ACCESSIBILITY CHECKLIST

JANUARY 2020 EDITION

BASED ON THE
2010 ADA STANDARDS FOR ACCESSIBLE DESIGN

Northwest ADA Center
University of Washington

6912 220th St SW, Suite 105
Mountlake Terrace, WA 98043
Toll Free: (800) 949-4232
TTY/TDD/TT: (800) 949-4232
Videophone for ASL: (425) 233-8913
Relay: 7-1-1
Email Address: nwadactr@uw.edu
Web Address: www.nwadacenter.org

Northwest ADA Center

ACCESSIBILITY CHECKLIST
TABLE OF CONTENTS

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)

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.

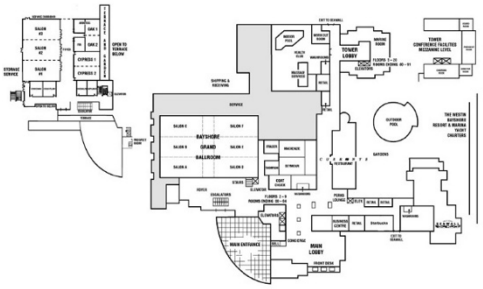
Alternate Formats - This Checklist will be provided in alternate formats upon request.

Developed with support of a grant from the
National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR).

Revised January 2020 by Northwest ADA Center.

HOW TO PERFORM AN ACCESSIBILITY SURVEY

Planning for the Survey



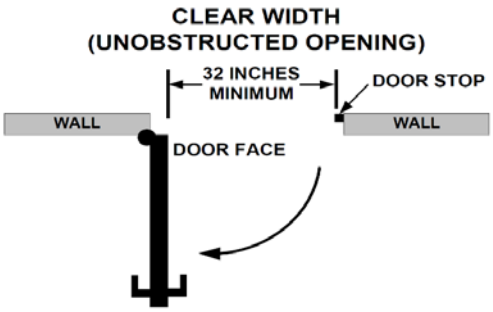
If possible, we suggest that a team of two or more individuals carry out the survey. It is very helpful if one person directs the process, takes pictures and notes while the other person performs the measurements. It is also suggested that people with disabilities be involved in the survey.

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 can be identified on the floor plan.

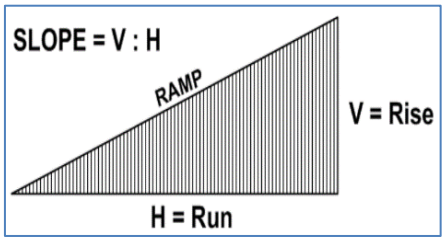
Tools:

- 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

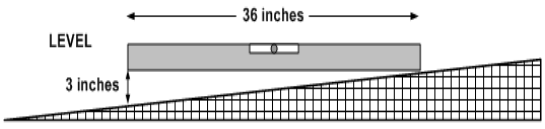


Measuring clear width (unobstructed opening) - To measure the clear width (unobstructed open space) at a door, measure the distance between the face of the door and the door stop, with the door open at 90 degrees. Clear width measurements at other locations (ramps, accessible routes, etc.) are measured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



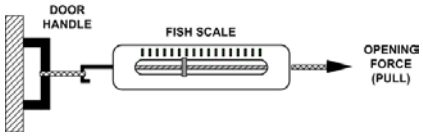
Measuring slope - Slope is calculated by calculating the ratio of vertical rise to horizontal run. For example, if a ramp 6 inches in vertical height traverses a horizontal distance of 6 feet (72 inches) then the slope is 6 / 72 = 1 / 12 = 0.083 (8.3%). Typically the maximum allowable slope for a ramp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

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



MEASURING SLOPE OF A RAMP
3:36 = 1:12

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



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 #7 (Passenger Loading Zone).

2. Accessible Parking at Medical Facilities

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

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.

☐ **Yes**
☐ **No**

If yes, continue to the next question. If no, skip to #3 (Number of Accessible Parking Spaces).

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

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)

☐ **Yes**
☐ **No**

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?

_____

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

_____

If there are no accessible parking spaces, skip to #7 (Passenger Loading Zone).

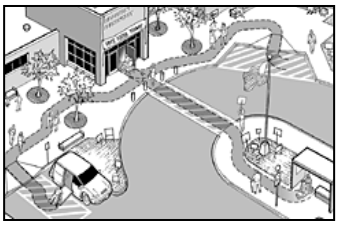
Total Parking Spaces	Designed accessible spaces
1-25	1
26-50	2
51-75	3
76-100	4
101-150	5
151-200	6
201-300	7
301-400	8
401-500	9
501-1000	2% of total
1001 and over	20 +1 for each 100 over 1000

Note: at least 1 of every 6 accessible parking spaces must be designated "van accessible." For example, if the facility has only 1 accessible parking space, then that accessible parking space must

PARKING

be van accessible. If you have 7 accessible parking spaces, then 2 must be van accessible. See item 6 on the next page.

4. Space Location



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

☐ **Yes**
☐ **No**

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?

☐ **Yes**
☐ **No**

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

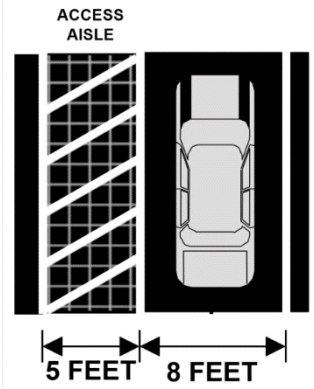
5. Identification and Dimensions of Accessible Parking Spaces

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

☐ **Yes**
☐ **No**

Is each sign mounted on a post at a minimum height of 5 feet (60 inches) measured from the bottom of the sign to the ground surface?

☐ **Yes**
☐ **No**



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

☐ **Yes**
☐ **No**

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

☐ **Yes**
☐ **No**

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

☐ **Yes**
☐ **No**

PARKING

6. Identification and Dimensions of Van Accessible Parking Spaces

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

☐ **Yes**
☐ **No**

Are the van accessible parking spaces designated by an additional sign indicating “Van Accessible” shown in the figure to the right?

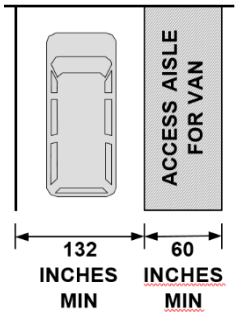
☐ **Yes**
☐ **No**

Do the van accessible parking spaces have a minimum van parking area width of 11 feet (132 inches) and an accompanying marked access aisle of at least 5 feet (60 inches)

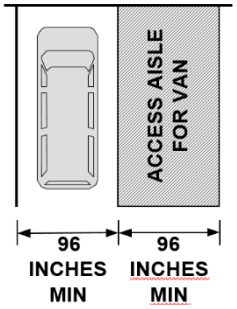
OR

a minimum van parking area width of 8 feet (96 inches) and a minimum accompanying marked access aisle of at least 8 feet (96 inches)? Is each accessible parking space a minimum of 9 feet wide?

☐ **Yes**
☐ **No**



OR

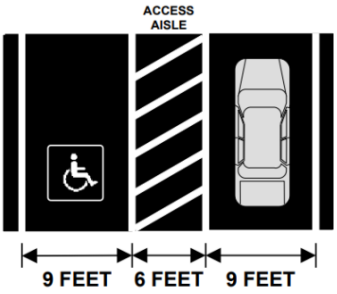


Does each accessible parking space have a marked access aisle that is at least 6 feet wide?

☐ **Yes**
☐ **No**

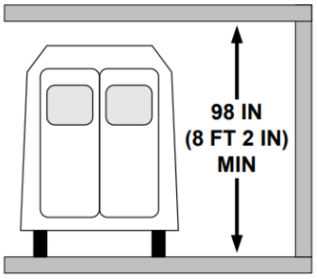
Is each marked access aisle on the passenger side of the parking space or between two accessible parking spaces that share it as shown in the figure to the right?

☐ **Yes**
☐ **No**



Does each van accessible parking space, and the route serving each, have a minimum vertical clearance of 8 feet 2 inches?

☐ **Yes**
☐ **No**



PARKING

7. Passenger Loading Zone

Does your facility have a passenger loading zone?

☐ **Yes**
☐ **No**

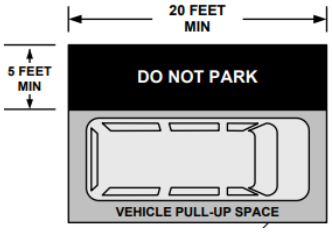
If yes, continue to the next question. If no, skip to #8 (Curb Ramps).

Is the passenger loading zone at least 8 feet wide and 20 feet long?

☐ **Yes**
☐ **No**

Does the passenger loading zone have an unobstructed access aisle at least 5 feet wide and at least 20 feet 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**

8. 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 the next section, Approach and Entrance (Exterior Routes).

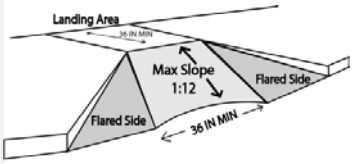
Are curb ramps provided where accessible routes cross over a curb (for example, where an access aisle connects to a sidewalk)?

☐ **Yes**
☐ **No**

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

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

☐ **Yes**
☐ **No**



Sidewalk Curb Cut

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

☐ **Yes**
☐ **No**

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

☐ **Yes**
☐ **No**

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

☐ **Yes**
☐ **No**

Note: Where it is not possible to provide a level landing at the top of 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 stable, firm, smooth and slip-resistant?

☐ **Yes**
☐ **No**

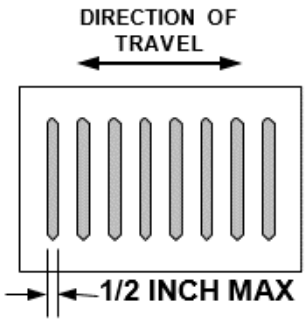
Note: An "accessible route" may consist of walking surfaces (slope no steeper than 5% = 1:20), doors, doorways, gates, ramps, curb ramps, elevators, and platform lifts.

If there are grates or other types of openings (cracks, holes) in ground or floor surfaces, are the openings less than a 1/2 inch in the dominant direction of travel?

☐ **Yes**
☐ **No**

Are the long dimensions of the grating openings perpendicular to the dominant direction of travel?

☐ **Yes**
☐ **No**



2. Changes in Surface Level

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

☐ **Yes**
☐ **No**

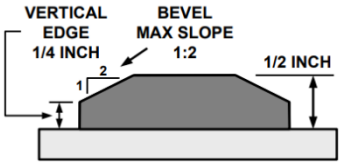
Where vertical changes in surface level are between a 1/4 and a 1/2 inch in height, is the level change beveled (slope 1:2 or less)?

☐ **Yes**
☐ **No**

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

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

☐ **Yes**
☐ **No**



APPROACH AND ENTRANCE (EXTERIOR ROUTES)

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)?

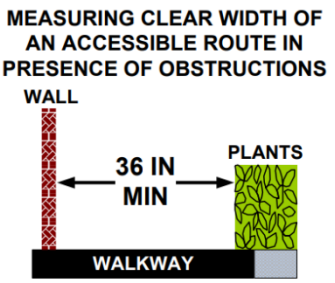
☐ Yes
☐ No

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

☐ Yes
☐ No

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

☐ Yes
☐ No



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

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."

☐ Yes
☐ No

4. Exterior Ramps

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

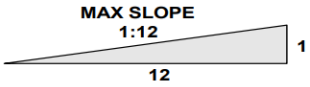
☐ Yes
☐ No

If yes, continue to the next question. If no, skip to #9 (Doorway Width and Maneuvering Clearance).

5. Ramp Slope and Clear Width

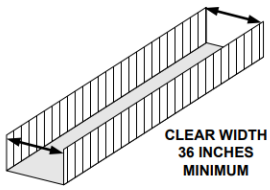
Is the maximum running slope of all ramps 1:12 (8.3%)?

☐ 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 inches?

☐ Yes
☐ No

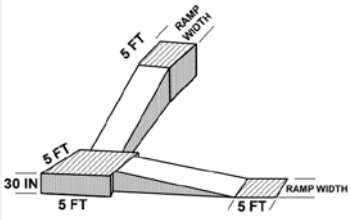
6. Landings

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

☐ Yes
☐ No

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

☐ Yes
☐ No



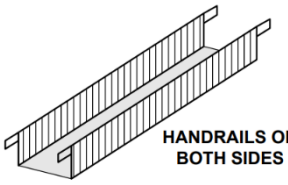
APPROACH AND ENTRANCE (EXTERIOR ROUTES)

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

7. Ramp Handrails

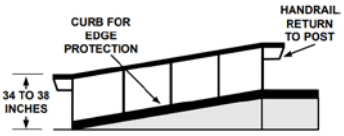
If the ramp rises more than 6 inches vertically, does it have handrails on both sides?

☐ **Yes**
☐ **No**



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

☐ **Yes**
☐ **No**



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

☐ **Yes**
☐ **No**

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

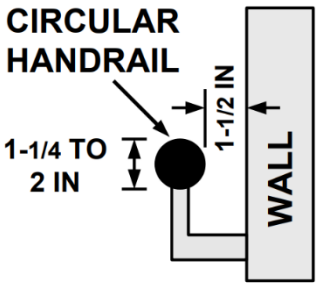
☐ **Yes**
☐ **No**

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

☐ **Yes**
☐ **No**

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

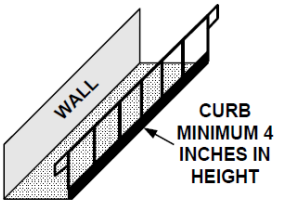
☐ **Yes**
☐ **No**



8. Edge Protection on Ramps

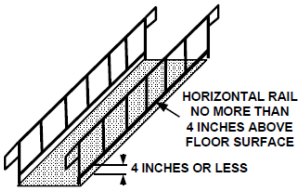
Do ramps and landings have edge protection by extending the floor surface of a ramp or landing at least 12 inches beyond the railing **OR** by providing a curb or barrier edge that prevents passage of a crutch tip, a wheel on a wheelchair or other mobility aid from slipping off the edge of a ramp or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

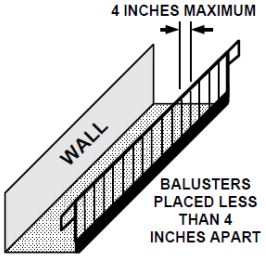
☐ **Yes**
☐ **No**



Note: Examples are:

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



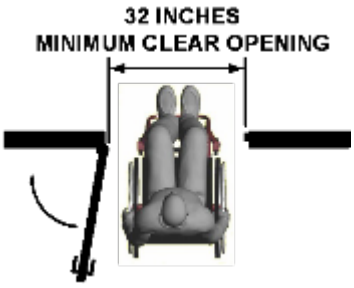


APPROACH AND ENTRANCE (EXTERIOR ROUTES)

9. Doorway Width and Maneuvering Clearance

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

☐ **Yes**
☐ **No**



Do the push or pull sides of doors have adequate clearance from the side and front of the doorway to allow customer to reach 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**

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

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

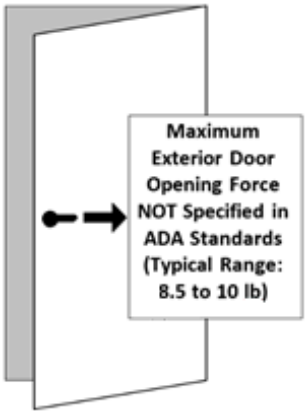
Note: Automatic or power assisted doors that remain open in the power-off position do not require these types of maneuvering clearances adjacent to the doors.

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

10. Exterior Door Opening Forces

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

☐ **Yes**
☐ **No**



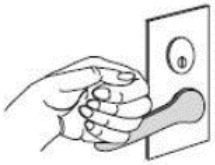
Note: Exterior door opening forces are not addressed in the ADA Standards. Maximum opening force for an exterior door may be addressed in state building codes. For example, in Washington the maximum force is 10 pounds.

APPROACH AND ENTRANCE (EXTERIOR ROUTES)

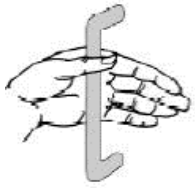
11. Door Hardware

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

☐ **Yes**
☐ **No**

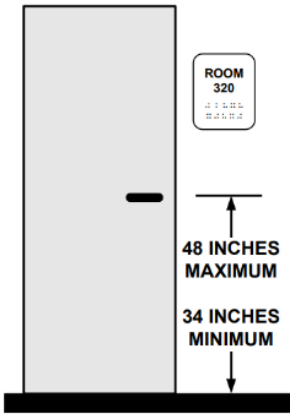


Note: Lever and loop handles serve this purpose well.



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

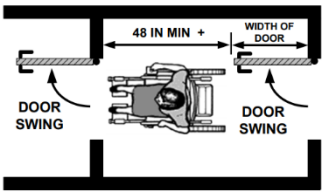
☐ **Yes**
☐ **No**



1. Doors in Series

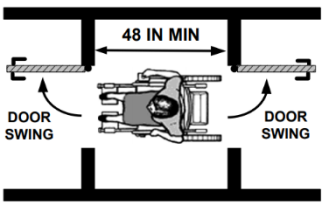
If two doors in a series (vestibule) swing in the same direction, is the distance between the doors at least 48 inches plus the width of the in-swinging door?

☐ **Yes**
☐ **No**



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

☐ **Yes**
☐ **No**



APPROACH AND ENTRANCE (EXTERIOR ROUTES)

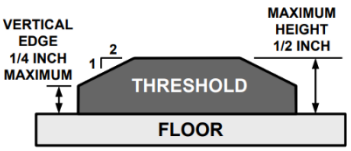
13. Thresholds at Doorways

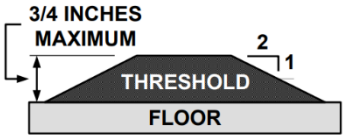
Are the heights of thresholds at doorways a 1/2 inch or less?

☐ **Yes**
☐ **No**

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

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



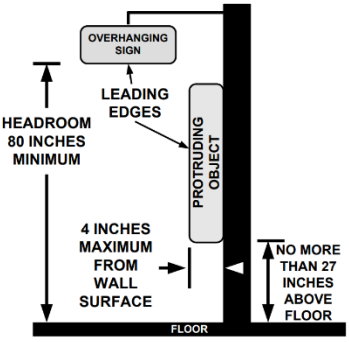


14. Protruding Objects

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

☐ **Yes**
☐ **No**

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



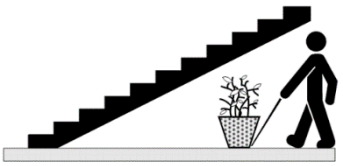
Do all exterior passage ways provide a minimum unobstructed head clearance (headroom) of 80 inches?

☐ **Yes**
☐ **No**

15. Suspended Stairs and Other Overhead Hazards

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

☐ **Yes**
☐ **No**



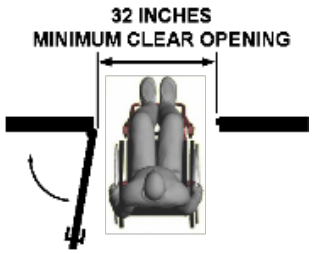
ACCESS TO GOODS AND SERVICES (INTERIOR ROUTES)

1. Doorways

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

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

☐ **Yes**
☐ **No**



2. Maneuvering Clearance

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

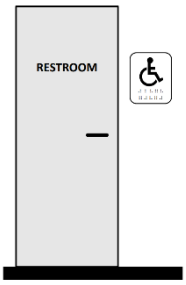
Note: Review previous section, Accessible Approach and Entrance (Exterior Routes), for more information.

☐ **Yes**
☐ **No**

3. Signs for Permanent Rooms and Spaces

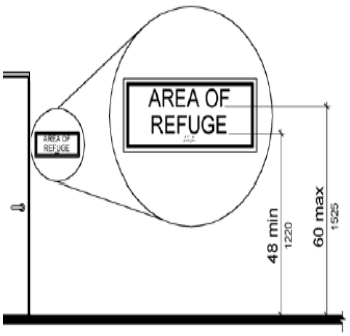
Is every permanent room or space (such as restrooms, offices or meeting rooms, etc.) designated with a sign having good contrast between characters and background, adequate character size for viewing distance, raised (tactile) characters and Braille?

☐ **Yes**
☐ **No**



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

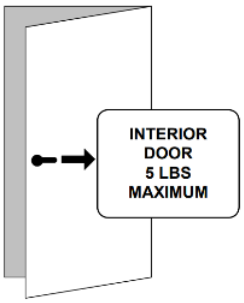
☐ **Yes**
☐ **No**



4. Opening Force for Interior Doors

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

☐ **Yes**
☐ **No**

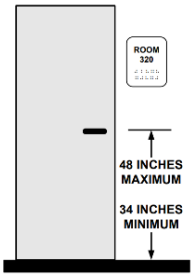


ACCESS TO GOODS AND SERVICES (INTERIOR ROUTES)

5. Door Handle Height

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

☐ **Yes**
☐ **No**



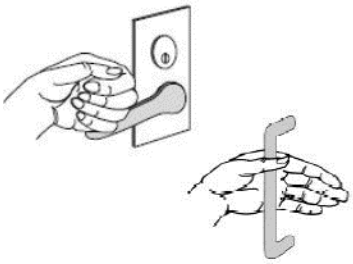
6. Door Hardware

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

☐ **Yes**
☐ **No**

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

☐ **Yes**
☐ **No**



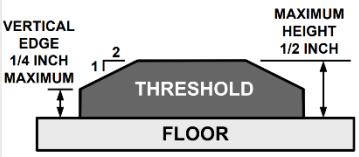
7. Thresholds at Doorways

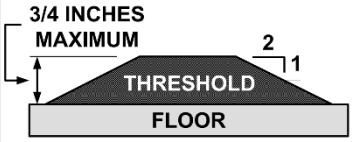
Are the heights of thresholds at doorways a 1/2 inch or less?

☐ **Yes**
☐ **No**

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

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





8. Clear Width of Accessible Routes and Reach Distances

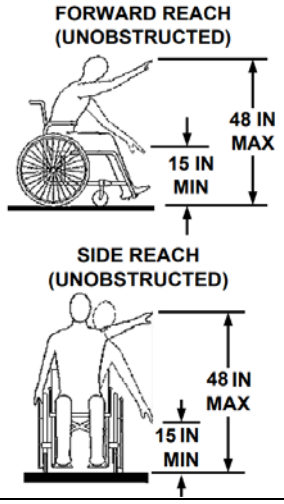
Do all interior accessible routes have a minimum clear, unobstructed width of 36 inches?

☐ **Yes**
☐ **No**

Are all objects meant for public use within reach?

☐ **Yes**
☐ **No**

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



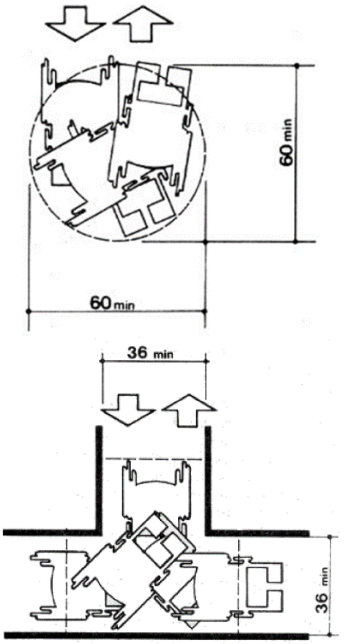
ACCESS TO GOODS AND SERVICES (INTERIOR ROUTES)

9. Turning Space

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

☐ **Yes**
☐ **No**

Note: A turning space may be a:
1. Circular space having a minimum diameter of 5 feet (60 inches) or
2. T-shaped space which provides a 60 inches square minimum with arms and base having 36 inches of minimum width.



10. Tables and Work Surfaces

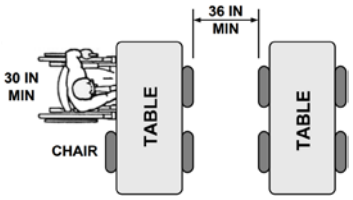
Are there tables or work surfaces in your building?

☐ **Yes**
☐ **No**

If yes, continue to next question. If no, skip to #11 (Protruding Objects).

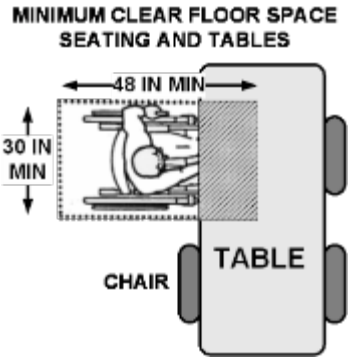
Is there a 36-inch aisle clearance between tables for wheelchair access?

☐ **Yes**
☐ **No**



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

☐ **Yes**
☐ **No**



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

☐ **Yes**
☐ **No**

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

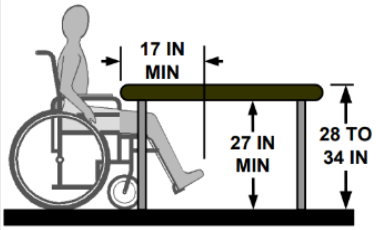
Do the spaces under tables or work surfaces provide clear space for knees and toes?

☐ **Yes**
☐ **No**

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

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

☐ **Yes**
☐ **No**



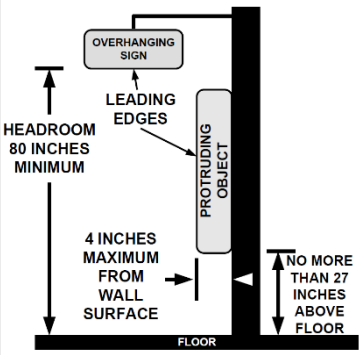
ACCESS TO GOODS AND SERVICES (INTERIOR ROUTES)

11. Protruding Objects

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

☐ Yes
☐ No

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



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

☐ Yes
☐ No

12. Interior Ramps

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

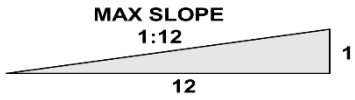
☐ Yes
☐ No

If yes, continue to next question. If no, skip to #18 (Passenger Elevator).

13. Ramp Slope and Clear Width

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

☐ Yes
☐ No

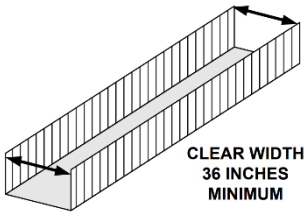


Are cross slopes of all ramp surfaces 1:48 or less?

☐ Yes
☐ No

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

☐ Yes
☐ No



14. Landings

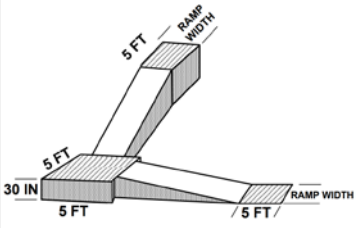
Do ramps have a 5-foot long level landing at the top and bottom of each run?

☐ Yes
☐ No

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

☐ Yes
☐ No

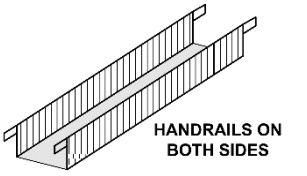
Note: Landings are required where the maximum vertical rise for any length of run for a ramp is 30 inches.



15. Ramp Handrails

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

☐ Yes
☐ No

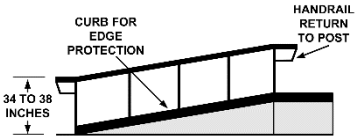


ACCESS TO GOODS AND SERVICES (INTERIOR ROUTES)

16. Handrail Location

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

☐ Yes
☐ No



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

☐ Yes
☐ No

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

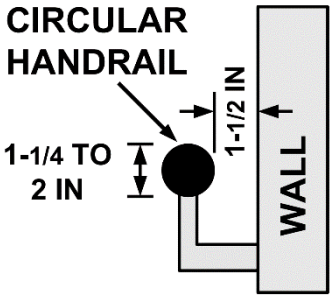
☐ Yes
☐ No

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

☐ Yes
☐ No

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

☐ Yes
☐ No



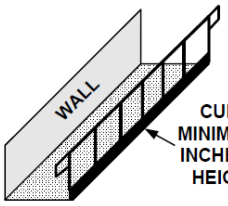
17. Edge Protection on Ramps

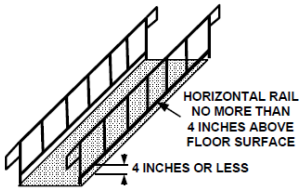
Do ramps and landings have edge protection by extending the floor surface of a ramp or landing at least 12 inches beyond the railing or by providing a curb or barrier edge that prevents passage of a crutch tip, a wheel on a wheelchair or other mobility aid from slipping off the edge of a ramp or landing?

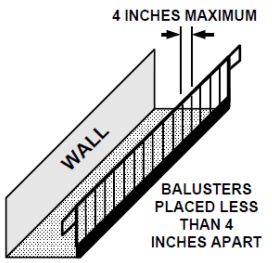
☐ Yes
☐ No

Examples are:

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







18. Passenger Elevator

Does your facility have a passenger elevator?

☐ Yes
☐ No

If yes, continue to next question. If no, skip to #27 (Drinking Fountains).

ACCESS TO GOODS AND SERVICES (INTERIOR ROUTES)

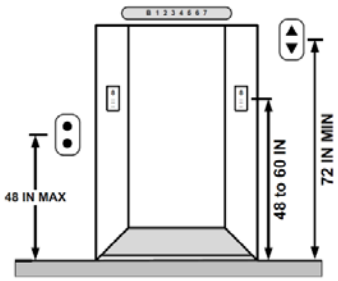
19. Hall Call Controls (Buttons) and Entrance Labels

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

☐ **Yes**
☐ **No**

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

☐ **Yes**
☐ **No**



20. Signal Identification

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

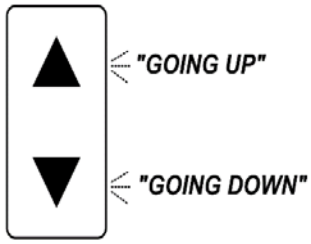
☐ **Yes**
☐ **No**

Are visible signals mounted at 72 inches 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**

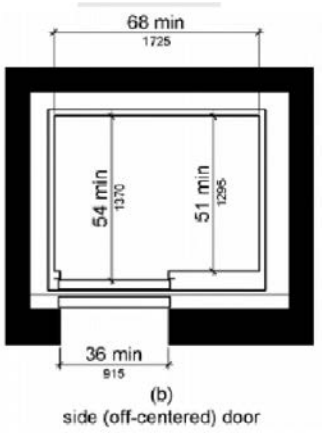


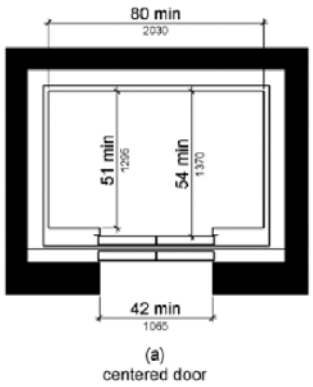
21. Elevator Car Dimensions

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

☐ **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”.



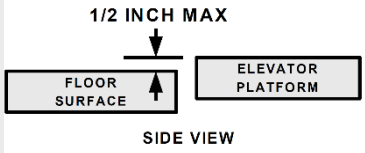


ACCESS TO GOODS AND SERVICES (INTERIOR ROUTES)

22. Leveling

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

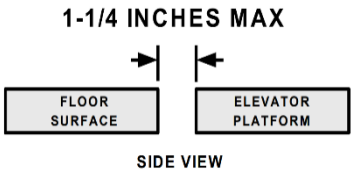
☐ Yes
☐ No



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 inches?

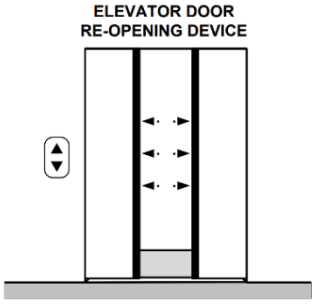
☐ Yes
☐ No



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 a 3/4 inch 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 inches above the floor?

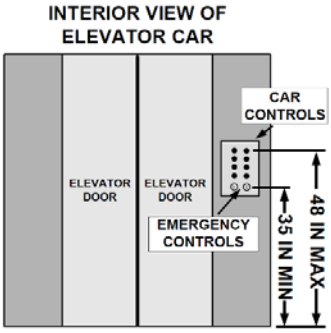
☐ Yes
☐ No

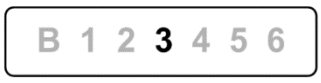
Are emergency control buttons mounted at 35 inches minimum height above the floor?

☐ Yes
☐ No

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

☐ Yes
☐ No





26. Emergency Communications

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

☐ Yes
☐ No

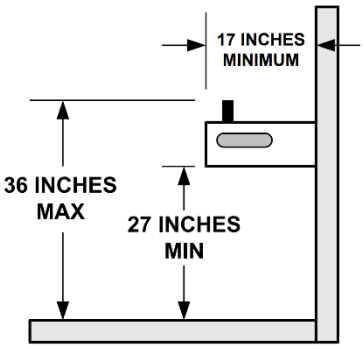
Are emergency control buttons located no higher than 35 inches above the elevator floor and at the bottom of the elevator control panel?

☐ Yes
☐ No

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

☐ Yes
☐ No

ACCESS TO GOODS AND SERVICES (INTERIOR ROUTES)

27. Drinking Fountains Does your facility provide any drinking fountains?	☐ **Yes** ☐ **No**	If yes, continue to next question. If no, skip to #28 (Automated Teller Machines).
Where drinking fountains provided, are there two drinking fountains: one wheelchair accessible and one for persons who are standing? Note: One drinking fountain should be designed for access from a seated position (person using a wheelchair). It should be mounted to provide a minimum knee clearance of 27 inches, minimum toe clearance of 9 inches and a minimum depth of 17 inches. The other drinking fountain should be designed for a person who is standing. Note: For an existing installation, where only one drinking fountain is provided, a wheelchair accessible drinking fountain is allowed.	☐ **Yes** ☐ **No**	
Does the wheelchair accessible drinking fountain provide a minimum knee clearance of 27 inches?	☐ **Yes** ☐ **No**	
Is there 30 x 48 inches of clear floor space positioned for a forward approach to the wheelchair accessible fountain?	☐ **Yes** ☐ **No**	
Is the maximum height of the spout outlet for the lower drinking fountain at 36 inches 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**	
28. Automated Teller Machines (ATMs) Does your facility provide any ATMs?	☐ **Yes** ☐ **No**	If yes, continue to next question. If no, skip to section on Toilets.
Is there sufficient clear floor space (30 x 48 inches minimum) adjacent to the ATM to allow for forward or parallel approach by a wheelchair?	☐ **Yes** ☐ **No**	
Is the maximum height of all operable parts (controls, buttons, deposit slots, etc.) 48 inches from ground surface?	☐ **Yes** ☐ **No**	

ACCESS TO GOODS AND SERVICES (INTERIOR ROUTES)

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

1. Restrooms

Does your facility offer restrooms for public use?

☐ **Yes**
☐ **No**

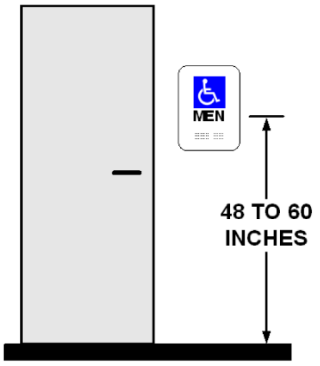
If yes, continue to next question. If no, skip to the next section, Retail Facilities.

2. Restroom Identification

Are all accessible toilet rooms clearly designated with a sign having the International Symbol of Accessibility and mounted on the latch side of the door so the bottom edge of the highest tactile characters are 60 inches maximum and the lowest tactile characters are 48 inches minimum from the floor surface?

Note: All toilet rooms must be designated with accessible signage and inaccessible toilet rooms must have directional signage indicating the location of the nearest accessible toilet room.

☐ **Yes**
☐ **No**



3. Restroom Entrances

Do the doorways of accessible toilet rooms have a minimum clear width (unobstructed opening) of 32 inches and the minimum maneuvering clearance perpendicular and parallel to the doorway (specifications below)?

Note: Doorways of accessible toilet rooms have the same requirements of doorways under #9 Door Width and Maneuvering Clearance in the Approach and Entrance section.

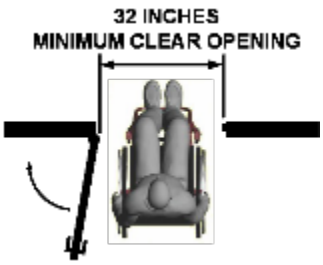
If the person using a wheelchair can approach the door from the front, a minimum side distance of 18 inches and a minimum perpendicular distance of 60 inches will suffice if the door swings toward the customer.

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

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.

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

☐ **Yes**
☐ **No**



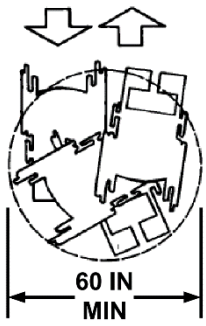
TOILETS

4. Turning Space

Is there adequate turning space for a wheelchair or other mobility devices inside the toilet room?

☐ Yes
☐ No

Note: A turning space may be circular (60 inches minimum diameter) or a “T turning space.”



5. Lavatory Counter Heights and Knee/Toe Clearances

Is there at least one lavatory that provides a counter surface or rim of the lavatory which is no higher than 34 inches above the floor surface?

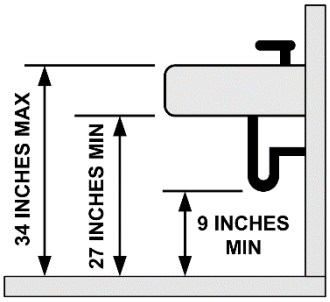
☐ Yes
☐ No

Is the knee clearance space under the lavatory at least 27 inches from the bottom of lavatory apron to the floor surface and 8 inches minimum from the front edge of the apron?

☐ Yes
☐ No

Are water supply, drain pipes and other objects installed under the lavatory so that there is at least 9 inches of toe clearance as measured from the floor surface?

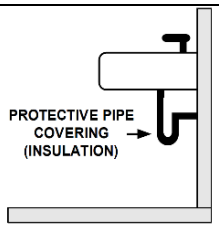
☐ Yes
☐ No



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

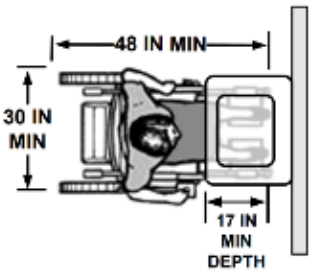
Is there a minimum clear floor space (30 x 48 inches) provided in front of lavatories and sinks to allow for forward approach?

☐ Yes
☐ No

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

☐ Yes
☐ No

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

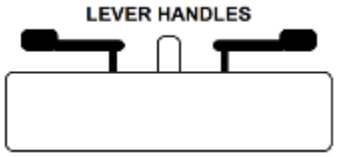


TOILETS

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**



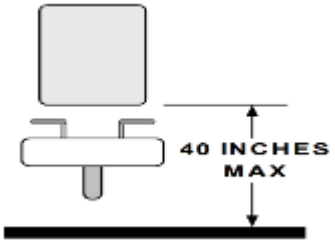
If the faucet control is hand-operating and metering, does it remain open for a minimum of ten seconds?

☐ **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 inches above the floor surface?

☐ **Yes**
☐ **No**



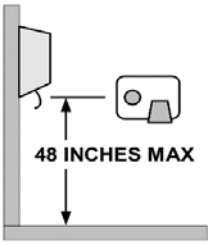
If no, what is the height?

_____

10. Dispensers in Restroom

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

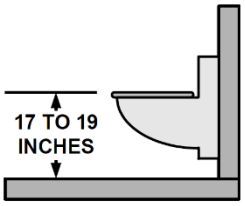
☐ **Yes**
☐ **No**



11. Toilet Seat Height and Distance from Toilet to Wall

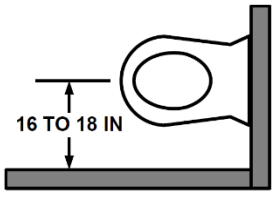
Is the top of the toilet seat 17 inches minimum to 19 inches maximum measured from the surface of the floor?

☐ **Yes**
☐ **No**



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

☐ **Yes**
☐ **No**



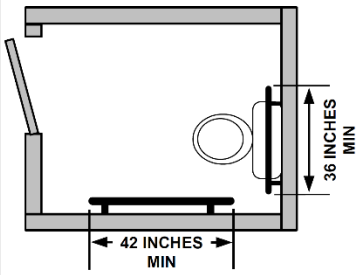
Note: For ambulatory accessible toilet stalls, the centerline of the toilet (water closet) is 17 inches minimum to 19 inches maximum). See #16 below.

TOILETS

12. Grab Bars

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

☐ **Yes**
☐ **No**

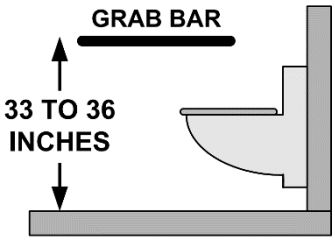


Are grab bars mounted at a height of 33 inches minimum to 36 inches maximum from the floor surface to the top of the gripping surface?

☐ **Yes**
☐ **No**

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

☐ **Yes**
☐ **No**



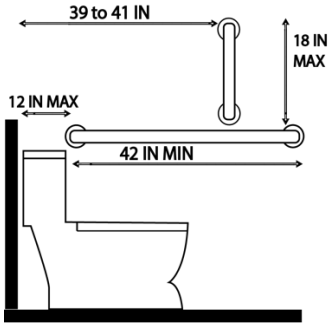
Is there a vertical grab bar with a minimum length of 18 inches, positioned on the side wall 39 – 41 inches from the back of the toilet and 39 – 41 inches from the floor surface to the bottom of the grab bar, as shown in the picture to the right?

☐ **Yes**
☐ **No**

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

☐ **Yes**
☐ **No**

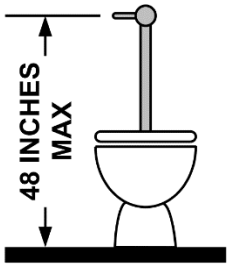
Note: Grab bars must be able to support a minimum of 250 pounds.



13. Flush Controls

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

☐ **Yes**
☐ **No**



If no, what are the heights?

Height:_____

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

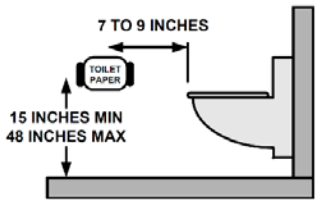
☐ **Yes**
☐ **No**

TOILETS

14. Dispensers in Toilet Stall

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

☐ **Yes**
☐ **No**



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

☐ **Yes**
☐ **No**

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

☐ **Yes**
☐ **No**

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

☐ **Yes**
☐ **No**

15. Stalls

Are there stalls in the public restrooms of your facility?

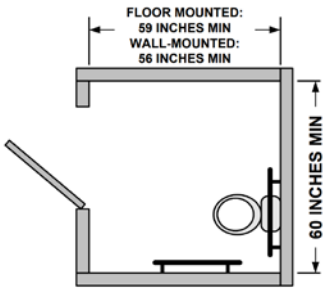
☐ **Yes**
☐ **No**

If yes, continue to the next question. If no, skip to #16 (Ambulatory Accessible Stall).

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

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

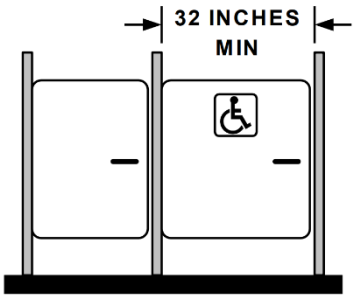
☐ **Yes**
☐ **No**



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

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

☐ **Yes**
☐ **No**

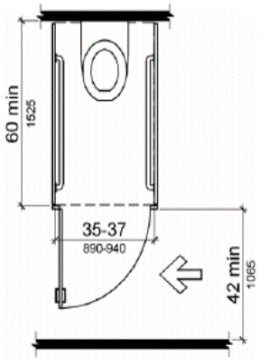
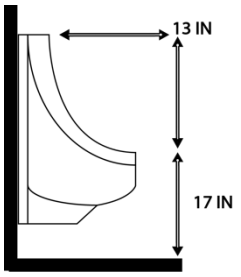


Does the stall door swing outward?

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**

TOILETS

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 (Urinals).
Is there at least one ambulatory accessible stall that is 35 to 37 inches wide and 60 inches deep? Are two grab bars provided that are 42 inches long and mounted at 33 to 36 inches above the floor? Is the space between the wall surface and each grab bar at least 1-1/2 inches?	☐ **Yes** ☐ **No** ☐ **Yes** ☐ **No** ☐ **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 (Single-Occupant or Family Toilet Rooms).
Is there at least one mounted so the rim is no more than 17 inches above the floor and the back of the fixture is a minimum of 13-1/2 inches from the face of the rim?	☐ **Yes** ☐ **No**	
18. Single-Occupant 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 the next section, Retail Facilities.

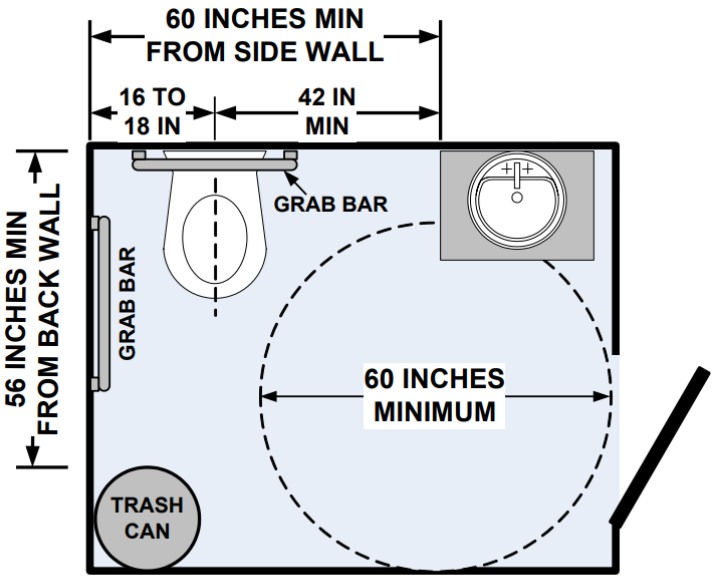
TOILETS

Around the toilet, is there at least 60 inches of space from the side wall or at least 56 inches 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 inches minimum measured perpendicularly from the side wall and 56 inches minimum measured perpendicularly from the rear wall. Turning space can overlap fix and door swing clearances.



SINGLE-OCCUPANT TOILET ROOM

RETAIL FACILITIES

1. Checkout aisles and service counters

Does your facility have onsite retail services with shelves, displays, and service counters or windows for purchase, orders, returns, pick-up, customer service, etc.?

☐ **Yes**
☐ **No**

If yes, continue to the next question. If no, skip to the next section, Dining Areas and Cafeterias.

Are the proper number of accessible check-out aisles available, and are they on an accessible route?

☐ **Yes**
☐ **No**

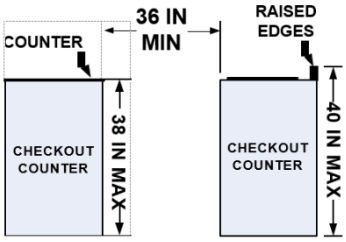
Total Number of Checkout Aisles	Minimum Number of Accessible Checkout Aisles
1 to 4	1
5 to 8	2
9 to 15	3
16 and over	3 plus 20% of the additional aisles over 15

Are accessible checkout aisles identified by the International Symbol of Accessibility? (Not required if there is only one checkout aisle.)

☐ **Yes**
☐ **No**

Are the checkout aisles at least 36 inches wide?

☐ **Yes**
☐ **No**



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

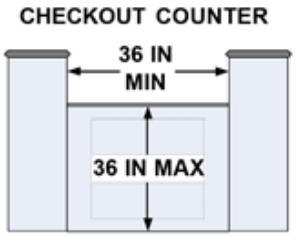
☐ **Yes**
☐ **No**

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

☐ **Yes**
☐ **No**

Are there accessible portions of service counters which allow for a parallel approach in a wheelchair? The accessible portion of the counter surface should be no less than 36 inches in length and have a maximum height of 36 inches above the floor?

☐ **Yes**
☐ **No**



Checkout Counter Parallel Approach

Note: Counters may also be designed to allow for a forward approach in a wheelchair. In this case a portion of the counter must provide a surface which is at least 30 inches in length, no higher than 36 inches high, and adequate knee and toe clearance underneath.

Note: When it is not possible to provide an accessible service counter, is an auxiliary counter or table available in close proximity that meets the above requirements?

RETAIL FACILITIES

Are self-service shelves and display units located on accessible routes (a minimum of 36 inches of unobstructed clear width, no protruding objects, etc.) and are products within reach?

Note: For accessible reach ranges, see item #8 in the section titled “Access to Goods and Service—Interior Routes and Spaces”. For “Protruding Objects”, see item #13 in the same section.

☐ **Yes**

☐ **No**

DINING AREAS AND CAFETERIAS

1. Seating, Tables, and Food Service Counters

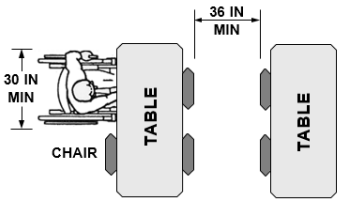
Does your facility provide dining surfaces for the consumption of food or drink?

☐ **Yes**
☐ **No**

If yes, continue to the next question. If no, skip to the next section, Signage.

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

☐ **Yes**
☐ **No**

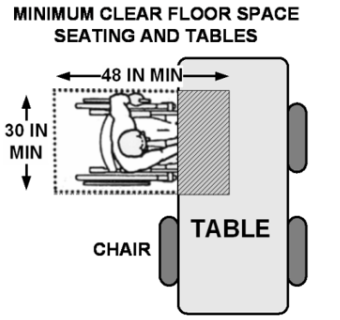


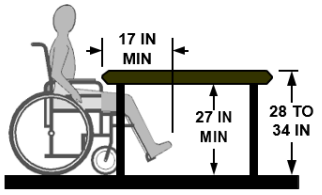
Is at least 5% of all the seating spaces and standing spaces (fixed/built-in or moveable) at the dining surfaces accessible?

☐ **Yes**
☐ **No**

Note: Accessible means that:

- seating spaces at tables allow for a forward approach in a wheelchair and provide a clear floor space of at least 30 inches x 48 inches
- the top surface of the dining tables is 28 inches minimum to 34 inches maximum height from floor surface
- there is 27 inches minimum height under tables for knee clearance; 9 inches minimum in height where toe clearance is required; and the clearance for toes shall extend 17 inches minimum under the table
- counters or bars exceeding 34 inches in height have a portion of the counter top surface that:
    a) is a minimum of 30 inches wide,
    b) has maximum height of 34 inches or minimum height of 28 inches,
    c) has a 30 x 48 inches minimum clear floor space for a forward approach, and
    d) extends the entire depth of the counter top





Are wheelchair accessible seating spaces distributed throughout the dining area?

☐ **Yes**
☐ **No**

Note: This provides choice in seating location and type, reservation time or other services offered.

2. Cafeteria or Buffet Lines

Does your facility have food service lines and/or self-serve food areas?

☐ **Yes**
☐ **No**

If yes, continue to the next question. If no, skip to the next section, Signage.

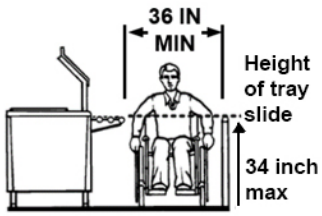
DINING AREAS AND CAFETERIAS

Do the food service lines have an aisle with a minimum clear width (no obstructions) of 36 inches and adequate space for wheelchairs to turn at corners?

☐ **Yes**
☐ **No**

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

☐ **Yes**
☐ **No**



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

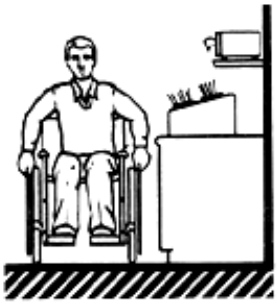
☐ **Yes**
☐ **No**

Are 50% or more (minimum of one) of self-service shelves designed so that a person in a wheelchair can approach the shelf, reach the products, and use the operable parts?

Note: This will require a forward or parallel approach with minimum clear floor space (30 x 48 inches), adequate reach range and accessible operation of parts and controls (easily operated with one hand and not requiring more than 5 lb of force or tight grasping, pinching, or twisting).

Note: For accessible reach ranges, see item #8 in the section titled “Access to Goods and Service—Interior Routes and Spaces”.

☐ **Yes**
☐ **No**



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.

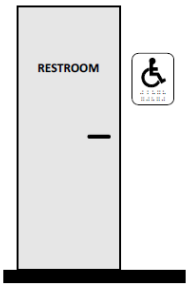
Note: Accessible elements and spaces of a facility should be identified by the International Symbol of Accessibility.

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

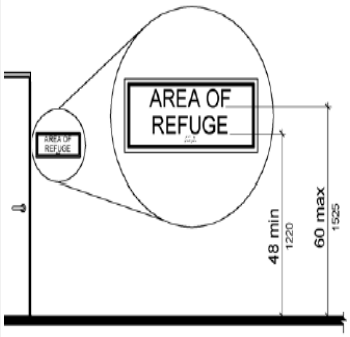
Does the signage identifying permanent rooms or spaces provide both raised (tactile) characters and Braille?

☐ 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 inches maximum and the lowest tactile characters are 48 inches minimum from the floor surface?

☐ Yes
☐ No

Are signs mounted on the latch side of doors?

☐ Yes
☐ No

3. Directional Signage

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

☐ Yes
☐ No

Is 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:

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: _____