

Physical Accessibility Checklist for Existing Facilities

This module offers a checklist that agencies can use to examine their facilities and identify *physical* barriers that may prevent persons with disabilities from having equal access to their services.

D2. Physical Accessibility Checklist for Existing Facilities

Purpose

Agencies can use the *Physical Accessibility Checklist* to examine their facilities and identify physical barriers that may prevent persons with disabilities from having equal access to their services. (To assess agency *programs and policies*, see *Tools to Increase Access. Programmatic and Policy Accessibility Checklist*.)

The Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 set accessibility standards for state and local governments, public entities and organizations receiving government funds to prevent discrimination or exclusion of people due to their disability (See *Disabilities 101. Disability Laws*.) The checklist *does not* cover all of the requirements of the standards, nor does it provide every possible solution. Rather, it is designed to be used as an assessment tool for individual organizations, targeting specific areas of physical access and providing possible solutions for addressing areas of concern. The information gathered from this assessment can be useful when agencies develop their transition plans for increasing the accessibility of their services. (See *Tools to Increase Access. Developing a Transition Plan*. Note, however, that the module focuses on planning for programmatic and policy changes rather than physical changes.)

Accessibility standards change. This tool was developed in 2010 utilizing the 1991 Americans with Disabilities Act Accessibility Guidelines (ADAAG) that were adopted by the Department of Justice as the Standards for Accessible Design in 1994. New accessibility regulations were released in 2010 and will be published in 2012. (See www.access-board.gov/ada-aba/comparison/comparison.pdf.)

If an agency wishes to conduct an accessibility survey to assess for full compliance with relevant laws, building codes and standards, please contact the Mid Atlantic ADA Information Center at 800-949-4232 or www.adainfo.org for recommendations of individuals who are qualified to provide the expertise needed for a comprehensive compliance review.

In compiling this checklist, the West Virginia Sexual Assault Free Environment (WV S.A.F.E.) project drew from multiple resources, as cited in the endnote section.¹

Preparation

- **Select an assessment team.** To get started, it is recommended that a two to three member assessment team be created. The composition of the team should be based on the size of the facility and the nature of the services provided. Team members should include the agency's

designated ADA coordinator and a representative from management. Larger organizations may want to include members of the maintenance staff or building managers to facilitate access to all service areas of the agency, provide building floor plans and assist with taking measurements. If the agency has a designated ADA coordinator, this person should lead this activity. If no ADA coordinator exists, it is best to have the management of the organization designate someone to serve as the team leader. Before beginning the assessment, it is important to determine who will receive the completed checklist and summary of findings. This assessment process must be supported by management so the team can freely access all areas of the facility.

- **Follow the outline.** Completing the checklist as designed will ensure a complete and organized assessment of the facility. The team should review the entire tool prior to beginning the process to ensure they fully understand what is being assessed. You may decide to make additional copies of certain sections of the tool to account for and assess all areas of the facility. For example, if there are two or more restrooms within the facility, you may need to complete a separate accessibility assessment on each of the restrooms. In these cases, be sure to clearly note the location of each of these areas on the assessment sheets. It may be helpful to have the building floor plans with you while you survey. If the plans are not available, you can use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying. Reviewing the checklist prior to starting the process will also help identify the expertise needed. If desired, the Mid Atlantic ADA Information Center can recommend a qualified individual to provide training on accessibility surveys and answer questions related to the standards addressed in the tool.

- **Identify equipment needed.** Each team member should have a copy of the checklist. A clip board for each team member is helpful in providing a surface when documenting measurements and comments. A flexible steel tape measure will be needed. Document exact measurements; do not round up or down (if the measurement is 32.5 inches, record it as such rather than estimating it to be 32 or 33.) Please note that, if you answer “No” to any question in the checklist that requires a measurement, you should write the actual measurement (within $\frac{1}{4}$ inch) in the box provided. One team member should take the measurements while another records the findings. If there are three team members, the third person can clear the area of consumers, answer questions about the assessment, and direct the team to the next area to be surveyed. Taking photographs can be helpful to document findings.

NOTE: **Measuring for slope.** For measuring the slope of a walkway, ramp or parking area, you will need a tape measure and a level. Typical slope measurements include the *running slope*, which is the slope that runs in the direction of travel, and the *cross slope*, which is the slope running perpendicular (left to right) of the route of travel. The slope reference measurements below are calculated using a 24-inch (2 foot) level, measuring the gap distance from the surface to the tip of the level (back of the level against surface; front held “at level”):

1:50 (or 2%) slope = $\frac{1}{2}$ inch gap

1:20 (or 5%) slope = $1 \frac{1}{4}$ inch gap

1:12 (or 8.3%) slope = 2 inch gap

Some general measurement information and guidelines on slope requirements for various surface areas commonly found at worksites and within this checklist are listed below for reference. For more information or clarification, please contact either your local, state or national

resource centers as listed at the end of this document.

o Walkways and sidewalks (or other accessible routes of travel):

Running slope of no more than 1:20 or 5%

Cross slope of no more than 1:50 or 2%

o Accessible parking and access aisles:

Running and cross slope of no more than 1:50 or 2%

o Ramps and curb ramps

Running slope of no more than 1:12 or 8.3%

Crossing slope of no more than 1:50 or 2%

• **Determine how the assessment results will be used.** Once the checklist is completed, summarize any identified barriers. Many older buildings have barriers to access. Most agencies do not have the resources to remove all barriers at one time and will need to develop a plan to set priorities. Some barriers can be easily addressed with simple fixes (e.g., moving a display case that is narrowing a hallway). Other barriers may require qualified individuals and appropriated funds to address them. Again, this assessment is NOT designed to determine full compliance with standards and building codes, but rather to help identify barriers that may be preventing physical access for persons with disabilities. Creating solutions to barriers may require a plan to transition to more accessible services. For agencies interested in making substantial building modifications, it is highly recommended that they obtain the assistance of qualified individuals to ensure that the changes made are compliant with state and federal codes and standards. A strategy for implementing changes should be a component of all transition plans.

Definitions

It is helpful for those using this checklist to know the meanings of the terms listed below. Consult with the **ADA Accessibility Guidelines for Building and Facilities (ADAAG)** at <http://access-board.gov/ada-aba/final.cfm> for additional term definitions.

Circulation path: An exterior or interior way of passage from one place to another for pedestrians, including, but not limited to: walks, hallways, courtyards, stairways and stair landings.

Curb ramp: A short ramp cutting through a curb or built up to it.

Conical: An example is there might be cone-shaped curb ramps where the corner of an intersection is rounded and the sidewalk edge drops down to the street. The other side remains high, giving the curb ramp a conical shape that can make a wheelchair unstable.

Switchbacks: A landing connecting two ramps where the ramps change or reverse direction. The minimum landing size should be 60 inches by 60 inches.

Pull side of the door: The side of the door that swings toward the person pulling the door to an open position. The push side of the door is the side which a person would push the door to an open position.

Tactile signage: Signs from which the user or reader receives the message by the sense of touch. Raised characters on a room sign are felt to determine the user’s location. Tactile can be used to describe any object that can be perceived through touch.

Lavatory apron: The front lower edge of a bathroom sink; related to knee clearance. Lavatory is defined as “a room equipped with washing and toilet facilities,” which has come to refer to the sink within a toilet room. There are different requirements for “lavatories” (sinks within toilet rooms) and “sinks” (as in kitchens or break rooms).

QUESTIONS AND SOLUTIONS

Priority 1: Accessible Approach/Entrance

People with disabilities should be able to arrive on the site, approach the building and enter as freely as everyone else. At least one route of travel (e.g., from a parking lot in front of the building to the entrance of an office within the building) should be safe and accessible for everyone, including people with disabilities.

Route of Travel (ADAAG 1994: 4.3, 4.4, 4.7; 2010: 402, 307, 406) **YES** **NO**

Question 1A. *Is there a route of travel that does not require the use of stairs?*

Possible solutions:

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Question 1B. *Is the route of travel stable, firm and slip-resistant?*

Possible solutions:

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

Question 1C. *Is the route at least 36 inches wide?*

Possible solutions:

Change or move landscaping, furnishings or other features that narrow the route.

- Widen the route.

 Width

Question 1D. *Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?*

NOTE: In order to be detected using a cane, an object must be within from 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. Any objects mounted to the wall should not protrude more than 4 inches from the face of the wall. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Possible solutions:

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.

 Distance
 Wall/Height

- Place a cane-detectable object on the ground underneath as a warning barrier.

Question 1E. Do curbs have curb ramps at drives, parking and drop-offs that are at least 36 inches wide (not conical in shape) and flush with other surfaces?

YES NO

Possible solutions:

- Install a curb cut.
- Add a small ramp up to the curb.

Width

Ramps (ADAAG 1994: 4.8; 2010: 405)

Question 2A. Are the slopes of ramps no greater than 1:12?

NOTE: Slope is given as a ratio of the height to the length. 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, at least a one foot of ramp length is needed for each inch of height. (See *Measuring for slope* on page D2.2 of this checklist.)

Possible solutions:

- Lengthen the ramp to decrease slope.
- Relocate the ramp.
- If available space is limited, reconfigure the ramp to include switchbacks.

Slope

Question 2B. Do all ramps longer than 6 feet have railings on both sides that are sturdy and between 34 and 38 inches high?

Possible solution:

- Add railings.

Height

Question 2C. Is the width between railings or curbs at least 36 inches?

Possible solutions:

- Relocate the railings.
- Widen the ramp.

Width

Question 2D. Are ramps non-slip?

Possible solution:

- Add non-slip surface material.

Question 2E. Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

Possible solution:

- Remodel or relocate the ramp.

Length

Question 2F. Does the ramp rise no more than 30 inches between landings?

Possible solution:

- Remodel or relocate the ramp.

Rise

Parking and Drop-Off Areas (ADAAG 1994: 4.5; 2010: 502)

Question 3A. *Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)?* YES NO
 NOTE: For guidance in determining the appropriate number of spaces to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Total Spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

Possible solution:

- Reconfigure a reasonable number of spaces by repainting stripes.

Question 3B. *Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles and 98 inches of vertical clearance, available for lift-equipped vans?* YES NO
 NOTE: At least one of every 8 accessible spaces must be van-accessible (at least one van-accessible space in all cases) and measurement should be from the center of one painted line to the center of the next painted line.

Possible solution:

- Reconfigure to provide van-accessible space(s).

Question 3C. *Are access aisles part of the accessible route to the accessible entrance?* YES NO

Possible solutions:

- Add curb ramps.
- Reconstruct the sidewalk.

Question 3D. *Are the accessible spaces closest to the accessible entrance?* YES NO

Possible solution:

- Reconfigure spaces.

Question 3E. *Do all accessible parking spaces and access aisles have a slope of no more than 1:50 or 2%? (See Measuring for slope on page D2.2 of this checklist.)* YES NO

NOTE: For better accuracy when measuring parking spaces and access aisles, take a measurement in three different locations within the space (avoiding pronounced dips and depressions) and record the average of the three measurements.

Possible solutions:

- Reconfigure or relocate accessible spaces to level areas.
- Modify/re-grade the accessible parking area.

Question 3F. *Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading “Van Accessible” at van spaces?* YES NO

Possible solution:

- Add signs, placed so that they are not obstructed by cars.

	YES	NO
<p>Question 3G. <i>Are accessible parking signs permanently mounted and at least 60 inches from the ground (from the surface to the bottom of the sign)?</i></p> <p>Possible solutions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Permanently mount signage to the ground or the wall surface. <input type="checkbox"/> Adjust sign height so that they are not obstructed by cars. 	<input type="checkbox"/>	<input type="checkbox"/>
<hr style="width: 20%; margin: auto;"/> Height		
<p>Question 3H. <i>Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?</i></p> <p>Possible solution:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Implement a policy to check periodically for violators and report them to the proper authorities. 	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Entrance (ADAAG 1994: 4.13, 4.14, 4.5; 2010: 404, 206,302))</u></p>		
<p>Question 4A. <i>If there are stairs at the main entrance, is there also a ramp or a lift, or is there an alternative accessible entrance?</i></p> <p>NOTE: Do not use a service entrance as the accessible entrance unless there is no other option.</p> <p>Possible solutions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. <input type="checkbox"/> If parking is provided, make sure there is accessible parking near all accessible entrances. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Question 4B. <i>Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?</i></p> <p>Possible solution:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Install signs before inaccessible entrances so that people do not have to retrace their approach. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Question 4C. <i>Can the alternate accessible entrance be used independently?</i></p> <p>Possible solution:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Eliminate as much as possible the need for assistance-to answer a doorbell, to operate a lift or to put down a temporary ramp, for example. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Question 4D. <i>Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch opening)?</i></p> <p>Possible solutions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Widen the door to 32 inches clear. <input type="checkbox"/> If technically infeasible, widen to 31 and 3/8 inches minimum. <input type="checkbox"/> Install offset (swing-clear) hinges. 	<input type="checkbox"/>	<input type="checkbox"/>
<hr style="width: 20%; margin: auto;"/> Clear Opening		
<p>Question 4E. <i>Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?</i></p> <p>NOTE: A person using a wheelchair or crutches needs this space to get close enough to open the door.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<hr style="width: 20%; margin: auto;"/> Clear Space		

Possible solutions:

- Remove or relocate furnishings, partitions or other obstructions.
- Move the door.
- Add a power-assisted or automatic door opener.

Question 4F. *Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?*

YES NO

Possible solutions:

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

 Height

Question 4G. *If provided, are mats or carpeting a maximum of 1/2-inch high?*

Possible solution:

- Replace or remove mats or carpeting.

 Height

Question 4H. *Are edges securely installed to minimize tripping hazards?*

Possible solution:

- Secure carpeting or mats at the edges.

Question 4I. *Is the door handle no higher than 48 inches and operable with a closed fist?*

NOTE: The “closed fist” test for handles and controls is as follows—try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

Possible solutions:

- Lower the handle.
- Replace an inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

 Height

Question 4J. *Can doors be opened without too much force (maximum is 5 lb for interior doors)?*

NOTE: You can use an inexpensive force meter or a fish scale to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

Possible solutions:

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

 Force (lbs)

Question 4K. *If the door has a closer, does it take at least 3 seconds to close?*

Possible solution:

- Adjust the door closer.

 Seconds

Other Considerations (Priority 1: Accessible Approach and Entrance)

The following elements are intended as supplemental to the above checklist and are not legally required under the ADA.

	YES	NO
Question 5A. <i>If the agency has a security system which requires ringing a bell or pushing an intercom button, is it clearly marked (5/8 to 2 inch letters with high contrast)?</i>	<input type="checkbox"/>	<input type="checkbox"/>
• Braille text of the same information?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the system accessible for someone who is deaf?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the button within reach of someone in a wheelchair?	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: **Reach ranges:** ADAAG, 1994, stipulates the maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach. ADAAG, 2010, stipulates the maximum height for a side reach is 48 inches (exception: 54 inches for existing structures); for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 15 inches for a side approach.

Possible solutions:

- Replace existing signs.
- Install an intercom for verbal communication.
- Move push buttons within an accessible reach range.

Question 5B. <i>Is there accessible informational signage (with good visual contrast and large enough letters) at the entrance that provides directional information for persons with disabilities?</i>	<input type="checkbox"/>	<input type="checkbox"/>
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Possible solution:

- Install accessible informational signage denoting accessible routes.

Question 5C. <i>Is there signage at the entrance that lets people know that service animals are welcome?</i>	<input type="checkbox"/>	<input type="checkbox"/>
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Possible solution:

- Install accessible signage denoting service animals are welcome.

Question 5D. <i>If there is a sign at the entrance asking “If you need assistance...” does it include the International Symbol of Accessibility and have good visual contrast?</i>	<input type="checkbox"/>	<input type="checkbox"/>
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Possible solution:

- Install accessible signage that includes the International Symbol of Accessibility and has good visual contrast.

Question 5E. <i>Is confidentiality possible at the counter, in the waiting room or while filling out forms?</i>	<input type="checkbox"/>	<input type="checkbox"/>
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Possible solution:

- Move intake activities to a private area.

Priority 2: Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Horizontal Circulation (ADAAG 1994: 4.3; 2010: 402)

	YES	NO
<p>Question 6A. <i>Does the accessible entrance provide direct access to the, main floor lobby or elevator?</i></p> <p>Possible solutions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Add ramps or lifts. <input type="checkbox"/> Make another entrance accessible. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Question 6B. <i>Are all public spaces on an accessible route of travel?</i></p> <p>Possible solution:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide access to all public spaces along an accessible route of travel. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Question 6C. <i>Is the accessible route to all public spaces at least 36 inches wide and 80 inches in height clearance?</i></p> <p>Possible solution:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Move furnishings such as tables, chairs, display racks, vending machines and counters to make more room. 	<input type="checkbox"/>	<input type="checkbox"/> <hr style="width: 50px; margin: 0 auto;"/> Width/Height
<p>Question 6D. <i>Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?</i></p> <p>Possible solution:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Rearrange furnishings, displays and equipment. 	<input type="checkbox"/>	<input type="checkbox"/> <hr style="width: 50px; margin: 0 auto;"/> Width

Doors (ADAAG 1994: 4.13; 2010: 404)

<p>Question 7A. <i>Do doors into public spaces have at least a 32-inch clear opening?</i></p> <p>Possible solutions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Install offset (swing-clear) hinges. <input type="checkbox"/> Widen doors. 	<input type="checkbox"/>	<input type="checkbox"/> <hr style="width: 50px; margin: 0 auto;"/> Clearance
<p>Question 7B. <i>On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?</i></p> <p>Possible solutions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reverse the door swing if it is safe to do so. <input type="checkbox"/> Move or remove obstructing partitions. 	<input type="checkbox"/>	<input type="checkbox"/> <hr style="width: 50px; margin: 0 auto;"/> Clearance

Question 7C. Can doors be opened without too much force (5 pounds maximum for interior doors)? YES NO

Possible solutions:

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

Force (lbs)

Question 7D. Are door handles 48 inches high or less and operable with a closed fist? YES NO

Possible solutions:

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

Height

Question 7E. Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high? YES NO

Possible solutions:

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

Height

Emergency Alarms (ADAAG 1994: 4.38; 2010: 702)

Question 8A. If emergency systems are provided, do they have both flashing lights and audible signals? YES NO

Possible solutions:

- Install visible and audible alarms.
- Provide portable devices.

Rooms and Spaces (ADAAG 1994: 4.2, 4.4 4.5; 2010: 304, 307)

Question 9A. Are all aisles and pathways to materials and services at least 36 inches wide? YES NO

Possible solution:

- Rearrange furnishings and fixtures to clear aisles.

Width

Question 9B. Is there a 5-foot circle or T-shaped space for turning a wheelchair completely? YES NO

Possible solution:

- Rearrange furnishings to clear more room.

Width

Question 9C. Is carpeting low-pile, tightly woven, and securely attached along the edges? YES NO

Possible solutions:

- Secure edges on all sides.
- Replace carpeting.

Question 9D. *In the circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?*

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
Height/ Protrusion	

Possible solutions:

- Remove obstacles.
- Install furnishings, planters or other cane-detectable barriers underneath.

Signage for Goods and Services (ADAAG 1994: 4.30; 2010: 703)

Different requirements apply to different types of signs.

Question 10A. *If provided, do signs designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage? (See specifications below.)*

<input type="checkbox"/>	<input type="checkbox"/>
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- | | YES | NO | |
|--|--------------------------|--------------------------|------------------|
| • Signs mounted with centerline 60 inches from floor. | <input type="checkbox"/> | <input type="checkbox"/> | |
| • Signs mounted on wall adjacent to latch side of door or as close as possible. | <input type="checkbox"/> | <input type="checkbox"/> | Height |
| • Signs with raised characters, sized between 5/8 and 2 inches high, with high contrast. | <input type="checkbox"/> | <input type="checkbox"/> | |
| • Signs with raised Brailled text of the same information. | <input type="checkbox"/> | <input type="checkbox"/> | Size
(Height) |
| • If pictogram is used in the sign, it must be accompanied by raised characters and Braille. | <input type="checkbox"/> | <input type="checkbox"/> | |

Possible solution:

- Provide signs that have raised letters, Braille and that meet all other requirements for permanent room or space signage.

Directional and Informational Signage

The following questions apply to directional and informational signs that fall under Priority 2.

Question 11A. *If mounted above 80 inches, do signs have letters at least 3 inches high, with high contrast and non-glare finish?*

<input type="checkbox"/>	<input type="checkbox"/>
Letter Height	

Possible solution:

- Review requirements and replace signs as needed, meeting the requirements for character size, contrast and finish.

Question 11B. *Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)*

<input type="checkbox"/>	<input type="checkbox"/>
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Possible solution:

- Review requirements and replace signs as needed, meeting the requirements for character size, contrast and finish.

Controls (ADAAG 1994: 4.27; 2010: 407.2, 308, 309.4)

Question 12A. <i>Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game and self-service controls) located at an accessible height?</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

	Height	

NOTE: For additional reach range information, see “NOTE” on page D2.9, item 5A.

Possible solution:

- Relocate controls.

Question 12B. <i>Are controls operable with a closed fist?</i>	<input type="checkbox"/>	<input type="checkbox"/>
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Possible solution:

- Replace controls.

Seats, Tables, and Counters (ADAAG 1994: 4.3, 4.32, 7.2; 2010: 306, 902)

Question 13A. <i>Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?</i>	<input type="checkbox"/>	<input type="checkbox"/>

	Width	

Possible solution:

- Rearrange chairs or tables to provide 36-inch aisles.

Question 13B. <i>Are the spaces for wheelchair seating distributed throughout?</i>	<input type="checkbox"/>	<input type="checkbox"/>
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Possible solutions:

- Rearrange tables to allow room for wheelchairs in seating areas throughout the area.
- Remove some fixed seating.

Question 13C. <i>Are the tops of tables or counters between 28 and 34 inches high?</i>	<input type="checkbox"/>	<input type="checkbox"/>
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Possible solutions:

- Lower part or all of the high surface.
- Provide an auxiliary table or counter.

Question 13D. <i>Are knee spaces at accessible tables at least 27 inches high, 30 inches wide and 19 inches deep?</i>	<input type="checkbox"/>	<input type="checkbox"/>

	Height/ Width/Depth	

Possible solution:

- Replace or raise tables.

Question 13E. <i>At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?</i>	<input type="checkbox"/>	<input type="checkbox"/>

	Height	

Possible solutions:

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

	YES	NO
Question 13F. <i>Is there a portion of food-ordering counters that is no more than 36 inches high or is there space at the side for passing items to customers who have difficulty reaching over a high counter?</i>	<input type="checkbox"/>	<input type="checkbox"/>

	Height	
Possible solutions:		
<input type="checkbox"/> Lower the section of the counter.		
<input type="checkbox"/> Arrange the counter and surrounding furnishings to create a space to pass items.		

Vertical Circulation (ADAAG 1994: 4.1.3(5), 4.3; 2010: 203, 206)

Question 14A. <i>Are there ramps, lifts or elevators to all levels?</i>	<input type="checkbox"/>	<input type="checkbox"/>
Possible solutions:		
<input type="checkbox"/> Install ramps or lifts.		
<input type="checkbox"/> Modify a service elevator.		
<input type="checkbox"/> Relocate goods or services to an accessible area.		

Question 14B. <i>On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?</i>	<input type="checkbox"/>	<input type="checkbox"/>
Possible solution:		
<input type="checkbox"/> Clearly post signs directing people along an accessible route to ramps, lifts or elevators.		

Stairs (ADDAG 1994: 4.9; 2010: 504, 505)

The following questions apply to stairs connecting levels not serviced by an elevator, ramp or lift.

Question 15A. <i>Do treads have a non-slip surface?</i>	<input type="checkbox"/>	<input type="checkbox"/>
Possible solution:		
<input type="checkbox"/> Add a non-slip surface to treads.		

Question 15B. <i>Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?</i>	<input type="checkbox"/>	<input type="checkbox"/>
Possible solution:		
<input type="checkbox"/> Add or replace handrails if possible within the existing floor plan.		

Elevators (ADDAG 1994: 4.10; 2010: 407)

Question 16A. <i>Are there both visible and verbal or audible door opening/closing and floor indicators (e.g., one tone = up, two tones = down)?</i>	<input type="checkbox"/>	<input type="checkbox"/>
Possible solution:		
<input type="checkbox"/> Install visible and verbal or audible signals.		

	YES	NO
<p>Question 16B. <i>Are the call buttons in the hallway no higher than 42 inches?</i></p> <p>Possible solutions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lower the call buttons. <input type="checkbox"/> Provide a permanently attached reach stick. 	<input type="checkbox"/>	<input type="checkbox"/>
	<hr style="width: 10%; margin: 0 auto;"/> Height	
<p>Question 16C. <i>Do the controls inside the cab have raised and Braille lettering?</i></p> <p>Possible solution:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Install raised lettering and Braille next to the buttons. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Question 16D. <i>Is there a sign on both door jambs at each floor identifying the floor in raised and Braille letters?</i></p> <p>Possible solution:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Install tactile signs to identify floor numbers, at a height of 60 inches from the floor. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Question 16E. <i>If an emergency intercom is provided, is it usable without voice communication ?</i></p> <p>Possible solution:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Modify the communication system. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Question 16F. <i>Is the emergency intercom identified by Braille and raised letters?</i></p> <p>Possible solution:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Add tactile identification. 	<input type="checkbox"/>	<input type="checkbox"/>

Lifts (ADDAG 1994: 4.3, 4.11; 2010: 305.3, 410)

<p>Question 17A. <i>Can the lift be used without assistance? If not, is a call button provided?</i></p> <p>Possible solutions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> At each stopping level, post clear instructions for use of the lift. <input type="checkbox"/> Provide a call button. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Question 17B. <i>Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?</i></p> <p>Possible solution:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Rearrange furnishings and equipment to clear more space. 	<input type="checkbox"/>	<input type="checkbox"/>
	<hr style="width: 10%; margin: 0 auto;"/> Clearance	
<p>Question 17C. <i>Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)? For reach range information, see NOTE on page D2.9, item 5A.</i></p> <p>Possible solution:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Move the controls. 	<input type="checkbox"/>	<input type="checkbox"/>
	<hr style="width: 10%; margin: 0 auto;"/> Height	

Other Considerations (Priority 2: Access to Goods and Services)

The following elements are intended as supplemental to the above check list and may not be legally required under the ADA.

Question 18A. *Is the reception or waiting area noisy and/or busy?* YES NO

NOTE: Excessive noise may create difficulties for persons with hearing loss or those with cognitive disabilities.

- | | YES | NO |
|---|--------------------------|--------------------------|
| • Are there a lot of people talking at once? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is there a TV or music playing in the background? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are announcements made over a loudspeaker? | <input type="checkbox"/> | <input type="checkbox"/> |

Possible solutions:

- Divide waiting areas into smaller spaces to decrease the number of people in the room.
- Decrease TV or music volumes or eliminate them altogether.
- Decrease loudspeaker volume or implement an alternative communication system.

Question 18B. *Are the chairs in the facility available in a variety of styles and sizes?*

NOTE: Seating areas should contain chairs that are accessible to people with limited mobility and people who use wheelchairs, including chairs without arm rests, chairs in larger sizes and chairs that do not roll.

Possible solution:

- Install chairs of various sizes and chairs without arms and rollers.

Question 18C. *Is there room to transfer from a wheelchair to a standard chair?*

Possible solutions:

- Reconfigure the space to allow for ample transfer room to accessible chairs.
- Install chairs of various sizes and chairs without arms at the end of rows.

Question 18D. *Are there footrests available with any of the chairs?*

Possible solution:

- Make footrests available.

Question 18E. *Are the offices adequately lighted so that someone with low vision would be able to see written materials or other people; but not too bright, flickering or noisy, which may affect someone with light sensitivity, who has difficulty paying attention, or who has seizures?*

Possible solutions:

- Replace or relocate lighting fixtures.
- Add indirect lighting.

Question 18F. *Is there enough room and is the layout conducive for an interpreter to also be in the office, waiting or intake area?*

NOTE: The layout should allow for an interpreter to sit across from the individual and to not have to be in front of a window.

Possible solution:

- Reconfigure the space.

Priority 3: Usability of Restrooms

When restrooms are open to the public, they should be accessible to people with disabilities.

Getting to the Restrooms (ADAAG 1994: 4.1; 2010: 201)

	YES	NO
Question 19A. <i>If restrooms are available to the public, is at least one restroom (either one for each sex, or unisex) fully accessible?</i>	<input type="checkbox"/>	<input type="checkbox"/>

Possible solutions:

- Reconfigure the restroom.
- Combine the restrooms to create one unisex accessible restroom.

Question 19B. <i>Are there signs at inaccessible restrooms that give directions to accessible restroom facilities?</i>	<input type="checkbox"/>	<input type="checkbox"/>
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Possible solution:

- Install accessible signs.

Doorways and Passages (ADAAG 1994: 4.2, 4.13, 4.30; 2010: 404, 304, 703)

Question 20A. <i>Is there tactile signage identifying restrooms?</i>	<input type="checkbox"/>	<input type="checkbox"/>
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NOTE: **Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage.

Possible solutions:

- Add accessible signage, placed to the side of the door, 60 inches to the centerline (but not on the door itself).
- If symbols are used, add supplementary verbal signage.

Question 20B. <i>Are pictograms or symbols used to identify rest rooms, and if used, are raised characters and Braille included below?</i>	<input type="checkbox"/>	<input type="checkbox"/>
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Possible solution:

- If symbols are used, add supplementary verbal signage with raised characters and Braille below the pictogram symbol.

Question 20C. <i>Is the doorway at least 32 inches clear?</i>	<input type="checkbox"/>	<input type="checkbox"/>
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Possible solutions:

- Install offset (swing-clear) hinges.
- Widen the doorway.

Width

Question 20D. <i>Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?</i>	<input type="checkbox"/>	<input type="checkbox"/>
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Possible solutions:

- Lower handles.
- Replace knobs or latches with lever or loop handles.

Height

- Add lever extensions.
- Install power-assisted or automatic door openers.

Question 20E. *Can doors be opened easily (5 pounds maximum force)?*

YES NO

Possible solutions:

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Force (lbs)

Question 20F. *Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?*

NOTE: A person using a wheelchair needs 36 inches of clear width for forward movement and a 5-foot diameter clear space or a T-shaped space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

Possible solutions:

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

 Clearance

Question 20G. *Is there a 36-inch-wide path to all fixtures?*

Possible solution:

- Remove obstructions.

 Width

Stalls (ADAAG 1994: 4.17; 2010: 604)

Question 21A. *Is the stall door operable with a closed fist, inside and out?*

Possible solutions:

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

Question 21B. *Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing?*

Possible solutions:

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

 Width

Question 21C. *In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet with a 1 1/2 inch grab clearance?*

Possible solution:

- Add grab bars.

 Clearance

Question 21D. *Is the toilet seat 17 to 19 inches high?*

Possible solution:

- Add a raised seat.

 Height

	YES	NO
<p>Question 24D. <i>Does the phone have push-button controls?</i></p> <p>Possible solution:</p> <p><input type="checkbox"/> Contact the phone company to install push-buttons.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Question 24E. <i>Is the phone hearing-aid compatible?</i></p> <p>Possible solution:</p> <p><input type="checkbox"/> Contact the phone company to replace the current phone with a hearing-aid compatible phone.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Question 24F. <i>Is the phone adapted with volume control?</i></p> <p>Possible solution:</p> <p><input type="checkbox"/> Contact the phone company to add volume control.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Question 24G. <i>Is the phone with volume control identified with appropriate signage?</i></p> <p>Possible solution:</p> <p><input type="checkbox"/> Add signage.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Question 24H. <i>If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TTY or TDD)?</i></p> <p>Possible solutions:</p> <p><input type="checkbox"/> Install a text telephone.</p> <p><input type="checkbox"/> Have a portable text telephone available.</p> <p><input type="checkbox"/> Provide a shelf and outlet next to phone.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Question 24I. <i>Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?</i></p> <p>Possible solution:</p> <p><input type="checkbox"/> Add signage.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Other Considerations (Priority 4: Additional Access)

The following elements are intended as supplemental to the above checklist and may not be legally required under the ADA.

<p>Question 25A. <i>Are there policies in place regarding flash photography at meetings?</i></p> <p>NOTE: Flash photography may trigger seizures and/or migraine headaches for those with photo-sensitivity. Policies should require the announcement of the intent to use a flash, providing an opportunity for the person who may be sensitive to leave the area.</p> <p>Possible solution:</p> <p><input type="checkbox"/> Implement or modify policy.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Question 25B. <i>Are there policies in place about the use of non-scented products?</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: Scented products such as candles, flowers or perfumes may cause reactions for those with chemical sensitivity.

Possible solution:

- Implement or modify policy.

Question 25C. *If the agency provides residential housing (temporary or permanent), are there an adequate number of accessible beds?*

YES NO

NOTE: Bedrooms should be accessible to people with various types of disabilities, including individuals who are deaf. Use the following as a guide in determining the appropriate number of accessible bedrooms:

_____ # of Beds

Total Number of Beds	Number of Accessible Beds
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6

Possible solution:

- Reconfigure or modify beds and/or bedrooms.

Question 25D. *If the agency provides residential housing (temporary or permanent), is at least one type of amenity (washer, dryer, etc.) in common areas accessible and located on an accessible route to any accessible sleeping room?*

Possible solutions:

- Reconfigure or modify existing amenities to meet ADA guidelines (appropriate reach ranges, path clearance, etc., as detailed throughout this survey.)
- Provide appropriate signage directing individuals to the accessible amenities.

Thank you for your efforts to increase the accessibility of your facility and your important work in serving people with disabilities.

Project partners welcome the non-commercial use of this module to increase knowledge about serving sexual violence victims with disabilities in any community, and adaptation for use in other states and communities as needed, without the need for permission. We do request that any material used from this module be credited to the West Virginia Sexual Assault Free Environment (WV S.A.F.E.) project, a partnership of the West Virginia Foundation for Rape Information and Services, the Northern West Virginia Center for Independent Living and the West Virginia Department of Health and Human Resources (2010). Questions about the project should be directed to the West Virginia Foundation for Rape Information and Services at www.fris.org.

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¹Resources drawn from to compile this checklist include: (1) Adaptive Environments Center, Inc. and Barrier Free Environments, Inc., A checklist for existing facilities (for National Institute on Disability and Rehabilitation Research, revised 1995); (2) Metro-Milwaukee DART Initiative, Safe, accessible and welcoming environment survey; (3) Americans with Disabilities Act accessibility guidelines (ADAAG, 1991) and (4) WV S.A.F.E., Rape crisis center accessibility survey (Unpublished, 2007).