

**Americans with Disabilities Act
Title II - State and Local Governments
Accessibility Checklists for Existing Facilities and
Effective Communication**

These Checklists are designed to be a convenient source for identifying architectural and communication barriers encountered by people with disabilities in public facilities. These Checklists may also assist in planning for removal of architectural and communication barriers. These Checklists may be used to survey an entire facility or specific areas and components. More definitive information may be obtained from: your state building code; the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG); and the International Building Code.

The Accessibility Checklist is to be used as a guide to increase awareness of architectural and communication barriers which prevent full access to buildings and facilities by people with disabilities. **This checklist is NOT a substitute for federal accessibility guidelines and/or the appropriate state and local building codes.**

All dimensions provided in these Checklists are given in units of inches, unless otherwise specified.

These Checklists are based on the Americans with Disabilities Act Accessibility Guidelines (ADAAG). The ADAAG and other accessibility-related information can be found at The Access Board Web site: www.access-board.gov.

These Checklists will be provided in alternate format upon request.

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*DBTAC Northwest
ADA Technical Assistance Center
Department of Rehabilitation Medicine
University of Washington
6912 220th Street SW – Suite 105
Mountlake Terrace, WA 98043
Toll Free (800) 949-4232
www.dbtacnorthwest.org*



ACCESSIBILITY CHECKLIST

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SIGNAGE

1. Mounting Location and Height

Is adequate signage placed in standardized, appropriate locations throughout the building or facility?
(Signs can be used to designate permanent rooms or spaces, or provide direction and information)

- Yes
- No



**International
Symbol of
Accessibility**

Does the signage which designates permanent rooms or spaces use raised letters and numerals which are also accompanied by Braille characters?

- Yes
- No

Is the signage which designates permanent rooms or spaces mounted at a height of 60 inches from floor surface to the centerline of sign?

- Yes
- No
- N/A

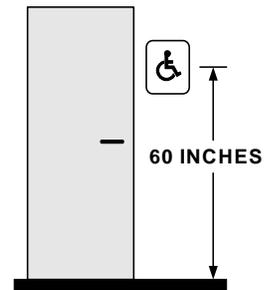
2. Interior Signage Adjacent to Doors

Is interior signage located on the walls adjacent to the latch side of the doors?

- Yes
- No

Is door signage mounted 60 inches above the floor surface to the centerline of the sign?

- Yes
- No



3. Exterior Signage

Is exterior signage available at non-accessible entrances and along walks that provides directions to the accessible routes and entrances?

- Yes
- No



SECTION I: PARKING

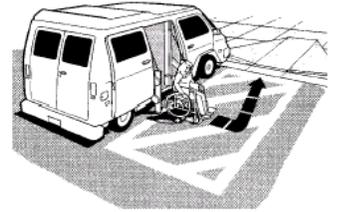
1. Facility Parking

Does the facility have parking spaces designated for individuals with disabilities?

- Yes
 No

Are accessible parking spaces designated with the International Symbol of Accessibility?

- Yes
 No



2. Entrance to Parking Lot

Are the International Symbols of Accessibility used to designate the reserved parking spaces clearly visible at the entrance to the parking area?

- Yes
 No



3. Number of Accessible Spaces

Does the parking area have the minimum number of accessible spaces specified in the table below?

- Yes
 No

Total Parking Spaces	Designated Accessible Parking
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2% of total
1001 and over	20 plus 1 for each 100 over 1000

Note: One on every 8 parking spaces, but not less than one, shall be designated "van accessible". See 6 and 7 on next page.

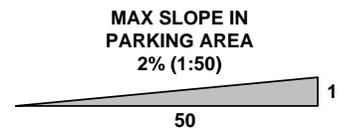
4. Space Location

Are the accessible parking spaces on the shortest possible accessible route to an accessible building entrance?

- Yes
 No

Are the parking spaces located on level terrain with surface slopes that do not exceed 2% in all directions? (2% slope = 2 feet change in vertical elevation over a 100 foot horizontal distance)

- Yes
 No



SECTION I: PARKING

5. Parking Identification and Dimensions of Spaces

Is there a sign showing the international symbol of accessibility located above grade and visible when a vehicle is parked in the designated space?

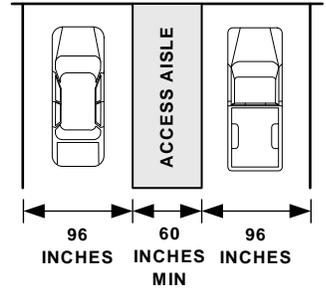
- Yes
- No

Are parking spaces a minimum of 96 inches (8 feet) wide?

- Yes
- No

Is there an access aisle adjacent to the parking space having a minimum width of 60 inches (5 feet)?

- Yes
- No



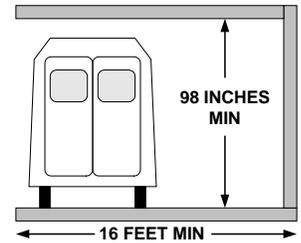
Do accessible parking spaces not located adjacent to the accessible entrances have signage that indicates the direction to these entrances?

- Yes
- No

6. Van Accessible Parking Space

Do accessible parking spaces for vans have adequate vertical and horizontal clearance? (Minimum 98 inches high and minimum 16 feet wide to accommodate both parking space and access aisle)

- Yes
- No



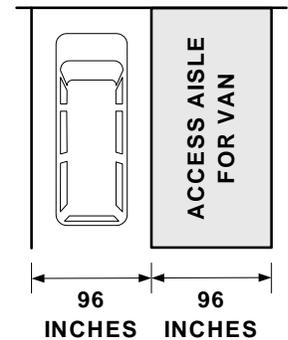
7. Van Accessible Parking Space

Is there at least one parking space designated "Van Accessible" with signage and does this space have a minimum 96 inch (8 foot) wide access aisle?

- Yes
- No

Is there at least one van accessible space for every eight accessible parking spaces?

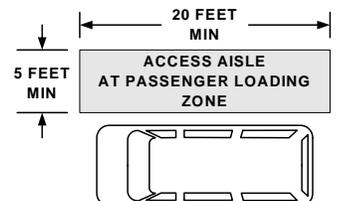
- Yes
- No



8. Passenger Loading Zone

Does the passenger loading zone have an unobstructed access aisle at least 60 inches (5 feet) wide and 20 feet long adjacent and parallel to the vehicle pull-up space?

- Yes
- No



SECTION I: PARKING

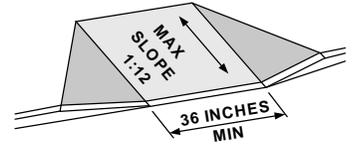
9. Curb Ramp Placement

Are curb ramps provided wherever an accessible route crosses a curb?

- Yes
- No

Do curb ramps have a maximum slope of 1:12 and minimum width of 36 inches?

- Yes
- No



If the curb ramp crosses a pedestrian route and is not protected by handrails or guardrails, does it have flared sides with a maximum slope of 1:10?

- Yes
- No

10. Medical Facilities

For facilities providing medical care or similar services for persons with mobility impairments:

Are 10% of the total spaces reserved for persons with disabilities at outpatient facilities?

- Yes
- No

Are 20% of the total spaces reserved for persons with disabilities at facilities specializing in treatment of persons with mobility impairments?

- Yes
- No

11. Valet Parking

If valet parking is available, is the passenger loading/unloading zone on an accessible route and does it comply with Section I, Part 8 above?

- Yes
- No

SECTION II: WALKS, CURBS AND RAMPS

1. Ground and Floor Surfaces

Are ground, walk and floor surfaces along accessible routes stable, firm and slip-resistant under all weather conditions?

- Yes
 No

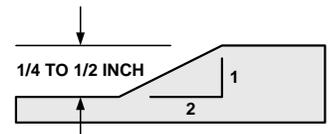
2. Changes in Surface Level

Are all ground and floor surfaces free of abrupt changes in surface level that do not exceed 1/4 inch in height?

- Yes
 No

Where vertical elevation changes are between 1/4 and 1/2 inches in height, is the level change beveled with a slope no greater than 1:2?

- Yes
 No



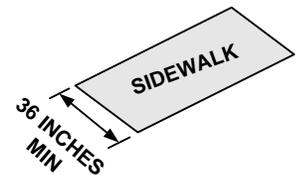
Are ramps provided for vertical elevation changes greater than 1/2 inch in height?

- Yes
 No

3. Sidewalk Widths

Do ramps have a minimum clear width of 36 inches with an occasional space of 60 x 60 inches located at reasonable intervals not exceeding 200 feet which is used for turning and passing?

- Yes
 No

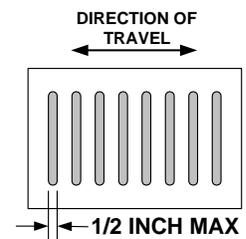


4. Gratings

Are gratings located on walking surfaces designed so that openings do not exceed 1/2 inch in one direction?

Note: If gratings have elongated openings, the openings must be placed so that the long dimension is perpendicular to the direction of travel.

- Yes
 No

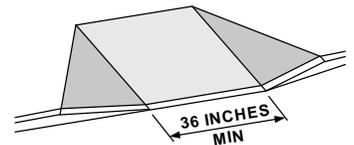


5. Width of Curb Ramps

Are curb ramps a minimum of 36 inches wide, exclusive of flared sides?

Note: Curb ramps shall not extend into traffic lanes.

- Yes
 No

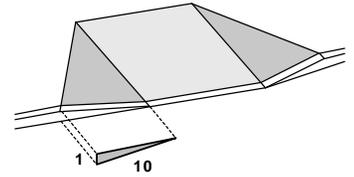


SECTION II: WALKS, CURBS AND RAMPS

6. Sides of Curb Ramps

If curb ramps cross the walking path of pedestrians, do the curb ramps have flared sides with maximum slope of 1:10 (one inch vertical rise to every 10 inches of horizontal distance)?

- Yes
- No

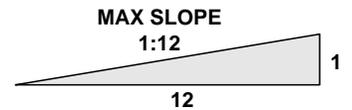


7. Ramp Slope

Is the maximum slope of all ramps 1:12 (1 inch of vertical rise to every 12 inches of horizontal distance)?

Note: Any part of an accessible route having a slope exceeding 1:20 is considered a ramp and must comply with the requirements stated in Part 7, 8, 9, 10 and 11 of this Section.

- Yes
- No



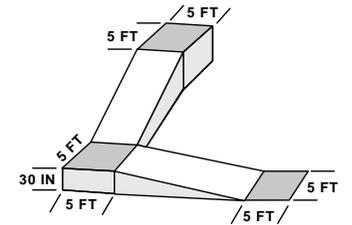
8. Landings

Do ramps and curb ramps have a 60 inch (5 feet) long level landing at the top and bottom?

Do ramps have a 60 x 60 inch level landing at locations where ramps change direction (switchback) or at intervals of 30 inch vertical rise?

- Yes
- No

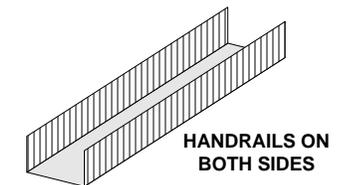
- Yes
- No



9. Ramp Handrails

Do ramps with a vertical elevation change (rise) greater than 6 inches or horizontal run greater than 72 inches have handrails on both sides?

- Yes
- No



10. Handrail Location

Is the top surface of all handrails mounted between 34 inches and 38 inches above ramp surface?

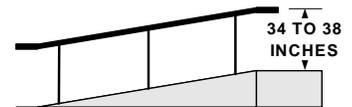
If wall mounted, is the clear space between the handrail and the wall exactly 1-1/2 inches? (See figure in Section III, Part 14)

Is the diameter of the handrail 1-1/4 inches to 1-1/2 inches or does the shape provide an equivalent gripping surface?

- Yes
- No

- Yes
- No

- Yes
- No

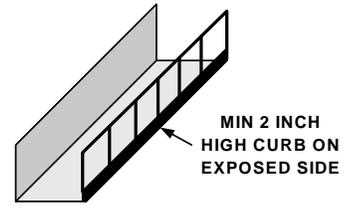


SECTION II: WALKS, CURBS AND RAMPS

11. Protective Edges on Ramps

Do ramps and landings with drop-offs have edge protection which is a minimum of two inches high on all exposed sides of the ramp or landing?

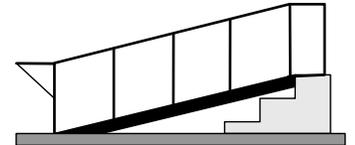
- Yes
- No



12. Temporary Ramps

Do temporary ramps meet standard ramp requirements? (See items 7, 8, 9, 10 and 11 in this Section of the Checklist)

- Yes
- No



Are temporary ramps securely anchored?

- Yes
- No

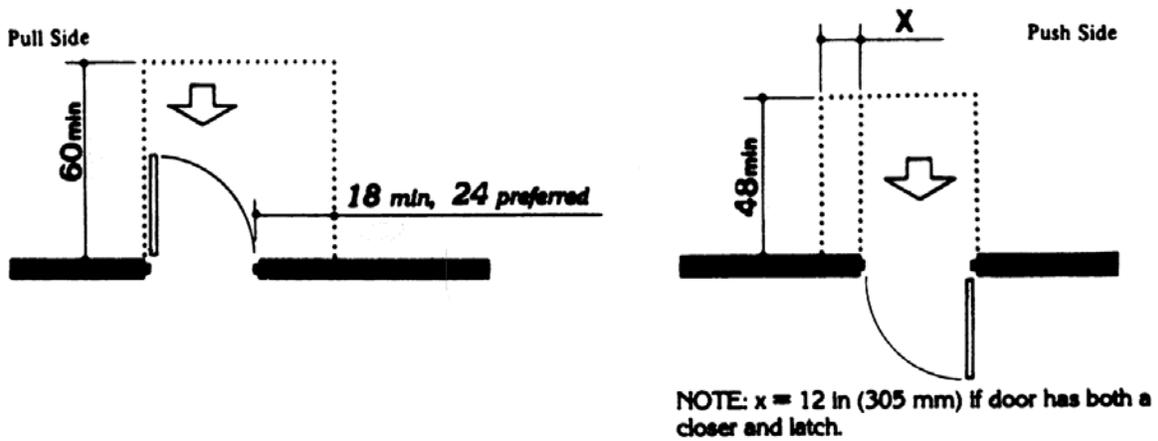
13. Ramps at Door Entrances

Do ramps at door entrances have adequate maneuvering clearances for a person using a wheelchair? (Refer to the diagrams provided on next page)

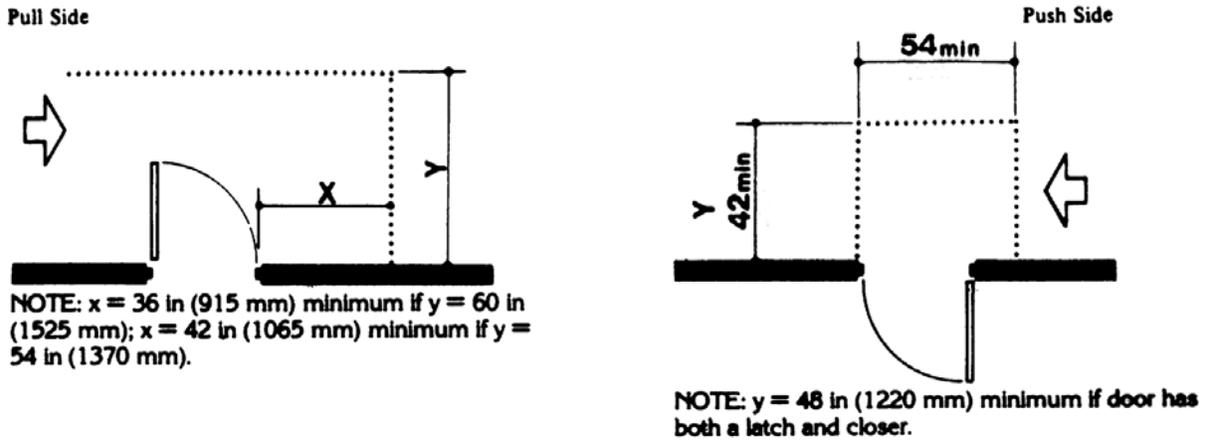
- Yes
- No

**Refer to diagrams
on next page**

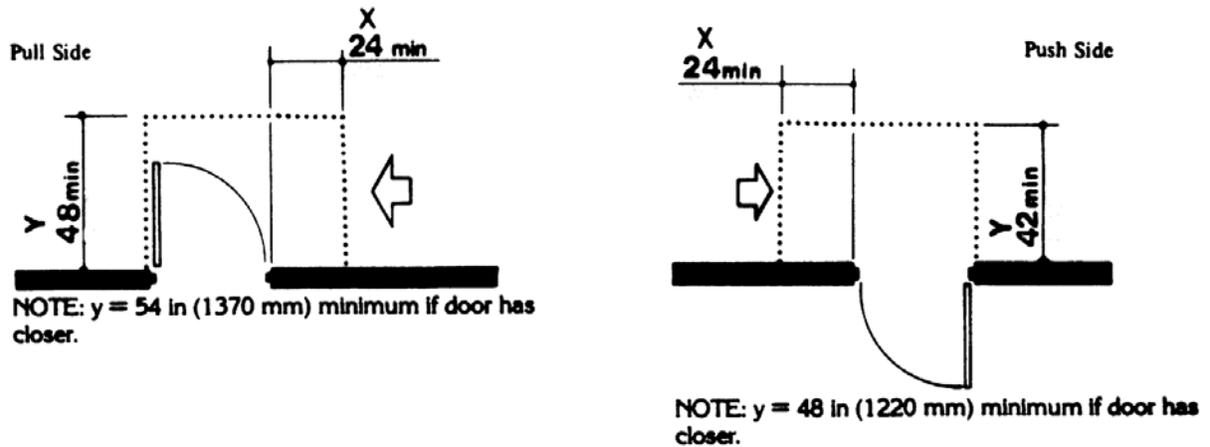
MANEUVERING CLEARANCES AT DOORS
(Taken from ADAAG 1991—Figure 25)



(a)
Front Approaches — Swinging Doors



(b)
Hinge Side Approaches — Swinging Doors



(c)
Latch Side Approaches — Swinging Doors

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

SECTION III: ENTRANCES, CORRIDORS AND STAIRS

1. Marked Route

Is there at least one accessible route from the accessible parking areas or passenger loading zones to the accessible building entrance having a minimum clear width of 36 inches?

- Yes
- No



If the entrance is not visible from the parking or loading areas, are the accessible routes to the entrance clearly marked with appropriate signage?

- Yes
- No

2. Signage at Entrances

Is the International Symbol of Accessibility displayed at all accessible entrances? This is not required but helpful.

- Yes
- No



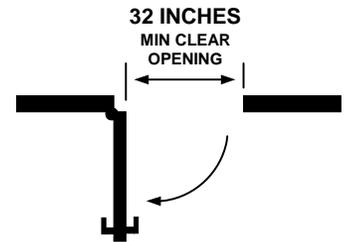
Are the primary entrances unlocked, or is provision made for a signaling device if that entrance must be locked during certain hours for security purposes?

- Yes
- No

3. Doorway Width

Does the primary accessible entrance have a minimum clear opening (free of protrusions and obstructions) of 32 inches?

- Yes
- No



Do the push and pull side of doors have minimum maneuvering clearances conforming with the figure referred to in Section II, Part 13? (Exception: Automatic or power assisted doors)

- Yes
- No

See diagrams referred to in Section II, Part 13

Is there a minimum of 60 x 60 inches of level space centered on the front of the accessible entrance?

- Yes
- No

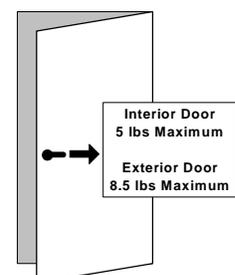
4. Door Opening Force

For doors at accessible, exterior entrances the opening force is not specified in ADAAG. Please refer to your state building code.

- Yes
- No

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

- Yes
- No



SECTION III: ENTRANCES, CORRIDORS AND STAIRS

5. Doormats

Are doormats stationary, flat, or recessed and less than 1/2 inch thick?

- Yes
 No



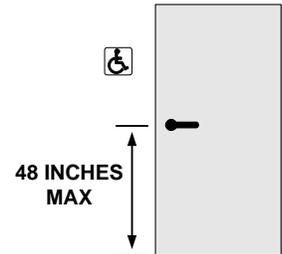
6. Door Hardware

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

- Yes
 No

Is hardware required for accessible door passage mounted no higher than 48 inches from the finished floor surface?

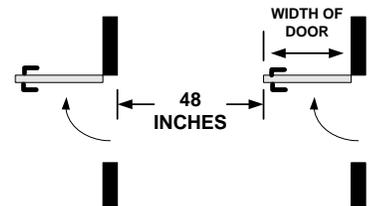
- Yes
 No



7. Doors in Series

Does approximately 48 inches, plus the width of in-swinging door(s), exist between two doors in a series to allow backing and turning space for a wheelchair or other mobility aid to clear the in-swinging door?

- Yes
 No



8. Automatic and Power Assisted Doors

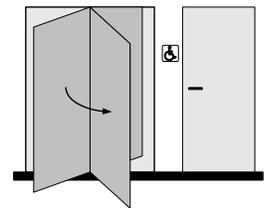
Do automatic and power assisted doors operate in a manner and direction which do not present a hazard?

- Yes
 No

9. Revolving Doors and Turnstiles

Is there an accessible door adjacent to all revolving doors and turnstiles?

- Yes
 No



10. Threshold

Are thresholds at exterior doors flush with the floor surface?

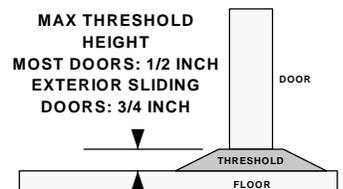
- Yes
 No

If thresholds are higher than 1/2 inch, are they beveled on both sides to a slope of 1:2?

- Yes
 No

If thresholds on exterior sliding doors exceed 3/4 inches in height, are they beveled on both sides at a slope of 1:2?

- Yes
 No

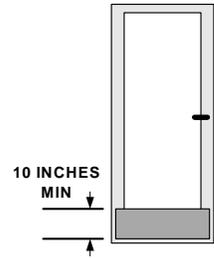


SECTION III: ENTRANCES, CORRIDORS AND STAIRS

11. Framed Glass Doors

If framed glass swinging doors are on accessible routes, is there a kick plate at least 10 inches high mounted on the bottom of the push side of the door? This feature is not required by ADAAG. This is a safety feature for people using wheelchairs to prevent their footrest from striking the glass.

- Yes
 No

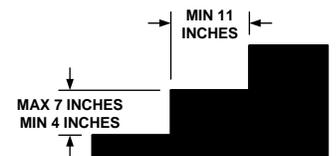


12. Stair Risers, Treads and Nosings

For all stairs and steps:

Are risers closed and have uniform height?
 (Riser height: maximum 7 inches, minimum 4 inches).

- Yes
 No

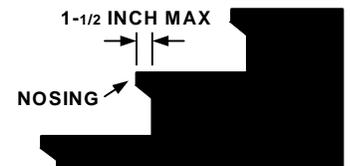


Do treads have a uniform depth of 11 inches or more?

- Yes
 No

Do nosings project no more than 1-1/2 inches and are the undersides free of abrupt, sharp angles?

- Yes
 No



Do stair treads have non-slip surfaces?

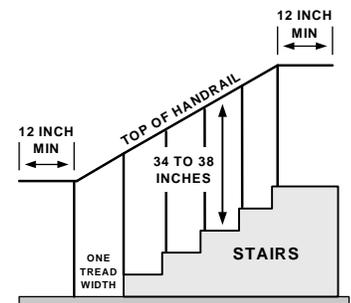
- Yes
 No

13. Location of Handrails

Do handrails on sides of all stairs extend at least 12 inches beyond the top riser and 12 inches plus the width of one tread beyond the bottom tread?

Is the top of the handrail mounted 34 to 38 inches above the tread?

- Yes
 No
 Yes
 No

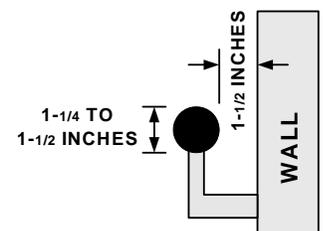


14. Handrail Dimensions

Are handrails 1-1/4 to 1-1/2 inches in diameter and easy to grasp?

Is there a clear space of exactly 1-1/2 inches between the handrail and the wall?

- Yes
 No
 Yes
 No

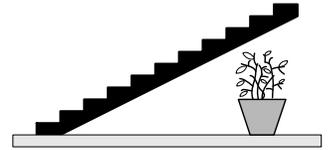


SECTION III: ENTRANCES, CORRIDORS AND STAIRS

15. Suspended Stairs

Are all suspended (open) stairs provided with sufficient warning devices, for example, railings, planters, etc., to alert people who are visually impaired? This situation could constitute an overhead hazard.

- Yes
- No

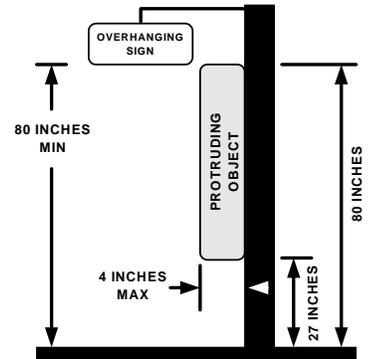


16. Protruding Objects

Do protruding and hanging objects (such as telephones, water fountains, signs, etc.) with their leading edge 27 inches to 80 inches above the floor, protrude no more than 4 inches into the path of travel?

Do walks, halls, corridors, passageways, aisles or other circulation spaces have a minimum head clearance of 80 inches?

- Yes
- No
- Yes
- No



SECTION IV: PUBLIC RESTROOMS

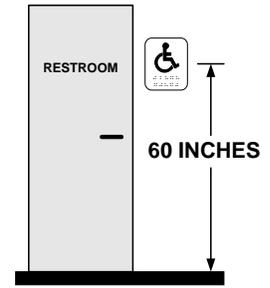
1. Restroom Identification

Is there an accessible restroom for each gender clearly marked with an International Symbol of Accessibility mounted 60 inches above the finish floor to the centerline of the sign?

- Yes
- No

Is the restroom identified with a sign having raised characters and Braille mounted on the latch side of the door no higher than 60 inches above the finished floor?

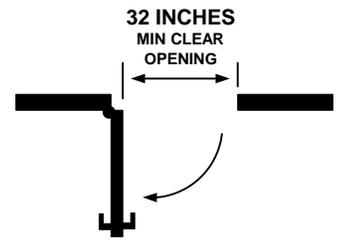
- Yes
- No



2. Restroom Entrance

Do restroom entrances have a clear opening (free of protrusions and obstructions) of 32 inches and maneuvering clearance adjacent to the push and pull side of doors conforming to Section II, Part 13?

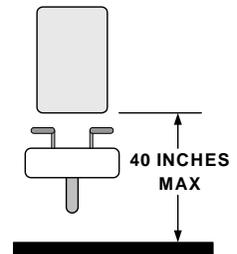
- Yes
- No



3. Restroom Mirror

Is the mirror mounted 40 inches from the floor to the bottom edge of the reflective surface?

- Yes
- No



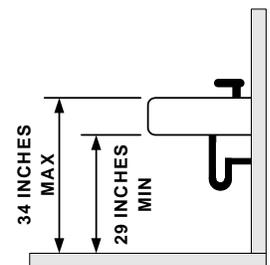
4. Lavatory Heights

Is the lavatory mounted so that the counter (rim) surface is no higher than 34 inches from the floor surface?

- Yes
- No

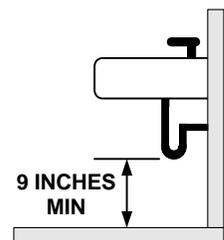
Is there a clearance space of at least 29 inches provided from the bottom of apron to the floor?

- Yes
- No



Is the drain pipe mounted so that there is at least 9 inches of clearance from the floor surface?

- Yes
- No

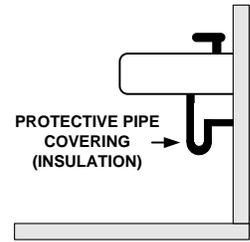


SECTION IV: PUBLIC RESTROOMS

5. Protective Pipe Covering

Is insulation or other protective covering used on hot water and drain pipes under the lavatory to prevent contact?

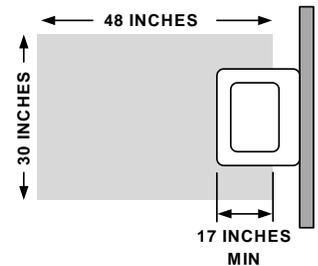
- Yes
- No



6. Lavatory Space

Is there clear floor space (30 x 48 inches) provided in front of the lavatory which includes an extension of this space under the lavatory of 17 inches minimum (19 inches maximum) to allow for forward approach?

- Yes
- No

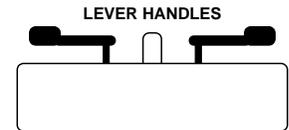


7. Faucet Controls

At accessible lavatories, are faucets controlled by a hand lever, push button, or electronic control which is easily operated by one hand, not requiring tight grasping, pinching, or twisting and requiring a maximum of 5 pounds of force or less for operation?

Note: Self-closing valves should stay open for a minimum of 10 seconds.

- Yes
- No

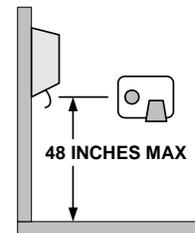


8. Dispensers in Restroom

Are restroom dispensers and accessories mounted so that there is no more than 48 inches to the highest control or operable part?

Note: Dispensers which can be reached from a parallel (side) approach may be mounted so that there is no more than 54 inches to the highest operable control or part of the dispenser.

- Yes
- No



9. Stall Door

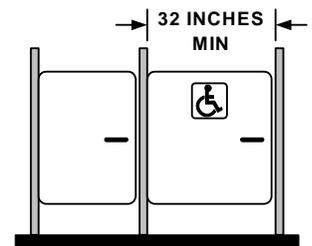
Is at least one restroom stall available having a clear opening (free of protrusions and obstructions) of 32 inches?

Does stall door swing outward?

Note: For end-of-row wheelchair accessible toilet stalls, the door may swing inward as long as sufficient maneuvering space is provided inside the stall. See ADAAG Fig 30(a-1).

- Yes
- No

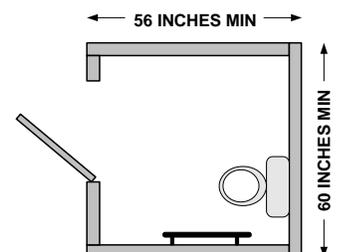
- Yes
- No



10. Standard Toilet Stall Size

Does the standard, accessible stall provide a minimum depth of 56 inches and a width of 60 inches for wall mounted water closets? Note: Add 3 inches to the depth if the water closet is floor mounted.

- Yes
- No



SECTION IV: PUBLIC RESTROOMS

11. Alternate Stall Size

Where a standard, accessible stall is technically infeasible, an alternate stall shall be provided. If the stall has a wall-mounted water closet, does it have a minimum depth of 66 inches?

Note: Add three inches to the stall depth if the water closet is floor mounted.

For alternate stalls allowing a forward approach to the water closet, is there a minimum width of 36 inches and grab bars mounted on both sides of the stall?

For alternate stalls allowing a side approach to the water closet, is there a minimum width of 48 inches and grab bars mounted to the side and rear of the water closet?

Is the center of the water closet a minimum of 18 inches from the near side wall or partition?

If there are six or more stalls, is one additional stall provided which is 36 inches wide with out-swinging door, grab bars on both sides, and is the seat of the water closet 17 to 19 inches from the floor?

Yes

No

Yes

No

Yes

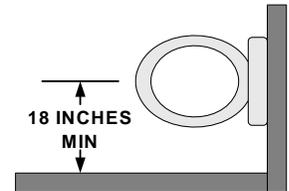
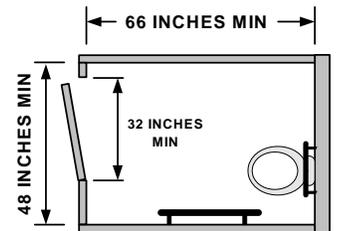
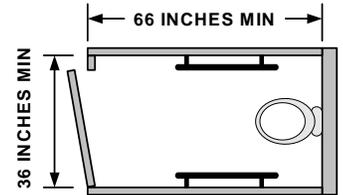
No

Yes

No

Yes

No



12. Dispensers in Commode Stall

Are toilet paper and seat cover dispensers located within easy reach of a person using the water closet?

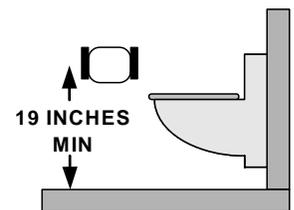
Do toilet paper dispensers permit delivery of a continuous flow of paper and are they installed within reach at a minimum height of 19 inches above the floor?

Yes

No

Yes

No

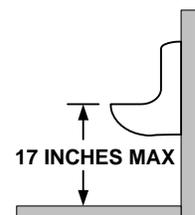


13. Urinals

Does the men's restroom have at least one stall-type or wall-hung urinal with an elongated rim which is mounted at a maximum of 17 inches above the floor?

Yes

No

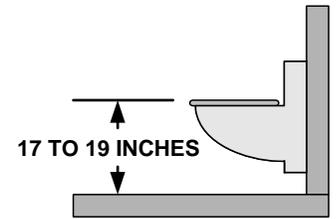


SECTION IV: PUBLIC RESTROOMS

14. Water Closet Seat

Is the top of the water closet seat 17 to 19 inches from the floor surface?

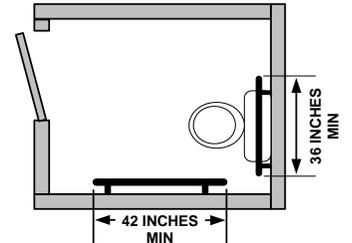
- Yes
 No



15. Grab Bars

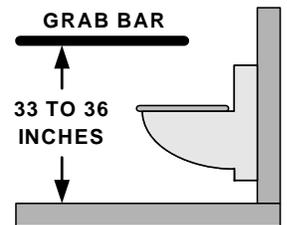
When a side transfer in a stall is required, are two grab bars (a 42 inch long bar to the side and a 36 inch long bar to the back) mounted at 33 to 36 inches from the floor surface provided?

- Yes
 No



For alternate stalls (see item 11 above) are there two grab bars 42 inches in length located on both sides of the stall and mounted 33 to 36 inches from floor surface?

- Yes
 No



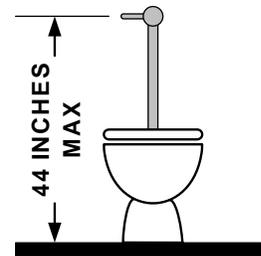
Is the diameter of each grab bar 1-1/4 to 1-1/2 inches, is the space between the wall and each grab bar 1-1/2 inches, and will each grab bar support 250 lbs?

- Yes
 No

16. Flush Controls

Are the flush controls mounted no higher than 44 inches above the floor surface on the wide side of the toilet area?

- Yes
 No



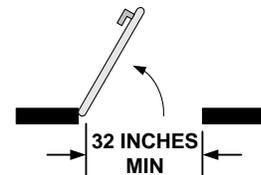
Are flush controls operable with one hand, not requiring tight grasping, pinching, or twisting of the wrist or more than 5 lbs of force?

- Yes
 No

17. Clear Width for Toilet Room Doors and Floor Space

Do all doors provide a minimum clear width of 32 inches?

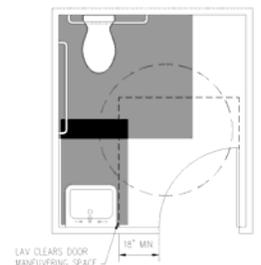
- Yes
 No



ADAAG does not specify toilet room dimensions. However, adequate clear floor space is required for approach and use at fixtures and adequate turning space must be provided. See #6 - Lavatory Space and the clearances required adjacent to the water closet in #10—Standard Toilet Stall Size.

Is adequate space allowed for a wheelchair to make a 180 degree turn? [Minimum space of 60 inches diameter or a "T-shaped" space as shown in ADAAG Fig 3(b)]?

- Yes
 No

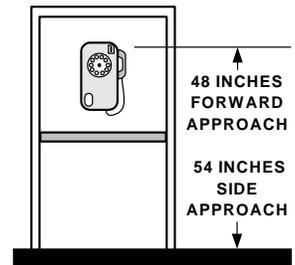


SECTION V: PUBLIC TELEPHONES AND WATER FOUNTAINS

1. Telephone Mounting

If public telephones are provided, is at least one accessible with phone dial and coin receiver no higher than 48 inches (for forward approach) or 54 inches (for parallel approach)?

- Yes
 No



Does it have a cord at least 29 inches long?

- Yes
 No

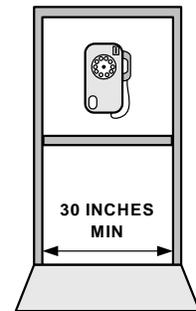
2. Access

Do telephone enclosures have a minimum clear path width for forward approach of 30 inches?

- Yes
 No

Is there a clear floor space of 30 x 48 inches provided at telephones?

- Yes
 No



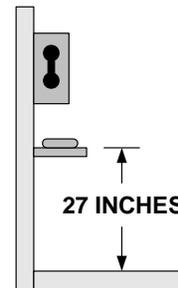
3. Directory Access

Are phone directories usable at wheelchair level?

- Yes
 No

Are operation directions available in Braille and/or large print?

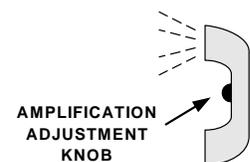
- Yes
 No



4. Auditory Amplification

Are telephones equipped with an amplifier (25% of total phones but never less than one must have amplification)?

- Yes
 No



5. Text Telephone

If there are four or more public telephones, is at least one a public text telephone (TT)?

- Yes
 No

Note: Text Telephones are also known as Telecommunication Devices for the Deaf (TDD) or Tele-Type Writers (TTY).

Are text telephones identified by the symbol shown at the right?

- Yes
 No



SECTION V: PUBLIC TELEPHONES AND WATER FOUNTAINS

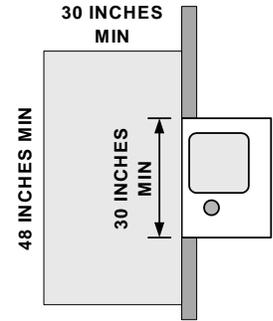
6. Access to Water Fountain

If free-standing or built-in water fountains do not have a clear, open space under them, is there clear floor space of 30 x 48 inches for parallel approach plus space for maneuvering?

- Yes
- No

Is the spout of the drinking fountain located in the front of the unit with a water flow trajectory 4 inches minimum in height that is parallel or nearly parallel to the front of the unit?

- Yes
- No



7. Height

Is there a water fountain available that is mounted to provide a minimum clearance of 27 inches and depth of 17 to 19 inches so that it can be approached and used by a person in a wheelchair?

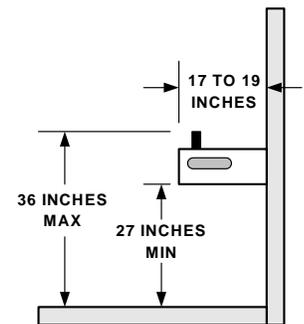
- Yes
- No

Is the width of the water fountain at least 30 inches? (See figure in Item 6 above)

- Yes
- No

Is the maximum height of the water spout 36, or less, inches?

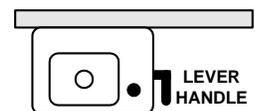
- Yes
- No



8. Hand Controls

Are the controls on the water fountain located on the front or on the side near the front, can the controls be operated with one hand, not requiring tight grasping, pinching, or twisting, and can the controls be operated with 5 pounds of force or less?

- Yes
- No



9. Existing Water Fountain

Are drinking cups provided when water fountain exceeds recommended height?

- Yes
- No



SECTION VI: MEETING ROOMS

1. Accessible Rooms

Are accessible meeting rooms available?

- Yes
 No

2. Location

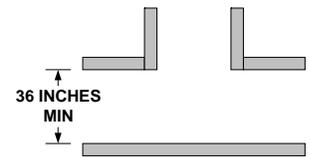
Are the accessible meeting rooms centrally located in the facility to prevent unnecessary long travel for people with mobility impairments?
Note: This is not a requirement.

- Yes
 No

3. Accessible Route

Do hallways and corridors have a clearance of 36 inches with an occasional space allowance for turning and passing at intervals not exceeding 200 feet?

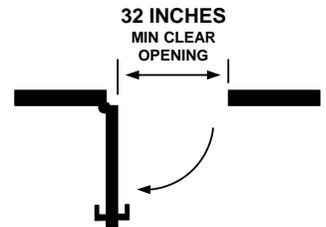
- Yes
 No



4. Door Width

Do the doors to meeting rooms have a clear opening of 32 inches?

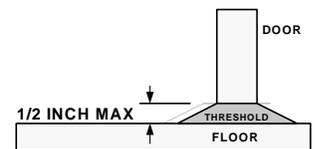
- Yes
 No



5. Thresholds

Do thresholds of interior doors have a maximum edge height of 1/2 inch? (See Section III, Part 10)

- Yes
 No



6. Amplifier and Sound System Equipment

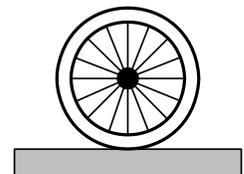
Is there amplifier and sound system equipment available with individual or lavalier microphones?
Note: This is not a requirement but is often helpful.

- Yes
 No

7. Floor

Is the meeting room floor non-slip, level, and negotiable by persons in wheelchairs and other mobility aids?

- Yes
 No



SECTION VI: MEETING ROOMS

8. Seating for People using Wheelchairs

Is there adequate seating space for people using wheelchairs?
(For forward or rear access, total space 48 inches deep by 66 inches wide or for side access, 60 inches deep by 60 inches wide.)

Are the spaces for people using wheelchairs dispersed throughout the room within easy viewing (line of sight) of the stage?

Are the spaces for people using wheelchairs or other mobility aids near accessible exits?

Yes

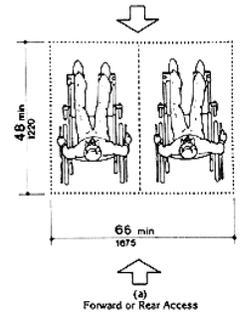
No

Yes

No

Yes

No

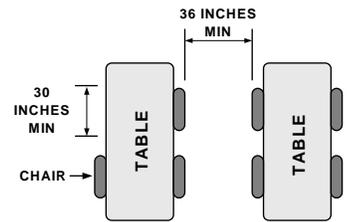


9. Table Placement

If tables are used in the meeting rooms, is there a 36 inch aisle clearance and a 30 inch wide space at the table for wheelchair access?

Yes

No



10. Table Height

Do tables have a clear opening for knee space of at least 27 inches in height, 30 inches in width, and 19 inches in depth?

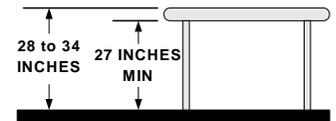
Is the top surface of the table 28 to 34 inches from floor surface?

Yes

No

Yes

No

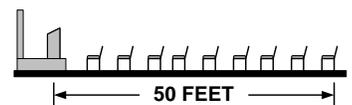


11. Listening System

If requested, are participants provided with interpreter services or a listening system and are they seated within 50 feet of the stage for viewing?

Yes

No

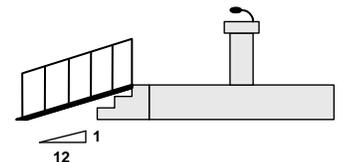


12. Temporary Ramp

Is a temporary ramp for the podium or head table available?
Note: Maximum slope of ramp is 1 inch vertical rise in every 12 inches of horizontal distance.

Yes

No



SECTION VI: MEETING ROOMS

13. Microphones

Are the microphones accessible and flexible?

Yes

No

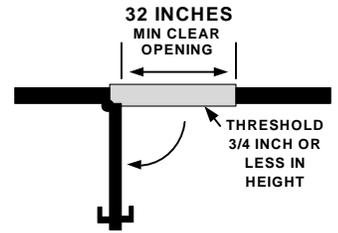


SECTION VII: RESTAURANTS

1. Entrance

Do entrances to food service establishments have a door with a 32 inch clear opening, single effort door pull, and negotiable thresholds of 1/2 inch or less in height and beveled at a slope of 1:2?

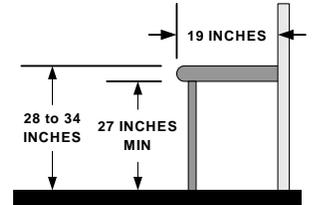
- Yes
 No



2. Tables

Are tables accessible? (A 30 inch width for individual seating, 27 inches minimum knee clearance, and minimum 19 inches depth under the table)

- Yes
 No



Are tables placed to provide a 36 inch wide aisle clearance?

- Yes
 No

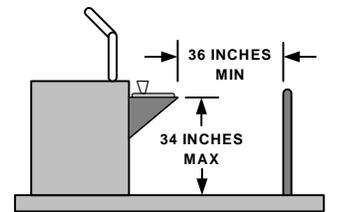
Is there 28-34 inches from the floor to the top of the table?

- Yes
 No

3. Cafeteria/Buffer Lines

Are cafeteria/buffet lines accessible—at least 36 inches clear opening with adequate turning space at corners?

- Yes
 No



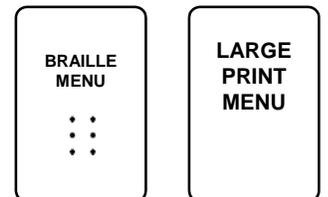
Are tray slides mounted at a maximum of 34 inches above the floor?

- Yes
 No

4. Menus

Does the restaurant provide menus in Braille and large print?

- Yes
 No



5. Special Needs

Is the restaurant staff able and willing to make reasonable accommodations for patrons such as minor menu changes, reading menus, and assistance with trays?

- Yes
 No



SECTION VII: RESTAURANTS

6. Lounge

Is the lounge entrance, tables and aisles accessible?

- Yes
- No



7. Fixed Tables

Where fixed tables are provided, are at least 5 percent, but not less than one table, accessible?

Note: The required number of accessible fixed tables or counters shall be proportionally distributed between smoking and non-smoking areas.

- Yes
 - No
-

SECTION VIII: HAZARDS AND EMERGENCY PROCEDURES

1. Staff Awareness

Has the staff received special instructions about the needs of persons with disabilities, particularly emergency procedures?

- Yes
 No

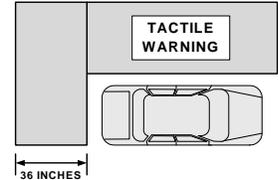


2. Hazardous Vehicular Area

Is the boundary between the pedestrian and vehicle area marked with some type of tactile warning if not separated by curbs, rails or similar element?

Note: Truncated domes having a diameter of 0.9 inches, height of 0.2 inches, center-to-center spacing of 2.35 inches, and of a color which contrasts with the walk surface may be used as a tactile warning.

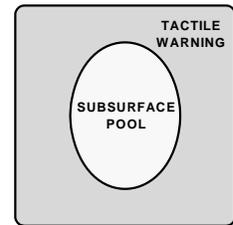
- Yes
 No



3. Standard Warnings at Subsurface Pools

Are standardized textured surfaces for tactile warnings (i.e. rails, walls, curbs, or truncated domes) present at subsurface pools?

- Yes
 No



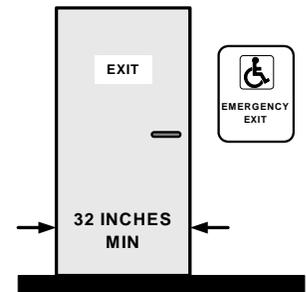
4. Emergency Exits

Are all emergency exit doors clearly marked, and do they have a minimum opening of 32 inches?

- Yes
 No

Are exit doors equipped with tactile symbols to designate their location?

- Yes
 No



SECTION VIII: HAZARDS AND EMERGENCY PROCEDURES

5. Audible and Visual Alarm Signals

Are all audible alarms accompanied by visual alarms?

- Yes
- No

Do audible alarms produce a noise which exceeds the ambient noise level by at least 15 decibels?

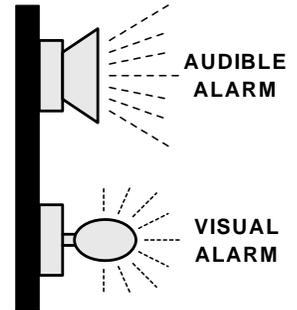
- Yes
- No

Are visual alarms xenon strobe type (or equivalent) with intensity of 75 candela and a flash rate of 1 per second minimum and 3 per second maximum?

- Yes
- No

Are visual alarms not more than 50 feet apart and mounted 80 inches above highest floor level or 6 inches below the ceiling, whichever is lower?

- Yes
- No



6. Area of Rescue

Except in fully sprinkled buildings, is there an area of rescue assistance that meets one of the following seven requirements specified in ADA Accessibility Guidelines and is it identified by a sign?

- Yes
- No

1. Portion of a stairway landing within a smoke-proof enclosure.
 2. Portion of an exterior exit balcony located adjacent to an exit stairway.
 3. Portion of a one-hour fire restrictive corridor located adjacent to an exit enclosure.
 4. Fire-resistive vestibule located adjacent to an exit enclosure.
 5. Portion of a stairway landing within an exit enclosure which is vented and separated from the interior of the building with fire-resistive doors (not less than one hour).
 6. An area or room separated from portions of the building by a smoke barrier.
 7. An elevator lobby with shafts that are pressurized once activated by smoke detectors.
-

SECTION IX: ELEVATORS

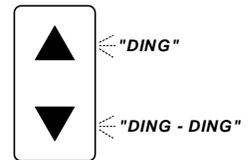
1. Elevators

- Does the facility have a passenger elevator? Yes No
- Does the elevator provide access to all levels of the facility? Yes No

2. Signal Identification

Are there both visual and audible signals used to identify direction of elevator travel (for example, for audible alarms, one sound for UP and two sounds for DOWN)?

- Yes
 No



3. Accessible Routes

Are the accessible elevators on a normally used accessible route?

- Yes
 No



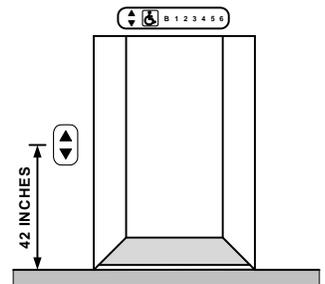
4. Call Buttons/Floor Buttons

Are call buttons in lobbies and halls mounted at 42 inches (on center) above the floor with no access obstructions?

- Yes
 No

Are there raised and Braille floor destinations on both elevator jamps 60 inches above the floor surface?

- Yes
 No

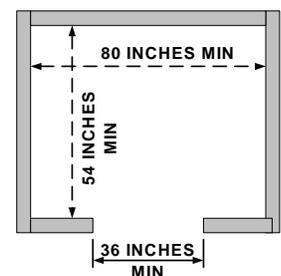


5. Elevator Car Dimensions

Does the elevator have minimum inside dimensions of 54 x 80 inches and a clear door opening of 36 inches?

Note: If the elevator door is not on center of the elevator entrance, the interior dimensions should be 54 x 68 inches.

- Yes
 No

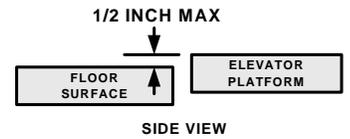


SECTION IX: ELEVATORS

6. Leveling

Does the elevator stop within 1/2 inch of the outside floor surface on each level?

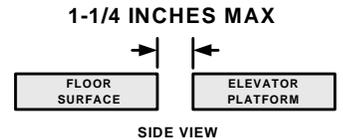
- Yes
 No



7. Space Between Elevator and Floor

Is the open space between the outside floor surface and the elevator platform no greater than 1-1/4 inches?

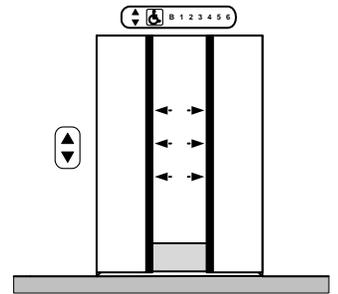
- Yes
 No



8. Floor Protective Re-Opening Device

Are the elevators equipped with a safety system that automatically opens the door when it becomes obstructed by an object or person?

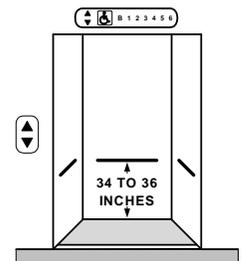
- Yes
 No



9. Handrails

Does the elevator interior have handrails mounted 34 to 36 inches above the floor and with a clear space of 1-1/2 inches between the rail and the wall?

- Yes
 No



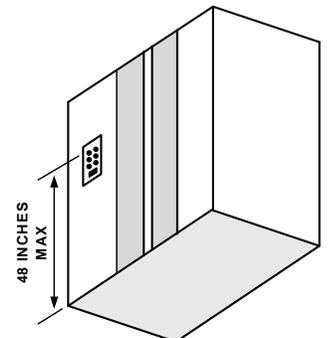
10. Controls, Call Buttons and Alarms

Are controls, call buttons, and alarm buttons at least 3/4 inch in diameter with Braille and raised lettering located to the left of each control or button?

- Yes
 No

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

- Yes
 No



Title II Checklist - General Effective Communication

From: ADA Best Practices Tool Kit for State and Local Governments
February 23, 2007
<http://www.ada.gov/pcatoolkit/chap3chklist.htm>

PURPOSE OF THIS CHECKLIST: This checklist is designed for use as an assessment of a state or local government's provision of effective communication.

MATERIALS AND INFORMATION NEEDED: To assess compliance with the general effective communication requirements, you will need:

- ✓ a copy of any policies or procedures related to providing sign language interpreters, oral interpreters, cued speech interpreters, notetakers, computer-aided transcription services, etc., when requested by members of the general public. If different departments have different policies, you should review each of the policies.
- ✓ a list of printed materials provided to the public by the locality and an indication of whether these materials are provided, upon request, in an accessible format, such as in large print, Braille, or audio recording.
- ✓ a list of any videos or television programs produced by the locality and an indication of whether these videos or programs have captioning and audio descriptions.
- ✓ a list of where teletypewriters (TTYs) are provided by the locality.
- ✓ a copy of any training materials used in training government employees about providing effective communication to members of the general public whose disabilities affect communication.

SECTION X. INTERPRETERS

1. Does each department of your state or local government have a policy and procedures in place to deal with requests from the general public for sign language, oral, and cued speech interpreters?

- Yes
 No

2. If policies and procedures are in place, do they:

- a. Specify that sign language, oral, and cued speech interpreters can be obtained within a short period of time when necessary? (For example, when needed for hospital emergency rooms, interpreters should be available either in person or by using video relay systems within a reasonable period of time, 24 hours a day, 7 days a week – in this setting, reasonable usually means within an hour of a request. In non-emergency situations, a public entity can require reasonable advance notice for interpreter requests.)

- Yes
 No

b. Make clear that it is generally inappropriate to request family members and companions of deaf persons to serve as sign language interpreters?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Specify that deaf persons requesting interpreters should not be charged for the cost of the interpreter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Specify that the public entity's decision to deny an interpreter based on undue financial and administrative burden must be made after considering all resources available for use in funding the operation of the program and must be accompanied by a written statement of the reasons for reaching the conclusion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Specify that, in any instance where the provision of an interpreter would result in an undue financial and administrative burden, the entity will take any other action that would not result in an undue financial and administrative burden but would nevertheless ensure that the individual with a disability receives the benefits or services provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does your state or local government have employees on staff who are qualified interpreters or have arrangements with one or more vendors to provide interpreting services when needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have the employees who interact with the public been trained on the correct procedures to follow when a person requests an interpreter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Review documentation and speak with agency personnel responsible for responding to requests for interpreter services. When requests for interpreters have been made in the past, were they granted:	
a. For events such as meetings, interviews, hearings, medical appointments, court proceedings, and training and counseling sessions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Without the state or local government asking the individual who requested the interpreter charged to pay for the services?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION XI. OTHER AUXILIARY AIDS AND SERVICES

6. Does your state or local government have policies and procedures in place to deal with requests from the general public for documents in Braille, large print, audio recording, and accessible electronic format (that is, an email or compact disc containing the document in plain text, word processing format, HTML or some other format that can be accessed with screen reader software)?
- Yes
 No
-
7. Does your state or local government have policies and procedures in place to deal with requests from the general public for notetakers, computer-assisted real-time transcription services, and other auxiliary aids and services for providing effective communication?
- Yes
 No
-
8. Does your state or local government have the equipment or arrangements with vendors so it can provide written materials in alternative formats (e.g., Braille, large print, audio format, electronic format)?
- Yes
 No
-
9. Does your state or local government provide written materials in alternative formats when asked to do so? (For example, does your entity communicate with blind people by using Braille, large print, or email when asked to do so?)
- Yes
 No
-
10. Does your state or local government give primary consideration to the requests of the person with a disability when determining what type of auxiliary aid or service to provide?
- Yes
 No
-
11. Does your entity ensure that all videos and television programs it produces and all videos it makes available to the public on its internet website are available with captioning and audio description?
- Yes
 No

SECTION XII. TTYs (Teletypewriters)

12. Where telephones are available to the public for making outgoing calls, are TTYs available for people with hearing and speech disabilities?
- Yes
 No
-
13. Does your state or local government handle calls placed using a Telecommunications Relay Service or a Video Relay Service in the same way as other telephone calls?
- Yes
 No