ N/A
2. Are the telephone controls pushbutton type? ☐ Yes ☐ No ☐ N/A
3. Is there a clear floor space of at least 30 inches by 48 inches adjacent to at least one telephone per floor? ☐ Yes ☐ No ☐ N/A
4. Are the operating controls on accessible phones located no more than 48 inches above the floor? ☐ Yes ☐ No ☐ N/A
5. Is the cord to the handset on accessible telephones at least 29 inches long? ☐ Yes ☐ No ☐ N/A
6. If there are four or more public telephones, is at least one fixed text telephone (TTY) provided? ☐ Yes ☐ No ☐ N/A
7. Do the telephone locations not providing a TTY have directional signage indicating the location of the nearest TTY device? ☐ Yes ☐ No ☐ N/A
8. Are the accessible telephones integrated and dispersed throughout the floor? ☐ Yes ☐ No ☐ N/A

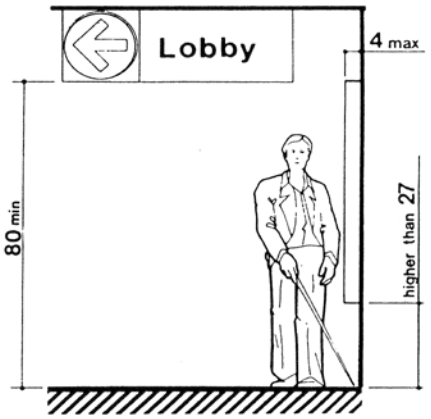
DRINKING FOUNTAIN



1. Is there a clear floor space of at least 30 inches by 48 inches provided for a forward approach to the drinking fountain? (Fountains without knee clearance can provide a parallel approach.) ☐ Yes ☐ No ☐ N/A
2. Is a knee clearance at least 27 inches above the floor provided at the front edge that extends back from the front edge at least 8 inches? ☐ Yes ☐ No ☐ N/A
3. Is the spout mounted at the front of the unit? ☐ Yes ☐ No ☐ N/A
4. Is the spout mounted no more than 36 inches above the floor? ☐ Yes ☐ No ☐ N/A
5. Is the operating control mounted at the front of the unit or on the side near the front of the floor? ☐ Yes ☐ No ☐ N/A
6. Is the water flow at least 4 inches high in a trajectory parallel or nearly parallel to the front of unit? ☐ Yes ☐ No ☐ N/A
7. Do 50% of the drinking fountains per floor comply with questions 1-6 above? ☐ Yes ☐ No ☐ N/A
8. Do 50% of the drinking fountains per floor have a spout height between 38 inches and 43 inches above the floor? ☐ Yes ☐ No ☐ N/A
9. If there is only one drinking fountain on the floor, does it have both a high and a low spout? ☐ Yes ☐ No ☐ N/A

10. Does the drinking fountain protrude more than 4 inches from the wall between 27 inches and 80 inches above the floor? ☐ Yes ☐ No ☐ N/A

INFORMATION KIOSK AND AUTOMATED TELLER MACHINE



1. Is a clear floor space 30 inches wide by 48 inches long provided next to the kiosk? ☐ Yes ☐ No ☐ N/A
2. Are the controls located no more than 48 inches above the floor? ☐ Yes ☐ No ☐ N/A
3. Are all operating controls and mechanisms operable with one hand without tight grasping, pinching, or twisting of the wrist? ☐ Yes ☐ No ☐ N/A
4. Do all operating controls and mechanisms operate with no more than 5 lbs. of force? ☐ Yes ☐ No ☐ N/A
5. Are all instructions and information accessible to and independently usable by persons who are blind or have limited vision? ☐ Yes ☐ No ☐ N/A

SALES AND SERVICE COUNTERS

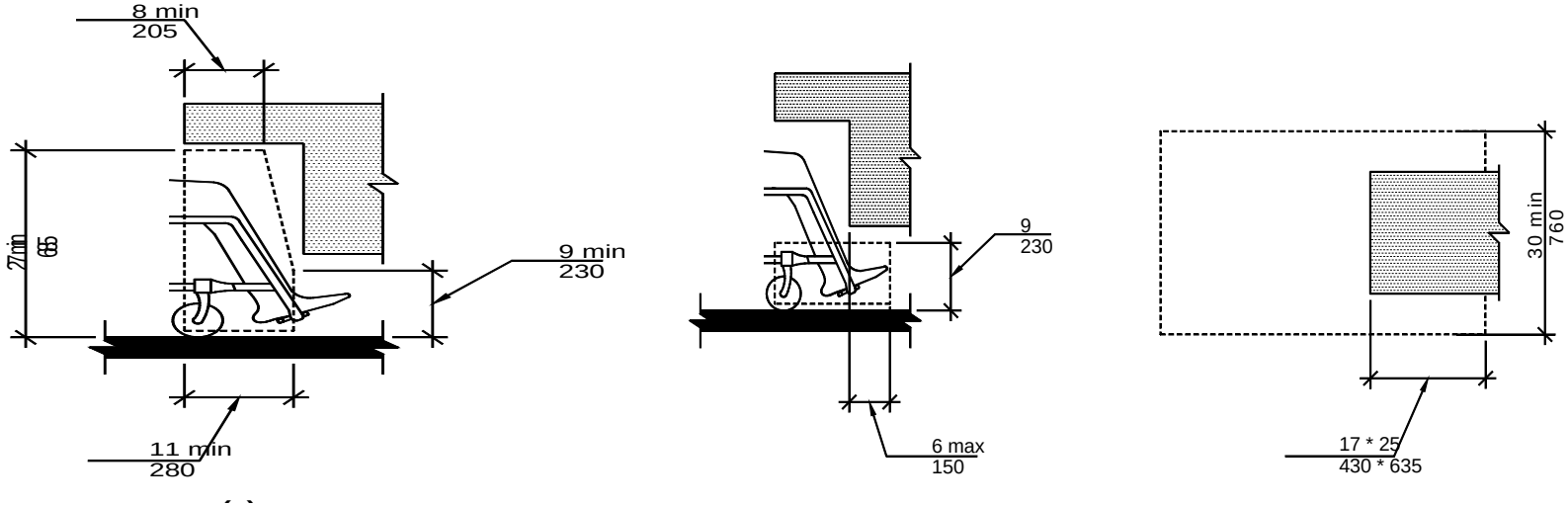
1. Do sales counters and counters for distribution of goods or services have a portion of the counter at least 36 inches wide that is no more than 36 inches above the floor? (does not apply to check-out aisles) ☐ Yes ☐ No ☐ N/A
2. Are accessible counters dispersed throughout the facility? ☐ Yes ☐ No ☐ N/A
3. Are the accessible counters located on accessible routes? ☐ Yes ☐ No ☐ N/A
4. Are accessible check-out aisles identified with the international wheelchair symbol mounted above the check-out aisle in the same location as the check-out number or type of check-out? ☐ Yes ☐ No ☐ N/A
5. Does the number of accessible check-out aisles provided comply with Table B below? ☐ Yes ☐ No ☐ N/A

SPECIAL FACILITIES

RESTAURANT AND CAFETERIA

(These requirements are in addition to all other applicable requirements.)

1. Are dining surface heights (tables and counters) between 28 inches and 34 inches above the floor (30 inch maximum height preferred)? ☐ Yes ☐ No ☐ N/A
2. Do dining surfaces have a minimum knee clearance of 27 inches above the floor (29 inches preferred)? ☐ Yes ☐ No ☐ N/A
3. Does the knee clearance extend at least 8 inches beneath the dining surface (11 inches minimum preferred)? ☐ Yes ☐ No ☐ N/A



4. Does the dining surface have a minimum toe clearance that extends at least 17 inches beneath the dining surface at a height of 9 inches above the floor? ☐ Yes ☐ No ☐ N/A
5. Are the knee and toe clearances at least 30 inches in width? ☐ Yes ☐ No ☐ N/A

6. Are accessible dining surfaces located on an accessible route that is a minimum of 36 inches wide?

☐ Yes ☐ No ☐ N/A

7. Are a minimum of 5% of the dining surfaces in compliance with questions 1-6 above? ☐ Yes ☐ No ☐ N/A

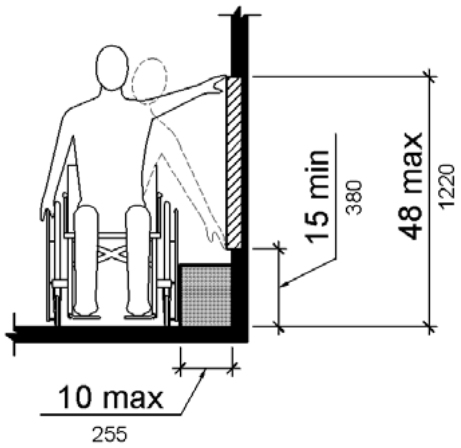
8. Are all dining areas, including raised and sunken areas and outdoor areas, located on an accessible route? (In non-elevator buildings, mezzanine seating areas that provide less than 25% of the total dining seating are not required to be located on an accessible route.) ☐ Yes ☐ No ☐ N/A

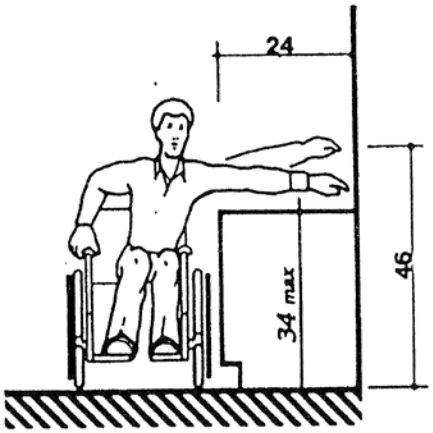
9. Are tray slides no more than 34 inches above the floor? ☐ Yes ☐ No ☐ N/A

10. Does the food service line have a minimum clear width of 36 inches (42-inch preferred)? ☐ Yes ☐ No ☐ N/A

11. Are the condiments and tableware located within the reach ranges shown in the diagrams below?

☐ Yes ☐ No ☐ N/A





12. Are the vending machine controls easy to operate requiring no tight grasping, pinching, or twisting of the wrist?

☐ Yes ☐ No ☐ N/A

13. Are the vending controls located no more than 48 inches above the floor? ☐ Yes ☐ No ☐ N/A

LIBRARY

(These requirements are in addition to all other applicable requirements.)

1. Are table top heights between 28 inches and 34 inches above floor (a 30-inch maximum preferred)?

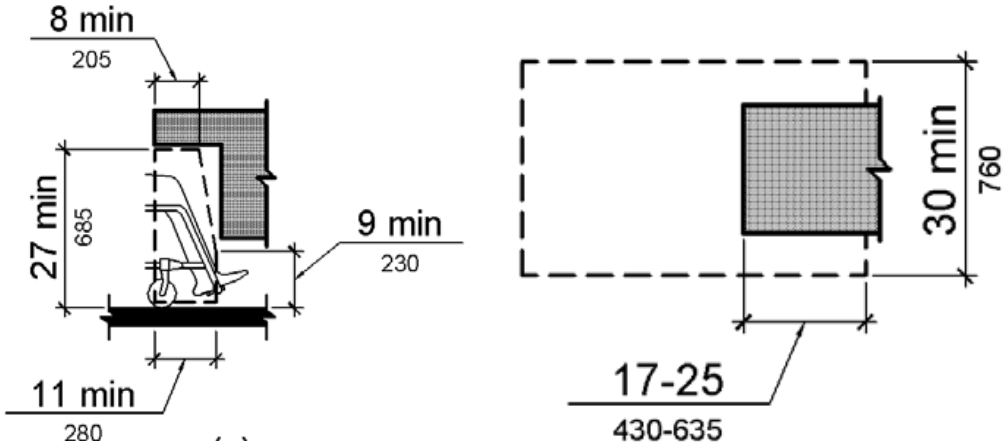
☐ Yes ☐ No ☐ N/A

2. Do the same tables have a minimum knee clearance of 27 inches above the floor (29-inch preferred)?

☐ Yes ☐ No ☐ N/A

3. Does the knee clearance extend at least 8 inches beneath the table (11 inches minimum preferred)?

☐ Yes ☐ No ☐ N/A



4. Does the table have a minimum toe clearance that extends at least 17 inches beneath the table at a height of 9 inches above the floor?

☐ Yes ☐ No ☐ N/A

5. Are the knee and toe clearances at least 30 inches in width?

☐ Yes ☐ No ☐ N/A

6. Are a minimum of 5% of each type of fixed seating, tables, or carrels in compliance with questions 1-5 above?

☐ Yes ☐ No ☐ N/A

7. Do 5% (not less than one) of the check-out areas have a minimum counter area measuring 36 inches wide which is no more than 36 inches above the floor?

☐ Yes ☐ No ☐ N/A

8. Is there a minimum clear space of 36 inches between book racks, card catalogs, magazine displays, etc.?

☐ Yes ☐ No ☐ N/A

9. Are card catalogs and magazine displays located 48 inches maximum above the floor? ☐ Yes ☐ No ☐ N/A

CHILDREN'S ENVIRONMENTS

Special Note: If children's fixtures are provided, they must comply with the criteria outlined in this section.

Drinking Fountains – For children ages 12 and younger

1. Is the spout height no more than 30 inches above the floor? ☐ Yes ☐ No ☐ N/A
2. Is a parallel approach provided adjacent to the drinking fountain? ☐ Yes ☐ No ☐ N/A

Restrooms – For children ages 12 and younger

3. Is the height of the toilet seat between 11 inches and 17 inches above the floor? ☐ Yes ☐ No ☐ N/A
4. Is the height of the horizontal grab bar between 18 inches and 27 inches above the floor? ☐ Yes ☐ No ☐ N/A
5. Is the distance from the centerline of the toilet to the side wall between 12 inches and 18 inches? ☐ Yes ☐ No ☐ N/A
6. Is the clear floor space for the toilet at least 5 feet wide (toilet within this space)? ☐ Yes ☐ No ☐ N/A
7. Is there at least 48 inches of clear floor space in front of the toilet? ☐ Yes ☐ No ☐ N/A

   OR

   Is the depth of the clear floor space, measured from the wall behind the toilet, at least 78 inches? ☐ Yes ☐ No ☐ N/A
8. Is the toilet paper dispenser mounted below the horizontal grab bar at least 1 inch above the seat? ☐ Yes ☐ No ☐ N/A
9. Are the flush valves for the toilet no more than 36 inches above the floor? ☐ Yes ☐ No ☐ N/A
10. For ages 6-12, is the rim of the sink no more than 31 inches above the floor? ☐ Yes ☐ No ☐ N/A
11. For ages 6-12, is the knee clearance at least 24 inches from the floor to the bottom of the apron? ☐ Yes ☐ No ☐ N/A

12. For ages 5 and younger, rim height and knee clearance do not apply, but is a parallel approach provided adjacent to the sink? ☐ Yes ☐ No ☐ N/A

COURTS AND FIELDS

1. Is there an accessible route (inc. walkways and curb ramps) to every field and court? ☐ Yes ☐ No ☐ N/A

SWIMMING POOLS

1. Does the pool (inc. wading and specialty pools) have a sloped entry or a lift? ☐ Yes ☐ No ☐ N/A
2. For pools with more than 300 linear feet of wall, are there at least two means of entry? ☐ Yes ☐ No ☐ N/A

EXERCISE ROOMS

1. Is one of each type of exercise equipment accessible? ☐ Yes ☐ No ☐ N/A
2. Is there a 30 inch by 48 inch open space around all accessible equipment? ☐ Yes ☐ No ☐ N/A

GYMNASIUMS AND STADIUMS

1. Do all seating areas have enough required wheelchair accessible spaces? ☐ Yes ☐ No ☐ N/A
   Note: See Table A on page 39 for required numbers
2. Are all wheelchair accessible spaces along an accessible route? ☐ Yes ☐ No ☐ N/A
3. Are wheelchair accessible spaces distributed around the play area where other seating is provided? ☐ Yes ☐ No ☐ N/A
4. Do all wheelchair spaces have an adjacent companion seat? ☐ Yes ☐ No ☐ N/A
5. Do all player/team seating areas have at least one wheelchair accessible space? ☐ Yes ☐ No ☐ N/A

Accessibility Evaluation – Margaret 2011

(Standards reference: U.S. Architectural and Transportation Barriers Compliance Board (Access Board) ADA Accessibility Guidelines for Play Areas Nov. 2000.)

A. **Main or school age play area:**

Accessible route (5% max. slope, 30" wide) to area (pick): YES NO

Total # of ground level events 4 # of accessible events 4

ADA ground level events req'd 4 **Violations: 0**

Total # of elevated events 12 # of accessible events 7

Accessible by (pick): TRANSFER SYSTEM RAMPS

ADA elev. Events req'd 6 **Violations: 0**

Total number of violations: 0

B. **Preschool age play area:**

Accessible route (5% max. slope, 30" wide) to area (pick): YES NO

Total # of ground level events 3 # of accessible events 3

ADA ground level events req'd 1 **Violations: 0**

Total # of elevated events 4 # of accessible events 4

Accessible by (pick): TRANSFER SYSTEM RAMPS

ADA elev. Events req'd 2 **Violations: 0**

Total number of violations: 0

Accessibility Guidelines for Play Areas: An Overview

Under the Americans with Disabilities Act (ADA) the Access Board published guidelines for play areas. Presented here are the highlights of these guidelines.

Introduction

The Americans with Disabilities Act (ADA) is a comprehensive civil rights law that prohibits discrimination on the basis of disability. The ADA requires that newly constructed and altered state and local government facilities, places of public accommodation, and commercial facilities be readily accessible to, and usable by, individuals with disabilities. Recreational facilities, including play areas, are among the facilities required to comply with the ADA.

The Architectural and Transportation Barriers Compliance Board - often referred to as the "Access Board" - has developed accessibility guidelines for newly constructed and altered play areas. The play area guidelines are a supplement to the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Once these guidelines are adopted as enforceable standards by the Department of Justice, all newly constructed and altered play areas covered by the ADA will be required to comply. These guidelines also apply to play areas covered by the Architectural Barriers Act (ABA).

Definitions

Many terms are used throughout this guide to describe the play area guidelines. Familiarity with these terms is important when applying the guidelines. Other definitions are provided in the ADA and ABA Accessibility Guidelines.

ABA - Architectural Barriers Act.

Access Board - An independent Federal agency that develops accessibility guidelines under the ADA and other laws. The Access Board is also known as the Architectural and Transportation Barriers Compliance Board.

Accessible - Describes a site, building, facility, or portion thereof that complies with the play area guidelines.

Accessible Route - A continuous unobstructed path connecting all accessible elements and spaces of a building or facility. Inside the boundary

of the play area, accessible routes may include platforms, ramps, elevators, and lifts. Outside the boundary of the play area, accessible routes may also include parking access aisles, curb ramps, crosswalks at vehicular ways, walks, ramps, and lifts.

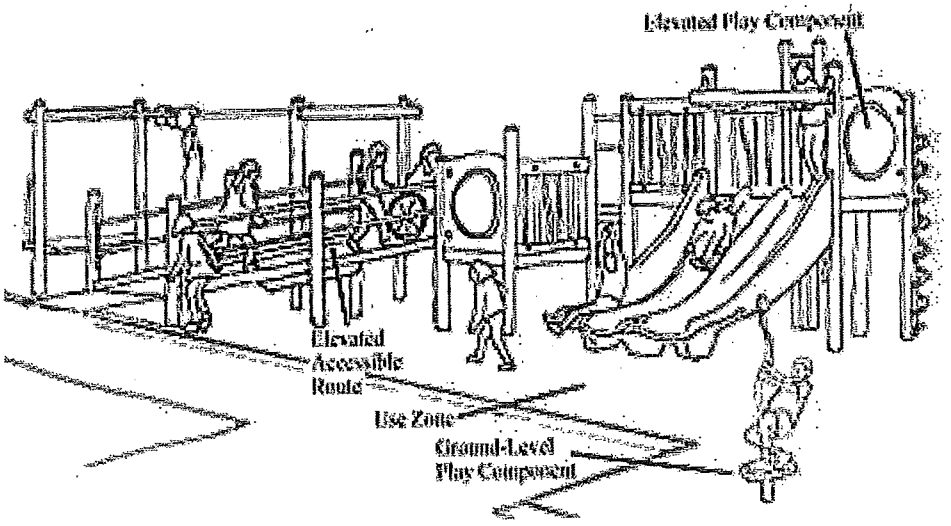
ADA - Americans with Disabilities Act.

Alteration - An alteration is a change to a building or facility that affects or could affect the usability of the building or facility or part thereof. Alterations include, but are not limited to, remodeling, renovation, rehabilitation, reconstruction, historic restoration, resurfacing of circulation paths or vehicular ways, changes or rearrangement of structural parts or elements, and changes or rearrangement in the plan configuration of walls and full-height partitions. Normal maintenance is not an alteration unless it affects the usability of the facility (see section on alterations for more details).

ASTM - American Society for Testing and Materials.

Composite Play Structure - Two or more play structures attached or functionally linked, to create one integral unit that provides more than one play activity (ASTM F 1487-01).

Cross Slope - The slope that is perpendicular to the direction of travel (see running slope).



Elevated Play Component - A play component that is approached above or below grade and that is part of a composite play structure consisting of two or more play components attached or functionally linked to create an integrated unit providing more than one play activity.

Ground Level Play Component - A play component that is approached and exited at the ground level.

Play Area - A portion of a site containing play components designed and constructed for children.

Play Component - An element intended to generate specific opportunities for play, socialization, or learning. Play components may be manufactured or natural, and may be stand alone or part of a composite play structure.

Ramp - A walking surface that has a running slope of greater than 1:20.

Running Slope - The slope that is parallel to the direction of travel (see cross slope).

Use Zone - The ground level area beneath and immediately adjacent to a play structure or piece of equipment that is designated by ASTM F 1487 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use for unrestricted circulation. This is the play surface upon which it is predicted a user would land when falling from or exiting the equipment.

Where do the Play Area Guidelines Apply?

New Construction

The play area guidelines in this guide apply to all newly designed or constructed play areas for children ages 2 and older. This includes play areas located in a variety of settings: parks, schools, childcare facilities, shopping centers, and public gathering areas. Owners or operators of newly constructed play areas are responsible for complying with these guidelines.

The play area guidelines do not apply to:

- Family childcare facilities where the proprietor resides
- Amusement attractions
- Religious entities

Alterations
The play area guidelines apply to alterations made to existing play areas that affect, or could affect, the usability of the play area. Examples include removing a climbing play component and replacing it with a spring rocker, or changing the ground surfacing.

Alterations provide an opportunity to improve access to existing play areas. Where play components are altered and the ground surface is not, the ground surface does not have to comply with the ASTM F 1951-99 standard for accessible surfaces unless the cost of providing an accessible surface is less than 20 percent of the cost of the alterations to the play components.

If the entire ground surface of an existing play area is replaced, the new ground surface must provide an accessible route to connect the required number and types of play components. Normal maintenance activities such as replacing worn ropes or topping off ground surfaces are not considered alterations.

If play components are relocated in an existing play area to create safe use zones, the guidelines do not apply, provided that the ground surface is not changed or extended for more than one use zone. Replacing the entire ground surface does not require the addition of more play components.

Equivalent Facilitation
Designs, products, or technologies can be used as alternatives to those prescribed, provided they result in substantially equivalent or greater accessibility or usability.

Equivalent facilitation is the concept of utilizing innovative solutions and new technology, design, or materials in order to satisfy the guidelines. These alternative solutions provide equal access and take advantage of new developments, but may differ technically from specific guidelines.

Phasing in Play Areas
When play areas are constructed in phases, they must continue to meet the play area guidelines throughout construction. The initial phase area must meet the guidelines, and then at each successive phase the whole play area must be reassessed to assure compliance.

Play Areas Separated by Age
To reduce the risk of injury, safety guidelines recommend separate play areas for different age groups. In applying the guidelines, play areas designed for different age groups should be considered separately. A play

area designed for 2 to 5 year-olds is considered separate from one for 5 to 12 year-olds. Therefore, compliance with the guidelines must be considered for each individual play area.

Geographically Separated Play Areas
Large geographical spaces may contain several play areas within one park setting. Where play areas are geographically separated on a site, they are considered separate play areas. The accessibility guidelines apply to each play area.

Play Components
A play component is an element designed to generate specific opportunities for play, socialization, and learning. Play components may be manufactured or natural, and may be stand alone or part of a composite play structure. Swings, spring riders (below), water tables, playhouses, slides, and climbers (right) are among the many different play components.

For the purpose of the guidelines, ramps, transfer systems, steps, decks, and roofs are not considered play components. These elements are generally used to link other elements on a composite play structure. Although socialization and pretend play can occur on these elements, they are not primarily intended for play.

When applying the play area guidelines, it is important to identify the different play experiences play components can provide.

Different "Types"
At least one of each type of play component provided at ground level in a play area must be on the accessible route. Different "types" of play components are based on the general experience provided by the play component. Different types include, but are not limited to, experiences such as rocking, swinging, climbing, spinning, and sliding.

Elevated Play Components
An elevated play component is a play component that is approached above or below grade and is part of a composite play structure. Play components that are attached to a composite play structure and that can be approached from a platform or deck area are considered elevated play components.

Ground-Level Play Components

Ground-level play components are items that can be approached and exited at ground level. For example, a child approaches a spring rider at ground level via the accessible route. The child may ride then exit directly back onto the accessible route. The activity is considered ground level because the child approaches and exits it from the ground-level route.

HOW MANY PLAY COMPONENTS MUST BE ON AN ACCESSIBLE ROUTE?

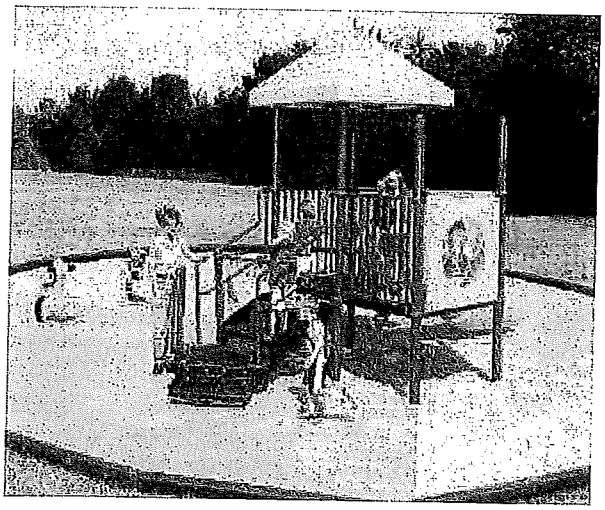
Ground-Level Play Components

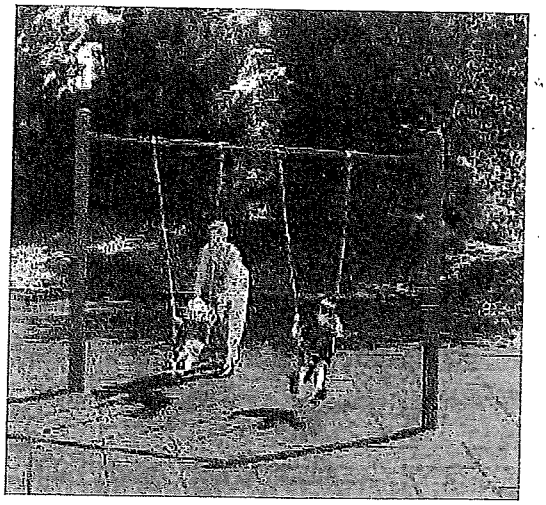
There are two requirements addressing how many ground-level play components must be on an accessible route:

- One of Each Type
- Ground-Level Requirements based on the number of Elevated Play Components

One of Each Type

At least one of each type of ground-level play component that is present in the play area must be on an accessible route.





Ground Level Requirements Based on Elevated Play Components

The number and variety of ground-level play components required to be on an accessible route is also determined by the number of elevated components provided in the play area.

The intent of this requirement is to provide a variety of experiences for

individuals who choose to remain with their mobility devices, or choose not to transfer to elevated play components.

Table 240.2.1.2 (text version)		
Number of elevated play components provided	Minimum number of ground-level play components required to be on accessible route	Minimum number of different types of ground-level play components required to be on accessible route
1	Not applicable	Not applicable
2 to 4	1	1
5 to 7	2	2
8 to 10	3	3
11 to 13	4	3
14 to 16	5	3
17 to 19	6	3
20 to 22	7	4
23 to 25	8	4
More than 25	8 plus 1 for each additional 3 over 25, or fraction thereof	5

If ramps provide access to at least 50 percent of the elevated play components - which must include at least three different play types - then additional ground-level components are not required.

An example: the composite structure of a play area has four elevated play components (bubble panel, slide, steering wheel, and tic-tac-toe panel). According to the table, a minimum of one ground level play component must

be provided, and a minimum of one different type. The spring rider or swing can be used to meet the "one of each type" requirement and can also be used to meet the minimum number determined by Table 240.2.1.2.

The number of ground-level components determined by "one of each type" can also fulfill the minimum ground level requirement that is indicated by the elevated play components table.

Elevated Play Components
At least 50 percent of the elevated play components must be on an accessible route. An "elevated play component" is a play component reached from above or below grade, and is part of a composite play structure.

Table 240.2.1.2 (text version)

Number of elevated play components provided	Minimum number of ground-level play components required to be on accessible route	Minimum number of different types of ground-level play components required to be on accessible route
1	Not applicable	Not applicable
2 to 4	**1**	**1**
5 to 7	2	2

WHAT ARE THE REQUIREMENTS FOR ACCESSIBLE ROUTES?

ADAAG Section 4.3 addresses accessible routes that connect the play area to the school, parking lot, or facility that it serves. Operators or owners of play areas are subject to all the other requirements of the ADA, including the obligation to provide individuals with disabilities an equal opportunity to enjoy the play area provided by that facility.

This section describes the various features of accessible routes within a play area, including location, clear width, slope, and accessible surfaces.

Accessible Routes

An accessible route is a pathway specifically designed to provide access for individuals with disabilities, including those using wheelchairs or mobility devices.