



ACCESSIBILITY CHECKLIST

OREGON

2010 ADA STANDARDS FOR ACCESSIBLE DESIGN
OREGON STATE BUILDING CODE

JANUARY 2019

Northwest ADA Center

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ACCESSIBILITY CHECKLIST

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ACCESSIBILITY CHECKLIST

PURPOSE AND USE

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

The Checklist is designed so that a
“**YES**” answer indicates “**ACCESSIBLE**.”
“**NO**” answer indicates that the item is present but is a “**NON-ACCESSIBLE**” element or feature in the building or facility.

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

References

- 2010 ADA Standards for Accessible Design (www.ada.gov)
- 1991 ADA Standards for Accessible Design (www.ada.gov)
- 2010 Oregon Structural Specialty Code—Chapter 11 Accessibility
- 2018 Oregon Transportation Commission Standards for Accessible Parking Places
- Oregon Structural Specialty Code, Chapter 11

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

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

Developed with support of a grant from the
National Institute on Disability and Rehabilitation Research (NIDRR).
Revised December 2018 by Northwest ADA Center.

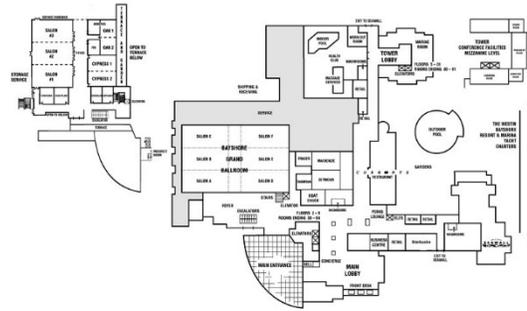
We encourage duplication and use of this document.

HOW TO PERFORM AN ACCESSIBILITY SURVEY

Planning for the Survey:

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

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



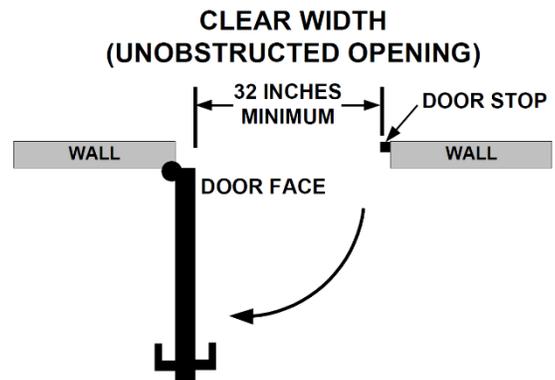
Tools:

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

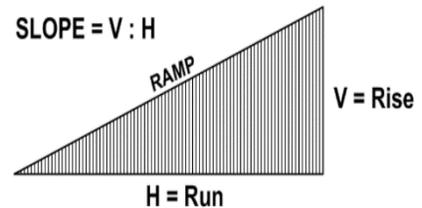


Conducting the Survey:

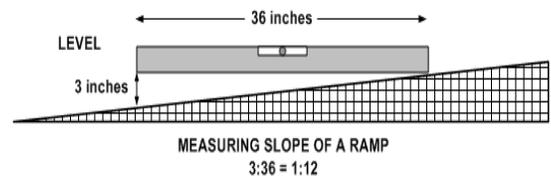
Measuring clear width (unobstructed opening) - To measure the clear width (unobstructed open space) at a door, measure the distance between the face of the door and the door stop, with the door open at 90 degrees. Clear width measurements at other locations (ramps, accessible routes, etc.) are measured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



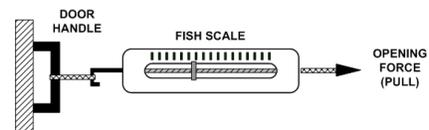
Measuring slope - Slope is calculated by calculating the ratio of vertical rise to horizontal run. For example, if a ramp 6 IN in vertical height traverses a horizontal distance of 6 FT (72 IN) then the slope is $6 / 72 = 1 / 12 = 0.083$ (8.3%). Typically the maximum allowable slope for a ramp is written as 1:12.



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



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



PARKING

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

1. Accessible Parking

Does your facility provide parking spaces, other than on-street parking spaces?

- Yes**
 No

If yes, continue to the next question. If no, skip to #8 on page 7.

2. Accessible Parking at Medical Facilities

Is your facility a hospital outpatient clinic or facility that specializes in treatment of persons with mobility impairments?

- Yes**
 No

If yes, continue to the next question. If no, skip to #3.

Note: If your facility is a doctor's office or independent clinic, mark no to this question. If your facility is an outpatient physical therapy facility, mark yes to this question.

Does the percentage of accessible parking spaces at your facility meet the minimum requirements per type of medical facility as specified below?

- Yes**
 No

10% for hospital outpatient facilities (not doctor's offices or independent clinics)

20% for facilities specializing in treatment of persons with mobility impairments (e.g. rehabilitation facilities and outpatient physical therapy facilities)



3. Number of Accessible Parking Spaces

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

- Yes**
 No

If no, how many accessible parking spaces are available?

Total Parking Spaces	Minimum # of Accessible Spaces	Minimum # of Van Accessible Spaces	Minimum # of Wheelchair Only Spaces
1-25	1	1	-
26-50	2	1	-
51-75	3	1	-
76-100	4	1	-
101-150	5	-	1
151-200	6	-	1
201-300	7	-	2
301-400	8	-	2
401-500	9	-	2
501-1000	2% of total	-	1 in every 6 accessible spaces or portion thereof
1001 and over	20 +1 for each 100 over 1000	-	1 in every 6 accessible spaces or portion thereof

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

If there are no accessible parking spaces, skip to #8 on page 7.

PARKING

4. Space Location

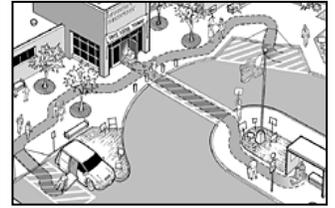
Are the accessible parking spaces located on the shortest possible accessible routes to the accessible building entrances?

Note: An accessible route is free of stairs, steep inclines, sharp changes in surface level, and has a surface which is stable, smooth and slip resistant. Where parking serves more than one accessible entrance, accessible parking spaces shall be dispersed and located on the shortest accessible route to the accessible entrances.

Are the accessible parking spaces located on a level area?

Note: Ground surfaces of parking spaces and access aisles should not exceed 1:48 (approximately 2% slope) in any direction.

- Yes
- No



- Yes
- No

5. Accessible Parking Spaces

Is each accessible parking space identified with the standard sign displaying the international symbol of access shown in the figure to the right?

Does each accessible parking sign conform to all of the following specifications?

- Yes
- No

- Yes
- No



Border Radius = 1.5 IN
 Border Thickness 0.375 IN
 Border Inset = 0.375 IN

Sign Background: White, Retroreflective sheeting
 Sign Legend: Green, Retroreflective sheeting
 Sign Symbol: White on Blue, Retroreflective sheeting

PARKING

Is each sign mounted on a post at a minimum height of 7 FT measured from the bottom of the sign to the ground surface?

- Yes
- No

Note: For signs mounted on buildings or piers, a minimum of 5 FT between bottom of sign and ground surface is required.

Is each accessible parking space a minimum of 9 FT wide?

- Yes
- No

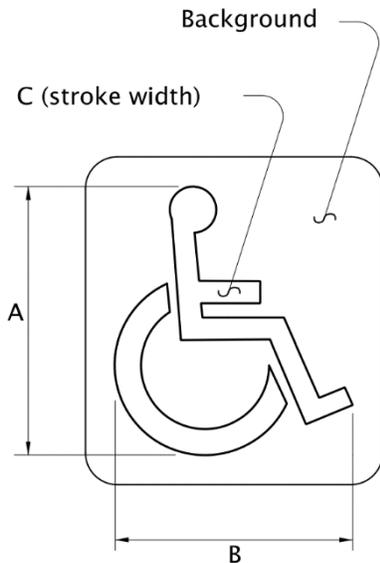
Are all pavement markings white and retroreflective?

- Yes
- No

Does each accessible parking space have a pavement marking stencil that conforms to the following specifications?

- Yes
- No

Note: Facilities on a state highway right-of-way should use the standard measurements listed below. Facilities not on a state highway right-of-way should use the minimum measurements listed below.



Pavement Marking Background: Optional: Blue, Retroreflective
 Pavement Marking Stencil: White, Retroreflective

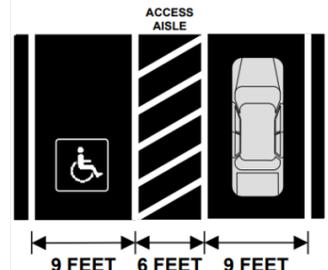
A: 28 IN minimum, 41 IN standard
 B: 24 IN minimum, 36 IN standard
 C: 3 IN minimum, 4 IN standard

Does each accessible parking space have a marked access aisle that is at least 6 FT wide?

- Yes
- No

Is each marked access aisle on the passenger side of the parking space or between two accessible parking spaces that share it as shown in the figure to the right?

- Yes
- No



PARKING

Does each marked access aisle have a white or yellow, retroreflective "No Parking" pavement marking legend that conforms to the following specifications?

- Yes
- No



Is there the "Access Aisle No Parking" sign installed for each access aisle where the "No Parking" pavement marking stencil may not be visible regularly due to snow or sand?

- Yes
- No

Does each Access Aisle No Parking sign conform to the following specifications?

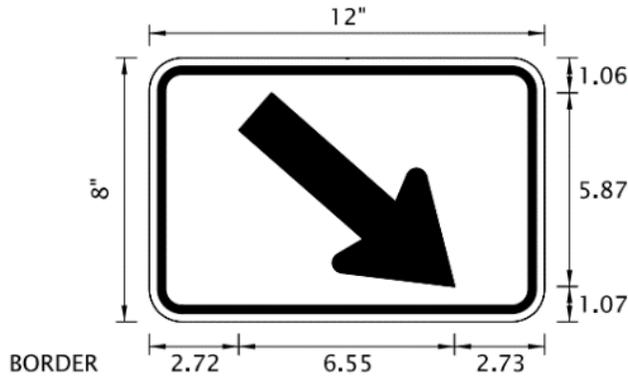
- Yes
- No



PARKING

Border Radius = 1.5 IN
 Border Thickness 0.375 IN
 Border Inset = 0.375 IN

Sign Background: White, Retroreflective sheeting
 Sign Legend: Red, Retroreflective sheeting
 Sign Symbol: White on Blue, Retroreflective sheeting



Border Radius = 1.25 IN
 Border Thickness 0.325 IN
 Border Inset = 0.325 IN

Sign Background: White, Retroreflective sheeting
 Sign Legend: Red, Retroreflective sheeting
 Sign Symbol: White on Blue, Retroreflective sheeting

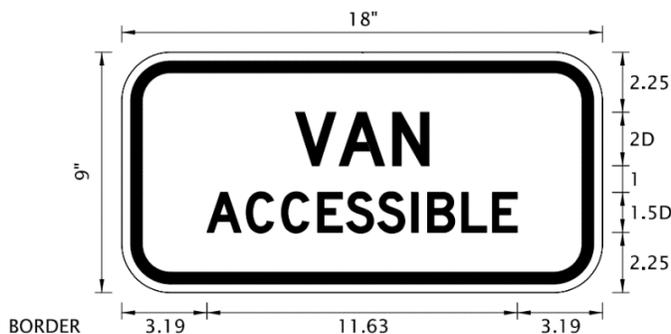
Note: The above arrow sign is only used with the Access Aisle No Parking sign when placement of the Access Aisle No Parking sign cannot be placed at the back of the accessible route directly in view of entire access aisle. In this case, the Access Aisle No Parking sign can be placed to one side of the ramp with the arrow sign pointing to the access aisle.

6. Van Accessible Parking Spaces

Is each van accessible parking space identified with both signs placed laterally on the same post as shown in the figure to the right?

Does each van accessible sign conform to the following specifications?

- Yes
- No
- Yes
- No



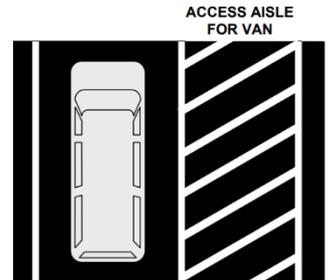
PARKING

Border Radius = 1.5 IN
 Border Thickness 0.438 IN
 Border Inset = 0.325 IN

Sign Background: White, Retroreflective sheeting
 Sign Legend: Green, Retroreflective sheeting

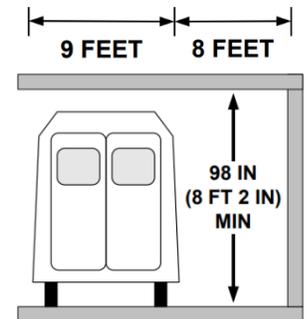
Does each van accessible parking space have a marked access aisle that is at least 8 FT wide as shown in the figure to the right?

- Yes
- No



Does each van accessible parking space, and the route serving each, have a minimum vertical clearance of at least 8 FT 2 IN?

- Yes
- No



7. Wheelchair Only Accessible Parking Spaces

Are there 101 or more parking spaces at the parking area?

- Yes
- No

If yes, continue to the next question. If no, skip to #8.

Is each wheelchair only accessible parking space identified with all three signs placed laterally on the same post as shown in the figure to the right?

- Yes
- No

Does the wheelchair user only sign conform to the following specifications?

- Yes
- No



Border Radius = 1.5 IN
 Border Thickness 0.438 IN
 Border Inset = 0.325 IN

PARKING

Sign Background: White, Retroreflective sheeting

Sign Legend: Green, Retroreflective sheeting

Does each wheelchair only accessible parking space have a marked access aisle that is at least 8 FT wide? Yes No

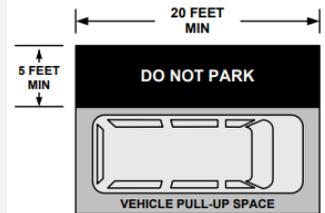
8. Passenger Loading Zone

Does your facility have a passenger loading zone? Yes No

If yes, continue to the next question. If no, skip to #9.

Is the passenger loading zone at least 8 FT wide and 20 FT long? Yes No

Does the passenger loading zone have an unobstructed access aisle at least 5 FT wide and at least 20 FT long as shown in the figure to the right? Yes No



Is the access aisle at the same level as the vehicle pull-up space? Yes No

Is the access aisle marked to discourage parking in that space? Yes No

9. Curb Ramps

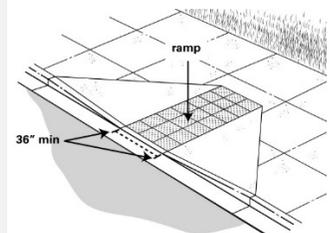
Does your facility have marked accessible routes that cross over a curb (e.g. where an access aisle connects to a sidewalk)? Yes No

If yes, continue to the next question. If no, skip to page 9.

Are curb ramps provided where accessible routes cross over a curb? Yes No

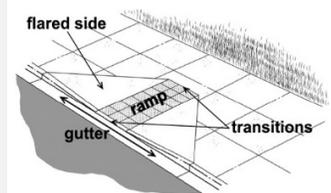
Note: Curb ramps must not project into traffic lanes, parking spaces, or access aisles. If curb ramp is located within public right-of-way, a detecting warning surface is required.

Do curb ramps have a maximum running slope of 1:12? Yes No



Do curb ramps have a minimum clear width of 36 IN? Yes No

Are the transition areas where curb ramps join sidewalks, streets, or gutters smooth? Yes No



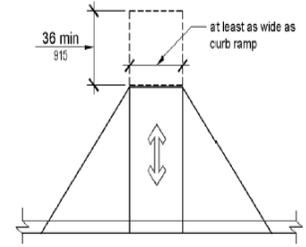
PARKING

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

Yes

No

Note: Where it is not possible to provide a level landing at the top of the curb ramp, a curb ramp with flared sides that do not exceed a slope of 1:12 is an alternative.



APPROACH AND ENTRANCE (Exterior Routes)

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

1. Ground and Floor Surfaces

Are ground, floor and walking surfaces along accessible routes stable, firm, smooth and slip-resistant?

- Yes
- No



Note: An “accessible route” may consist of doorways, ramps, curb ramps, elevators, platform lifts and other walking surfaces with a slope no steeper than 5% (1:20).

2. Changes in Surface Level

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

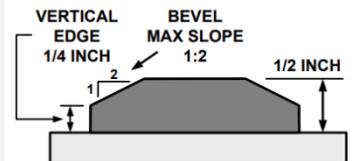
- Yes
- No



Where vertical changes in surface level are between 1/4 and 1/2 IN in height, is the level change beveled (slope 1:2 or less)?

- Yes
- No

Note: Changes in surface level that exceed 1/2 IN shall be ramped.



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

- Yes
- No

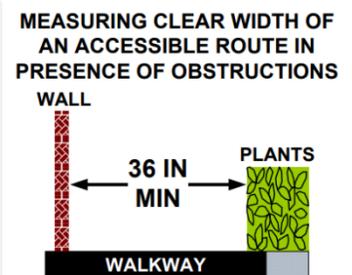
3. Clear Widths and Slopes for Walking Surfaces

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

- Yes
- No

Do all walkways along accessible routes have a minimum clear, unobstructed width of at least 36 IN?

- Yes
- No



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

- Yes
- No

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

- Yes
- No



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

APPROACH AND ENTRANCE (Exterior Routes)

4. Exterior Ramps

Is there a ramp located in the exterior of your building?

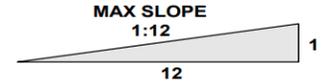
- Yes
 No

If yes, continue to the next question. If no, skip to #9.

5. Ramp Slope and Clear Width

Is the maximum running slope of all ramps 1:12 (8.3%)?

- Yes
 No

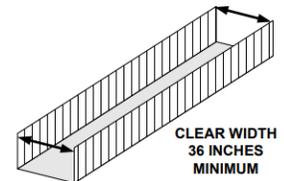


Are cross slopes of all ramp surfaces 1:48 or less?

- Yes
 No

Do ramps have a clear unobstructed width of at least 36 IN?

- Yes
 No



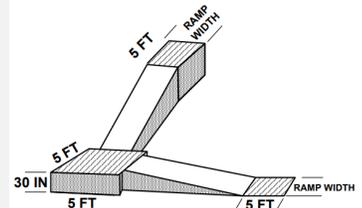
6. Landings

Do ramps have a 5 FT long level landing at the top and bottom of each run?

- Yes
 No

Do ramps have a 5 FT x 5 FT minimum turning space at level landings where the ramp changes direction?

- Yes
 No

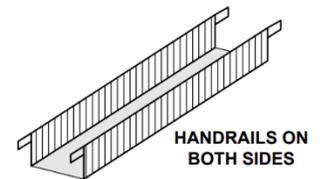


Note: Landings are required where the maximum vertical rise for any length of run for a ramp is 30 IN.

7. Ramp Handrails

If the ramp rises more than 6 IN vertically, does it have handrails on both sides?

- Yes
 No



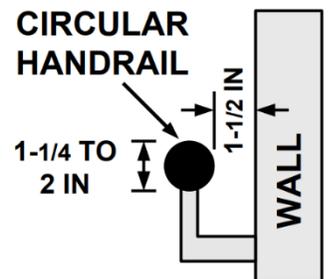
Are handrails mounted so that their top surface is between 34 and 38 IN above the ramp surface?

- Yes
 No



Do handrails continue to extend horizontally at least 12 IN at the top and bottom landings of the ramp and do these extensions return to the wall, floor or post?

- Yes
 No



If the handrail is mounted on a wall surface, is the gap between the handrail and the wall surface a minimum of 1-1/2 IN?

- Yes
 No

APPROACH AND ENTRANCE (Exterior Routes)

If the handrail gripping surface is circular in shape, is the diameter 1-1/4 IN minimum to 2 IN maximum?

Yes

No

If the shape is non-circular, is the perimeter dimension (distance around the gripping surface) 4 IN minimum to 6-1/4 IN maximum?

Yes

No

8. Edge Protection on Ramps

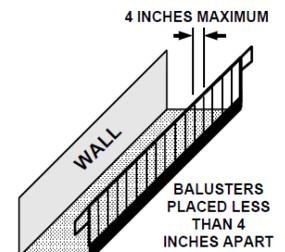
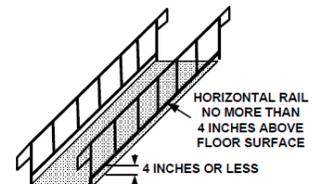
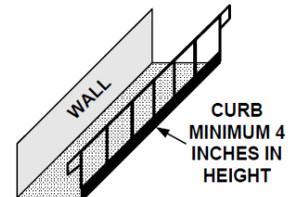
Do ramps and landings have edge protection by extending the floor surface of a ramp or landing at least 12 IN beyond the railing or by providing a curb or barrier edge that prevents passage of a crutch tip, a wheel on a wheelchair or other mobility aid from slipping off the edge of a ramp or landing?

Yes

No

Note: Examples are:

1. curbs at least 4 IN high
2. horizontal rails placed no more than 4 IN from the floor or wall
3. vertical railing extended to ramp surface spaced 4 IN apart or closer

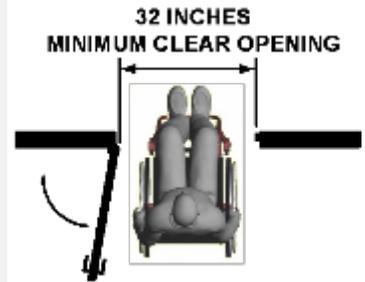


APPROACH AND ENTRANCE (Exterior Routes)

9. Doorway Width and Maneuvering Clearance

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

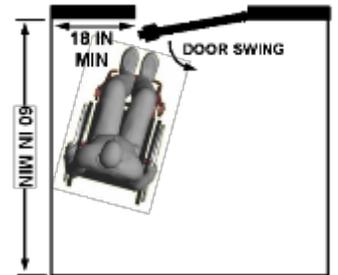
- Yes
- No



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

- Yes
- No

MANEUVERING CLEARANCE AT DOOR
FRONT APPROACH TO PULL FACE OF DOOR



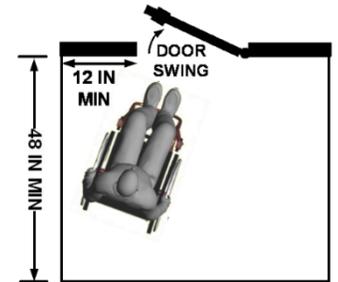
Note: If the person using a wheelchair can approach the door from the front, a minimum side distance of 18 IN and a minimum perpendicular distance of 60 IN will suffice if the door swings toward the customer.

Note: A minimum of 12 IN side distance and a minimum perpendicular distance of 48 IN is required for a door that swings away from the customer and has a latch and closer.

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

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

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

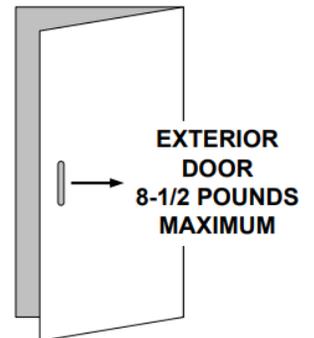


10. Exterior Door Opening Forces

Is the force required to open doors at accessible exterior entrances no more than 8-1/2 pounds?

- Yes
- No

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

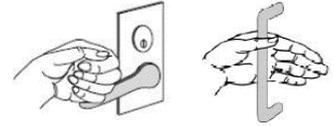


APPROACH AND ENTRANCE (Exterior Routes)

11. Door Hardware

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

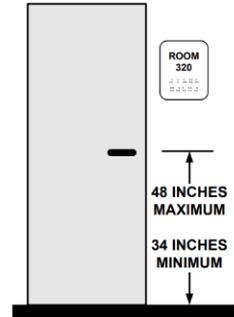
- Yes
 No



Note: Lever and loop handles serve this purpose well.

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

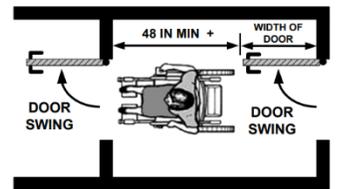
- Yes
 No



12. Doors in Series

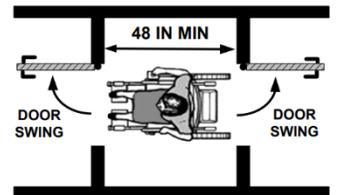
If two doors in a series (vestibule) swing in the same direction, is the distance between the doors at least 48 IN plus the width of the in-swinging door?

- Yes
 No



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

- Yes
 No



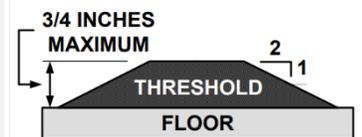
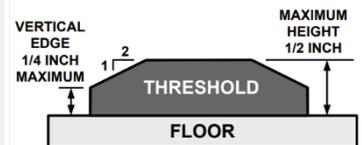
13. Thresholds at Doorways

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

- Yes
 No

Note: Raised thresholds and level changes at doorways with a height between 1/4 IN and 1/2 IN should be beveled with a maximum slope of 1:2 as shown in the top figure.

Note: Existing or altered thresholds may be 3/4 IN high maximum if their edges are beveled with a slope not steeper than 1:2.

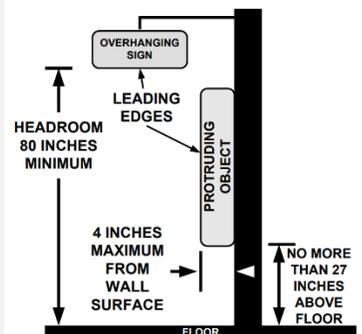


14. Protruding Objects

Do protruding and hanging objects with a leading edge more than 27 IN above the floor, protrude no more than 4 IN into any passage way provided for pedestrian travel?

- Yes
 No

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



APPROACH AND ENTRANCE (Exterior Routes)

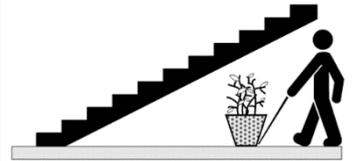
Do all exterior passage ways provide a minimum unobstructed head clearance (headroom) of 80 IN?

- Yes
 No

15. Suspended Stairs and Other Overhead Hazards

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

- Yes
 No



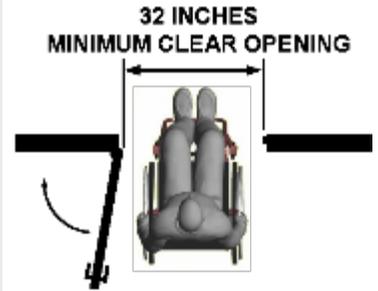
ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

1. Doorways

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

- Yes
 No

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



2. Maneuvering Clearance

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

- Yes
 No

Note: See Accessible Approach and Entrance (Exterior Routes) on page 9 for more information.



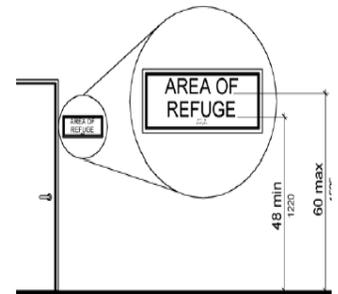
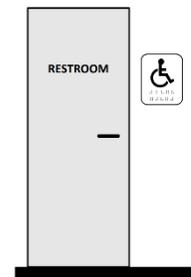
3. Signs for Permanent Rooms and Spaces

Is every permanent room or space (such as restrooms, offices or meeting rooms, etc.) designated with a sign having good contrast between characters and background, adequate character size for viewing distance, raised (tactile) characters and Braille?

- Yes
 No

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

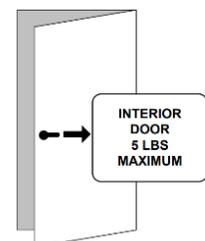
- Yes
 No



4. Opening Force for Interior Doors

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

- Yes
 No

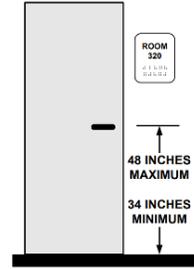


ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

5. Door Handle Height

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

- Yes
 No



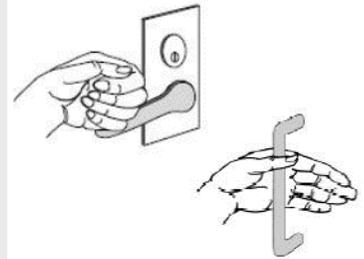
6. Door Hardware

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

- Yes
 No

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

- Yes
 No



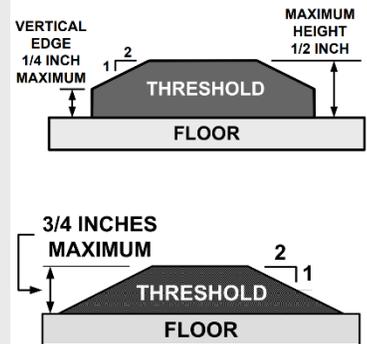
7. Thresholds at Doorways

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

- Yes
 No

Note: Raised thresholds and level changes at doorways with a height between 1/4 IN and 1/2 IN should be beveled with a maximum slope of 1:2.

Note: Existing or altered thresholds may be 3/4 IN high maximum if their edges are beveled with a slope not steeper than 1:2.



8. Clear Width of Accessible Routes and Reach Distances

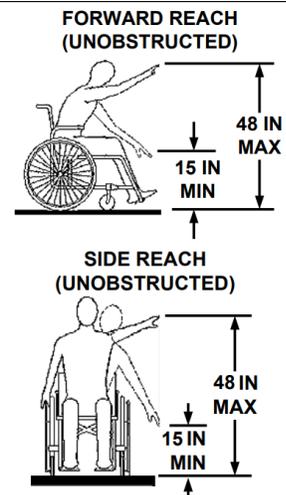
Do all interior accessible routes have a minimum clear, unobstructed width of 36 IN?

- Yes
 No

Are all objects meant for public use within reach?

- Yes
 No

Note: For both forward and side reach, the maximum “high” reach height is 48 IN and the minimum “low” distance from the floor surface is 15 IN.



ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

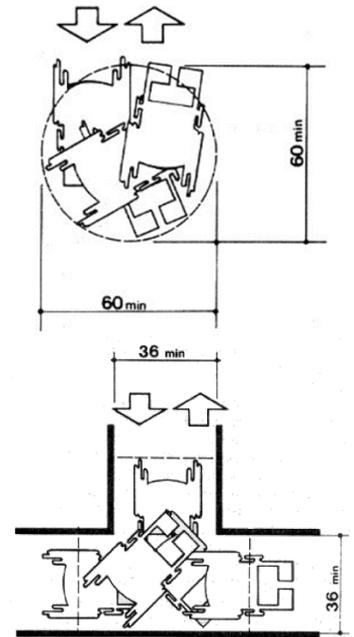
9. Turning Space

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

Note: A turning space may be a:

1. Circular space having a minimum diameter of 5 FT (60 IN) or
2. T-shaped space which provides a 60 IN square minimum with arms and base having 36 IN of minimum width.

- Yes
 No



10. Tables and Work Surfaces

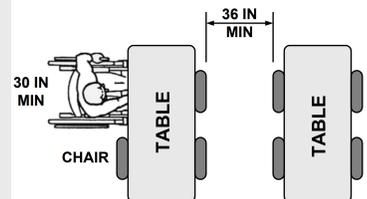
Are there tables or work surfaces in your building?

- Yes
 No

If yes, continue to next question. If no, skip to #11.

Is there a 36 IN aisle clearance between tables for wheelchair access?

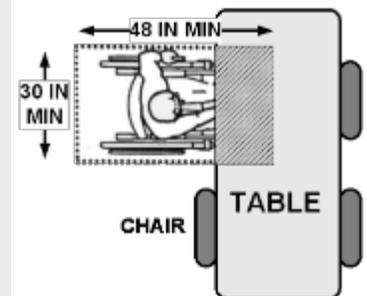
- Yes
 No



Do seating spaces at tables or work surfaces allow for a forward approach and provide a clear floor space of 30 x 48 IN?

- Yes
 No

MINIMUM CLEAR FLOOR SPACE SEATING AND TABLES



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

- Yes
 No

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

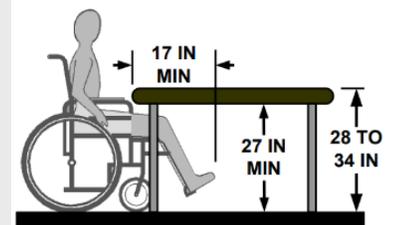
Do the spaces under tables or work surfaces provide clear space for knees and toes?

- Yes
 No

Note: 27 IN minimum height under table for knee clearance; 9 IN minimum in height where toe clearance is required; and the clearance for toes shall extend 17 IN minimum under the table

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

- Yes
 No



ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

11. Protruding Objects

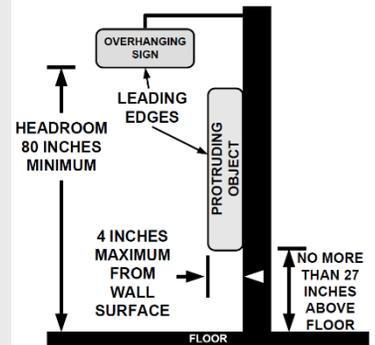
Do protruding and hanging objects with a leading edge more than 27 IN above the floor, protrude no more than 4 IN into any passage way provided for pedestrian travel?

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

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

- Yes
- No

- Yes
- No



12. Interior Ramps

Is there a ramp located in the interior of the building?

- Yes
- No

If yes, continue to next question. If no, skip to #18.

13. Ramp Slope and Clear Width

Is the maximum running slope of all ramps 1:12 (8.3%)?

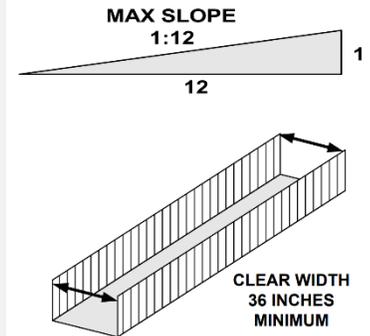
Are cross slopes of all ramp surfaces 1:48 or less?

Do ramps have a clear unobstructed width of at least 36 IN?

- Yes
- No

- Yes
- No

- Yes
- No



14. Landings

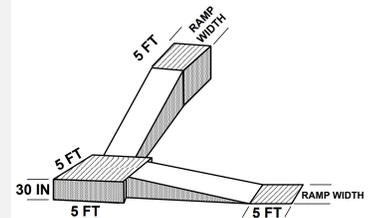
Do ramps have a 5 FT long level landing at the top and bottom of each run?

Do ramps have a 5 FT x 5 FT minimum turning space at level landings where the ramp changes direction?

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

- Yes
- No

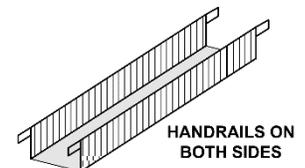
- Yes
- No



15. Ramp Handrails

If the ramp rises more than 6 IN vertically, does it have handrails on both sides?

- Yes
- No

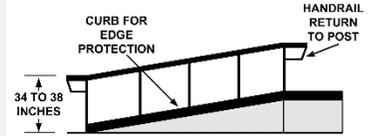


ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

16. Handrail Location

Are handrails mounted so that their top surface is between 34 and 38 IN above the ramp surface?

- Yes
 No



Do handrails continue to extend horizontally at least 12 IN at the top and bottom landings of the ramp and do these extensions return to the wall, floor or post?

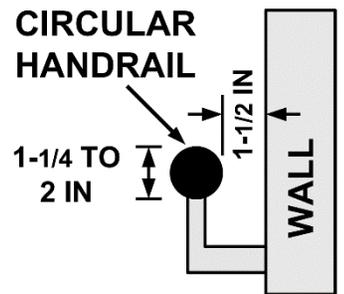
- Yes
 No

If the handrail is mounted on a wall surface, is the gap between the handrail and the wall surface a minimum of 1-1/2 IN?

- Yes
 No

If the handrail gripping surface is circular in shape, is the diameter 1-1/4 IN minimum to 2 IN maximum?

- Yes
 No



If the shape is non-circular, is the perimeter dimension (distance around the gripping surface) 4 IN minimum to 6-1/4 IN maximum?

- Yes
 No

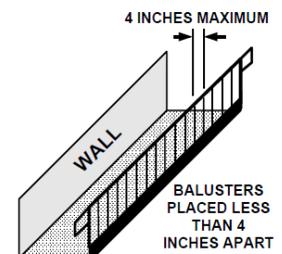
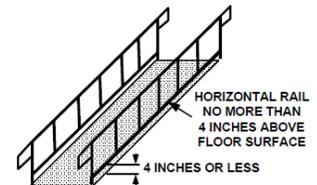
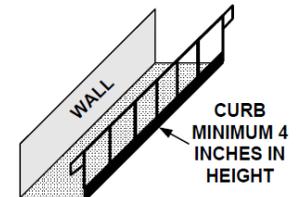
17. Edge Protection on Ramps

Do ramps and landings have edge protection by extending the floor surface of a ramp or landing at least 12 IN beyond the railing or by providing a curb or barrier edge that prevents passage of a crutch tip, a wheel on a wheelchair or other mobility aid from slipping off the edge of a ramp or landing?

- Yes
 No

Examples are:

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



18. Passenger Elevator

Does your facility have a passenger elevator?

- Yes
 No

If yes, continue to next question. If no, skip to #27.

ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

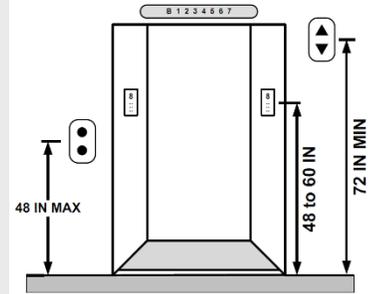
19. Hall Call Controls (Buttons) and Entrance Labels

Are call buttons and keypads at elevators mounted no higher than 48 IN when measured to centerline of highest operable part above the floor?

- Yes
- No

Are there raised (tactile) characters and Braille that indicate floor designations on both elevator jamba at the entrance to elevator mounted 48 to 60 IN above the floor surface?

- Yes
- No



20. Signal Identification

Are there both visible and audible signals to identify when an elevator car arrives and its direction of travel?

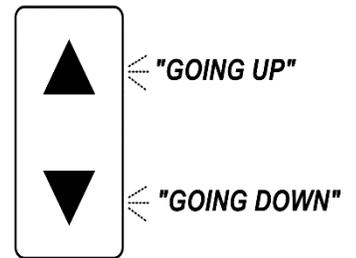
- Yes
- No

Are visible signals mounted at 72 IN minimum above floor?

- Yes
- No

Do the audible signals indicate direction of travel (up or down)? For example, indicator sounds once for up and twice for down.

- Yes
- No

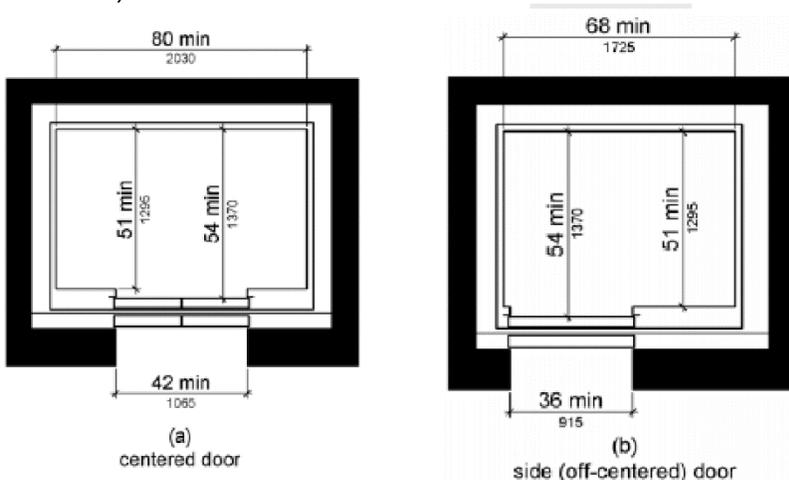


21. Elevator Car Dimensions

Do elevators with centered door have minimum inside dimensions of 51 IN in depth by 80 IN in width and a clear door width (unobstructed opening) of 42 IN?

- Yes
- No

Note: Depending on door location, other elevator car dimensions may be allowable. See Table 407.4.1 of the 2010 ADA Standards and figure at bottom right below showing minimum dimensions for an elevator car with a "side (off-centered) door".

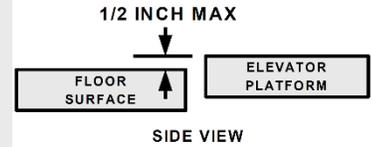


ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

22. Leveling

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

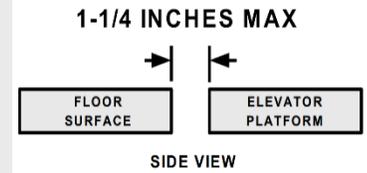
- Yes
 No



23. Gap Between Elevator and Floor

Is the open space between the outside floor surface (hoistway landing) and the elevator platform no greater than 1-1/4 IN?

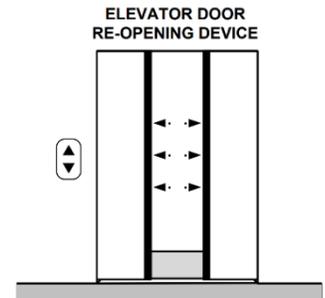
- Yes
 No



24. Protective Re-Opening Device

Are the elevators equipped with reopening devices that automatically opens the car and hoistway doors when it becomes obstructed or contacted by an object or person?

- Yes
 No



25. Car Controls and Position Indicators

Are car controls, call buttons, and alarm buttons at least 3/4 IN in diameter with Braille and raised characters?

- Yes
 No

Note: Raised characters and Braille must be placed to the immediate left of car control buttons.

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

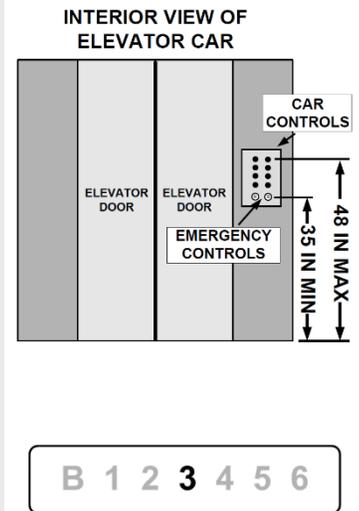
- Yes
 No

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

- Yes
 No

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

- Yes
 No



ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

26. Emergency Communications

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

- Yes
- No

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

- Yes
- No

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

- Yes
- No



27. Drinking Fountains

Does your facility provide any drinking fountains?

- Yes
- No

If yes, continue to next question. If no, skip to #28.

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

- Yes
- No

Note: One drinking fountain should be designed for access from a seated position (person using a wheelchair). It should be mounted to provide a minimum knee clearance of 27 IN, minimum toe clearance of 9 IN and a minimum depth of 17 IN. The other drinking fountain should be designed for a person who is standing.

Note: For an existing installation, where only one drinking fountain is provided, a wheelchair accessible drinking fountain is allowed.



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

- Yes
- No

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

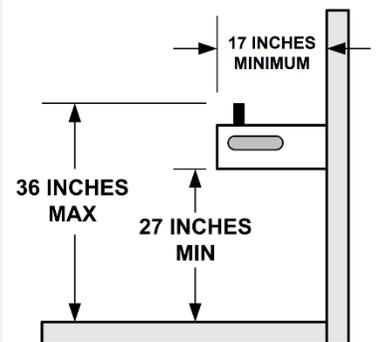
- Yes
- No

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

- Yes
- No

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

- Yes
- No



ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

28. Automated Teller Machines (ATMs)

Does your facility provide any ATMs?

- Yes
 No

If yes, continue to next question. If no, skip to page 24.

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

- Yes
 No

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

- Yes
 No

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

- Yes
 No

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

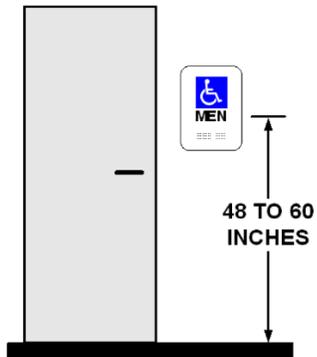
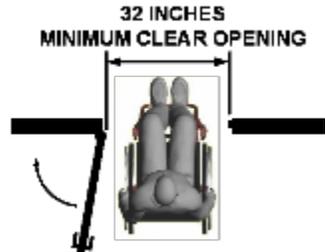
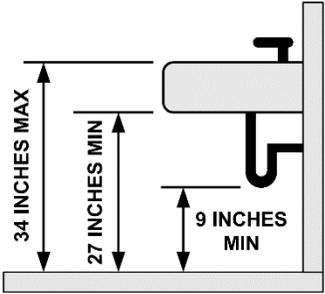
- Yes
 No

Are operating instructions, transaction prompts and information displayed on the screen of the ATM accessible to persons with a visual disability- "speech-enabled?"

- Yes
 No



TOILETS

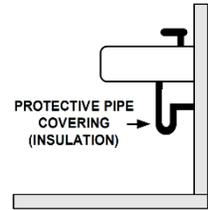
<p>1. Restrooms</p> <p>Does your facility offer restrooms for public use?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>If yes, continue to next question. If no, skip to page 29.</p>
<p>2. Restroom Identification</p> <p>Are all accessible toilet rooms clearly designated with a sign having the International Symbol of Accessibility and mounted on the latch side of the door so the bottom edge of the highest tactile characters are 60 IN maximum and the lowest tactile characters are 48 IN minimum from the floor surface?</p> <p>Note: All toilet rooms must be designated with accessible signage and inaccessible toilet rooms must have directional signage indicating the location of the nearest accessible toilet room.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>3. Restroom Entrances</p> <p>Do the doorways of accessible toilet rooms have a minimum clear width (unobstructed opening) of 32 IN and maneuvering clearance perpendicular and parallel to the doorway which conforms to the requirements of Item #9, Door Width and Maneuvering Clearance, under Approach and Entrance?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>4. Turning Space</p> <p>Is there adequate turning space for a wheelchair or other mobility devices inside the toilet room?</p> <p>Note: A turning space may be circular (60 IN minimum diameter) or a "T turning space". See Item #9 above.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>5. Lavatory Counter Heights and Knee/Toe Clearances</p> <p>Is there at least one lavatory that provides a counter surface or rim of the lavatory which is no higher than 34 IN above the floor surface?</p> <p>Is the knee clearance space under the lavatory at least 27 IN from the bottom of lavatory apron to the floor surface and 8 IN minimum from the front edge of the apron?</p> <p>Are water supply, drain pipes and other objects installed under the lavatory so that there is at least 9 IN of toe clearance as measured from the floor surface?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	

TOILETS

6. Protective Pipe Covering

Is insulation or other protective covering used on exposed hot water and drain pipes under the lavatories and sinks?

- Yes
 No



7. Lavatory and Sink Clear Floor Space

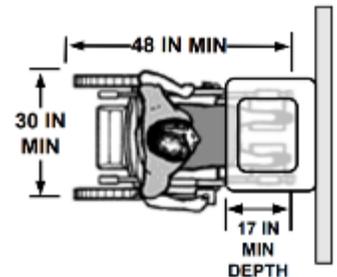
Is there a minimum clear floor space (30 x 48 IN) provided in front of lavatories and sinks to allow for forward approach?

- Yes
 No

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

- Yes
 No

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



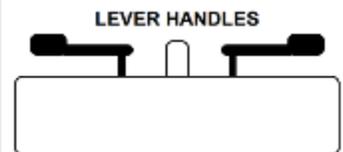
8. Faucet Controls

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

- Yes
 No

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

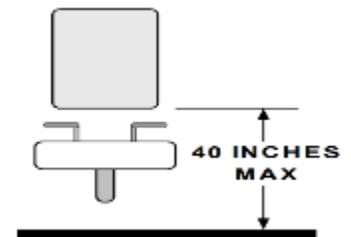
- Yes
 No



9. Lavatory and Countertop Mirrors

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

- Yes
 No



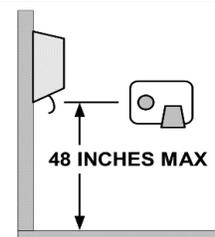
If no, what are the heights?

M: _____ W: _____

10. Dispensers in Restroom

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

- Yes
 No



TOILETS

11. Toilet Seat Height and Distance from Toilet to Wall

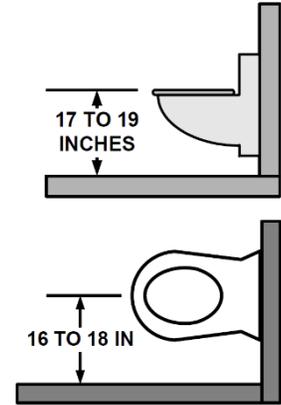
Is the top of the toilet seat 17 IN minimum to 19 IN maximum measured from the surface of the floor?

- Yes
 No

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

- Yes
 No

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



12. Grab Bars

Are two grab bars provided that include a 42 IN minimum length bar on the side wall and a 36 IN minimum length bar on the back wall (behind the toilet)?

- Yes
 No

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

- Yes
 No

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

- Yes
 No

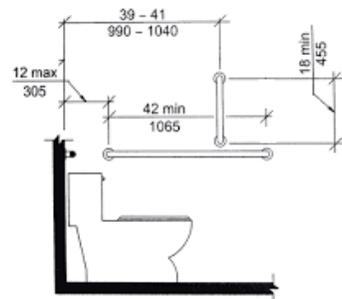
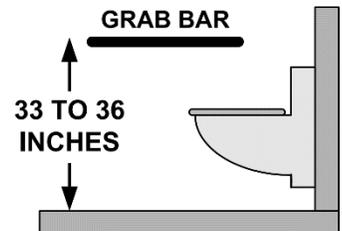
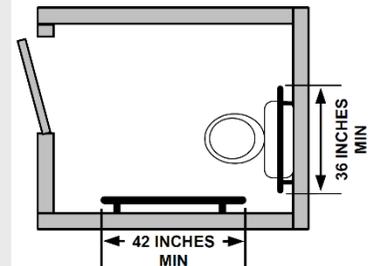
Is there a vertical grab bar with a minimum length of 18 IN, positioned on the side wall 39 – 41 IN from the back of the toilet and 39 – 41 IN from the floor surface to the bottom of the grab bar, as shown in the picture to the right?

- Yes
 No

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

- Yes
 No

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

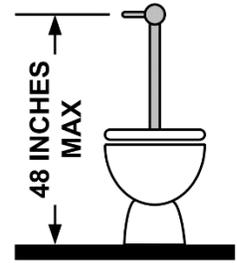


TOILETS

13. Flush Controls

Are hand-operated flush controls located on the open side of the toilet and mounted no higher than 48 IN above the floor?

- Yes
- No



If no, what are the heights?

M: _____ W: _____

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

- Yes
- No

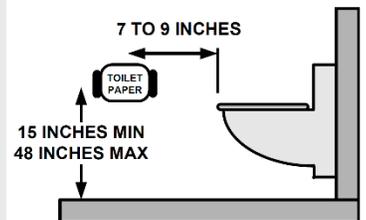
14. Dispensers in Toilet Stall

If provided, are seat cover dispensers located no higher than 48 IN above the floor surface?

- Yes
- No

Do toilet paper dispensers provide a continuous flow of paper and are they installed at least 15 IN above the floor surface and at a distance between 7 and 9 IN from the front edge of the toilet to the center of the dispenser?

- Yes
- No



If located above the grab bar, is the dispenser mounted to provide at least 12 IN minimum of space?

- Yes
- No

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

- Yes
- No

15. Stalls

Are there stalls in the public restrooms of your facility?

- Yes
- No

If yes, continue to the next question. If no, skip to #16.

TOILETS

Is there at least one wheelchair accessible stall that conforms to the following measurements?

- Minimum width of 60 IN
- Minimum depth of 56 IN for stalls with wall-mounted toilets
- Minimum depth of 59 IN for stalls for floor-mounted toilets

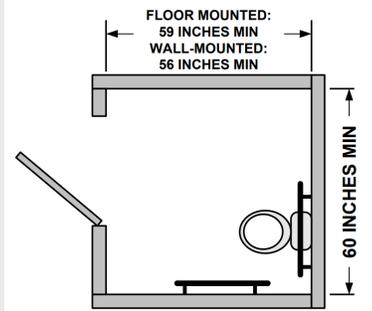
Do the accessible stall doors have a clear width of 32 IN and sufficient maneuvering clearance in front of and to the side of the latch?

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

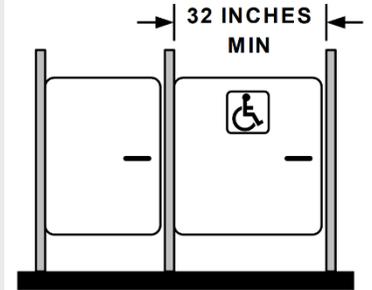
Does the stall door swing outward?

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

- Yes
- No



- Yes
- No



- Yes
- No

16. Ambulatory Accessible Stall

Are there 6 or more stalls in the public restroom or a combination of urinals and stalls totaling 6 or more?

- Yes
- No

If yes, continue to the next question. If no, skip to #17.

Is there at least one ambulatory accessible stall that is 35 to 37 IN wide and 60 IN deep?

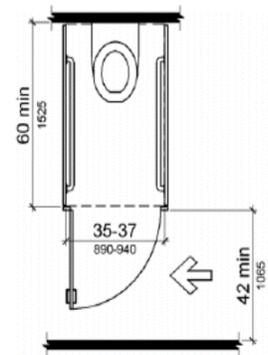
- Yes
- No

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

- Yes
- No

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

- Yes
- No



17. Urinals

Does your facility provide more than 1 urinal in the restroom?

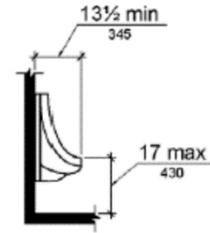
- Yes
- No

If yes, continue to the next question. If no, skip to #18.

TOILETS

Is there at least one mounted so the rim is no more than 17 IN above the floor and the back of the fixture is a minimum of 13-1/2 IN from the face of the rim?

- Yes
- No



18. Single-Occupant or Family Toilet Rooms

Does your facility provide a single-occupant or family restroom?

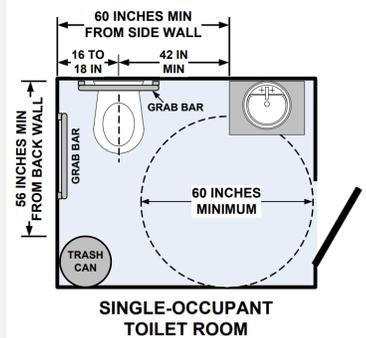
- Yes
- No

If yes, continue to the next question. If no, skip to page 29.

Around the toilet, is there at least 60 IN of space from the side wall or at least 56 IN of space from the back wall to allow for side transfer from a wheelchair?

- Yes
- No

Note: Space provided for side transfer cannot overlap the toilet. Clearance around toilet must be 60 IN minimum measured perpendicularly from the side wall and 56 IN minimum measured perpendicularly from the rear wall. Turning space can overlap fix and door swing clearances.



SIGNAGE

Signs provide an important means of communication.

1. General Requirements

Is adequate signage placed in standardized, appropriate locations throughout the building or facility?

- Yes
 No

Note: Signs are used to identify permanent rooms or spaces, or provide direction to accessible features and information. Building directories and temporary signs do not need to comply with the accessibility requirements for signage.

Note: Accessible elements and spaces of a facility should be identified by the International Symbol of Accessibility.

Do the visual characters on all signs have sufficient size for the required viewing distance?

- Yes
 No

Do characters and background have a non-glare finish?

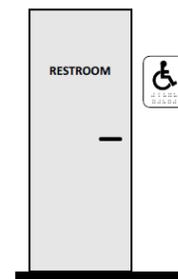
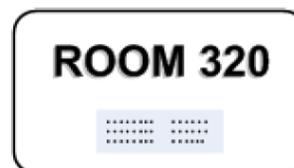
- Yes
 No

Do the characters contrast well with the background (either light on dark or dark on light)?

- Yes
 No

Does the signage identifying permanent rooms or spaces provide both raised (tactile) characters and Braille?

- Yes
 No



2. Interior Signage Adjacent to Doors

Is every permanent room or space (such as restrooms, offices or classrooms, etc.) designated with a sign having good contrast between characters and background, adequate character size for viewing distance, raised (tactile) characters and Braille?

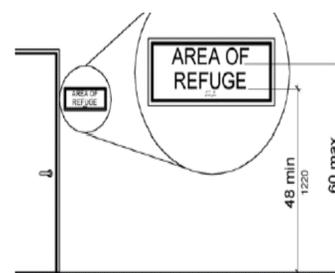
- Yes
 No

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

- Yes
 No

Are signs mounted on the latch side of doors?

- Yes
 No



3. Directional Signage

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

- Yes
 No

Is interior directional signage provided at inaccessible toilet rooms and elevators directing people to the nearest accessible toilet rooms and elevators?

- Yes
 No



Please use this space for notes or sketches:

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to write notes or draw sketches.

BUILDING AND CONTACT INFORMATION

Name of Building or Facility: _____

Full address: _____

Year building as constructed: _____

Name of each person performing the survey:

Print name: _____

Email: _____ Phone: _____

Signature: _____

Print name: _____

Email: _____ Phone: _____

Signature: _____

Date of survey completion: _____ Length of time to perform the survey: _____

Suggestions to improve checklist design or instructions:

Comments about the accessibility survey process:

Reviewed by: _____ Date: _____